



**Executive Leadership and Strategic Engagement Committee (EC)  
of the West Michigan Works! (WMW) Workforce Development Board (WDB) Meeting  
Grand Rapids NW Service Center**

**215 Straight Ave NW Grand Rapids, MI 49504**

**The public may attend in-person or by remote participation via Teams.**

**[Click here to join the meeting](#) Meeting ID: 211 532 930 523 Passcode: n7h3xY**

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**Phone Conference ID: 485 928 735# [Find a local number](#)**

**Monday, November 13, 2023 • 11:30 a.m. – 1:00 p.m.**

**AGENDA**

1. Call to Order and Attendance
2. Public Comment – Agenda Items
3. Approval of the September 18, 2023 Minutes **Action Required**
4. Report on Financial Activities: Notes to August 2023 Board Financials  
*Jacob Maas, Chief Executive Officer* **Information Item**
5. WDB Activities:
  - a. Executive Committee Roster **Discussion Item**
  - b. December 11, 2023 Annual Meeting Agenda **Discussion Item**
  - c. February 12, 2024 Meeting Agenda **Discussion Item**
6. WDB Committee/Council Updates **Information Item**
  - a. Career Educational Advisory Council (CEAC): *Tonia Castillo, Committee Chairperson*
  - b. Legislative Committee: *Jim Fisher, Committee Chairperson*
  - c. Solutions Driven Committee: *Jordan Clark, Committee Chairperson*
  - d. Ad-Hoc: Essential Service Awards Committee: *Janette Monroe, Executive Assistant*
  - e. Ad-Hoc: Strategic Plan-Vision Statement Committee: *Janie McNabb, One-Stop Operator*
7. Other Business: *Jacob Maas* **Information Item**
  - a. Wagner-Peyser (WP) Proposed Rule
  - b. Workforce Innovation and Opportunity Act (WIOA) Federal Budget
  - c. National Association of Workforce Boards (NAWB) 2024 Forum, Washington, D.C. (March 23-26)
  - d. MiCareerQuest 2024 (March 27)
8. Public Comment
9. Adjournment

**Next Scheduled Executive Leadership and Strategic Engagement Committee Meeting:  
January 8, 2024**



**Executive Leadership and Strategic Engagement Committee (EC)  
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**Phone Conference ID: 149 314 733# [Find a local number](#)**

**Monday, September 18, 2023 ▪ 11:30 a.m. – 1:00 p.m.**

## **MINUTES**

**Members/Alternates Present:** Mark Bergsma (Chairperson), Heather Daniel (Vice-Chairperson), Tonia Castillo, Jordan Clark, Jay Dunwell, Jim Fisher, Jon Hofman, Shana Lewis

**Members/Alternates Absent:** None

**Staff Present:** Jacob Maas, Angie Barksdale, Bob Perkins, Janette Monroe, Jeff Dornbos (virtual), Tasha Evans (virtual), Amy Lebednick (virtual), Chad Patton (virtual), Malinda Powers (virtual), Tawanna Wright (virtual)

**Guests Present:** Janie McNabb (One-Stop Operator, Strategic Policy Consultants)

1. Call to Order, Chairperson Mark Bergsma at 11:40 a.m.

2. Public Comment – Agenda Items – None.

3. Approval of the May 8, 2023 Minutes

**Action Required**

**Motion – Jon Hofman**

**Second – Heather Daniel**

**Item Approved – Motion approved**

4. Report on Financial Activities

**Information Item**

*Bob Perkins, Chief Financial Officer*

a. ACSET Financial Report- Notes to July 2023 Board Financials

Bob Perkins, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the nine months ending July 31, 2023. Staff answered board members' questions.

b. FYE 2023 Budget – Second Modification

Bob Perkins reviewed that the budget for fiscal year ending June 30, 2023 was approved by the ACSET Governing Board on August 28, 2023. Bob explained that the budget modification reflects decreases in grant award amounts and increases of program income. Discussion took place and staff answered board members' questions.

5. WDB Activities

*Janette Monroe, Executive Assistant*

a. Member Term of Office: November 2022-October 31, 2024

**Action Required**

Janette Monroe, Executive Assistant, reported that as of July 2023, the WDB had two (2) vacant seats for the term of office through October 31, 2024. The first vacancy is a business seat, which was previously filled by Randy Boss from Ottawa Kent Insurance. Staff are currently seeking a candidate to fill this vacant seat. The second vacancy is in the Higher Education sector. Dr. Stacy Young recently departed Montcalm Community College (MCC) for a position in another state. Since then, MCC has named Connie Stewart as interim President. Connie Stewart has applied to fill

Dr. Young's vacated seat. The WMW Nomination Committee is requesting approval from the Executive Leadership Committee to support Connie Stewart's appointment to serve on the WDB with the term of office dates through October 31, 2024, and to continue seeking a candidate for the business sector vacancy.

**Motion – Jay Dunwell**

**Second – Jordan Clark**

**Item Approved – Motion approved**

- b. Member Term of Office: November 2023-October 31, 2025 **Action Required**  
 Janette Monroe, Executive Assistant, reported that as of July 2023, the WDB had 17 board members, plus 1 vacant business seat whose terms of office expire on October 31, 2023. Of the 17, staff were notified that John Buchan recently retired from NN Inc., and that Scott McLean, Corewell Health Ventures, was stepping down from his seat on the board. Janette explained that the WMW Nomination Committee reviewed all submitted WDB applications and prepared a proposed slate of WDB members. The WMW Nomination Committee is requesting approval from the Executive Leadership Committee to support submission of the slate to the ACSET Governing Board for appointment to serve on the WDB from November 1, 2023 through October 31, 2025.

**Motion – Jordan Clark**

**Second – Jon Hofman**

**Item Approved – Motion approved**

- c. Call for Nomination of WDB Officers: November 2023-October 31, 2025 **Information Item**  
 Janette Monroe, reported that in accordance to the Bylaws of the WDB, it is time to select new board member officers, who will serve from November 1, 2023 through October 31, 2025. There are a total of 12 members that meet the specified eligibility criteria. These nominees will be contacted by the WMW Nomination Committee (the Executive Leadership Committee) to confirm their interest and willingness to serve. Interested nominees will be requested to provide a brief biography by October 2, 2023 and be prepared to speak to the full board on October 9, 2023 prior to the elections.

## 6. WDB Activities

*Jacob Maas, Chief Executive Officer*

- a. Executive Committee Roster **Discussion Item**  
 Jacob Maas, Chief Executive Officer, reported that staff would like to discuss the Executive Committee roster. With a few recent changes due to retirement, it may be time to reevaluate and seek interest in current members and/or new members. Jacob reviewed that according to the Policy Issuance for board certification, and the WDB Bylaws, Article IV; Section 4. Executive Committee. "There shall be an Executive Committee composed of the WDB Chairperson and Vice-Chairperson, the Chairperson or his or her designee of all committees described herein (except ad hoc committees), together with any additional members of the WDB appointed by the Executive Committee; provided that the total membership of the Executive Committee shall not exceed eleven (11)." Discussion took place. Jim Fisher made a motion for the Executive Committee roster to be reviewed every time the WDB elects a new Chairperson and Vice-Chairperson and that a call for interest is made to the WDB seeking board member interest in serving on committees. The WDB Chairperson shall then determine the Executive Committee roster for the elected term of office.

**Motion – Jim Fisher**

**Second – Jon Hofman**

**Item Approved – Motion approved**

### Discussion Item

### Action Required

## Second – Jordan Clark

**Item Approved – Motion approved**

### Discussion Item

### Discussion Item

Information Item

### Action Required

### Information Item

### Discussion Item

Jacob Maas reported that he was recently on a call with the Michigan Works! Association (MWA) and the Office of Information and Regulatory Affairs (OIRA) and the Office of Management and Budget (OMB) to voice Michigan's concerns about the proposed rule, now that a rulemaking draft

is being sent up to the White House/executive branch for additional review. Discussion took place and Jacob stated he will continue to share any new updates with the WDB as they are received.

b. Workforce Innovation and Opportunity Act (WIOA) Federal Budget:

Jacob Maas reported that staff are keeping an eye on the budget and are hopeful that a new WIOA budget will be issued before October 1<sup>st</sup>.

10. Public Comment- Being his last committee meeting as Chairperson, members and staff thanked Mark Bergsma for his leadership and service on the WDB over the past four years.

11. Adjournment at 1:00 p.m. by Chairperson Mark Bergsma.

Recorded by: \_\_\_\_\_ Received by: \_\_\_\_\_

**ADMINISTRATIVE OFFICE**

Area Community Services  
Employment & Training Council  
215 Straight Ave NW  
Grand Rapids, MI 49504  
(616) 336-4100

**SERVICE CENTERS****Allegan County**

3255 122nd Ave  
Allegan, MI 49010  
(269) 686-5079

**Barry County**

130 E State St  
Hastings, MI 49058  
(616) 649-9850

**Ionia County**

603 W Adams St  
Ionia, MI 48846  
(616) 389-8525

**Kent County**

121 MLK Jr St SE  
Grand Rapids, MI 49507  
(616) 336-4040

215 Straight Ave NW  
Grand Rapids, MI 49504  
(616) 336-4460

10075 Northland Dr NE  
Rockford, MI 49341  
(616) 228-6724

**Montcalm County**

114 S Greenville W Dr  
Greenville, MI 48838  
(616) 754-3611

**Muskegon County**

316 Morris Ave  
Muskegon, MI 49440  
(231) 724-6381

**Ottawa County**

12331 James St, Suite 130  
Holland, MI 49424  
(616) 396-2154

**MEMORANDUM**

**TO:** Executive Leadership and Strategic Engagement Committee  
(Executive Committee or EC) of the West Michigan Works! (WMW)  
Workforce Development Board (WDB)

**FROM:** Jacob Maas, Chief Executive Officer

**DATE:** November 13, 2023

**RE:** August 2023 Board Financials

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**Revenue**

Revenues for the two months ending August 31, 2023, total \$5.8M which is 7.92% over budgeted revenue and \$510K over prior year revenue.

**Expenditures**

Operating expenses are over the proposed budget by 4.79%.

Consumable supplies are up over the prior year by \$74K due to an increase in spending mainly in the WIOA and PATH funds.

Outside services are up by \$213K compared to the prior year. \$183K was spent in Elevate (Formerly Career Point) fund to The Source to administer the grant during the current fiscal year.

Training expenses are over budget by \$291K. This is due to timing differences between the prior year and the current year expenditures mainly in the Going Pro Talent Fund (GPTF).

**Area Community Services Employment and Training Council**  
**Michigan Works Agency Programs**  
**Statement of Revenue & Expenses**  
**For the Two Months Ending August 31, 2023**

	YTD Thru August 2023 Actual	YTD Thru August 2022 Actual	YTD 2023/2024 Budget	Budget Variance	Budget Variance %
<b>Total Revenue</b>	<u>\$ 5,781,599</u>	<u>\$ 5,271,523</u>	<u>\$ 5,357,241</u>	<u>\$ 424,358</u>	<u>7.92%</u>
<b>Expenses</b>					
<b>Operating Expenses</b>					
Wages	\$ 1,920,027	\$ 1,798,068	1,946,504	\$ 26,477	1.36%
Fringe Benefits	703,368	630,625	686,803	(16,565)	-2.41%
Consumable supplies	167,875	93,630	171,459	3,584	2.09%
Transportation	15,666	12,459	24,083	8,417	34.95%
Outside services	287,851	75,008	116,917	(170,934)	-146.20%
Space and communications	278,165	286,982	287,021	8,856	3.09%
Equipment rent and maint	4,586	4,778	1,333	(3,253)	-244.04%
Equipment purchases	11,453	9,295	6,000	(5,453)	-90.88%
Other expense	256,153	221,463	238,313	(17,840)	-7.49%
<b>Total operating expense</b>	<u>3,645,144</u>	<u>3,132,308</u>	<u>3,478,433</u>	<u>(166,711)</u>	<u>-4.79%</u>
<b>Subcontractors</b>	\$ 98,063	\$ 99,059	\$ 113,367	\$ 15,304	13.50%
<b>Training</b>	\$ 1,634,866	\$ 1,526,530	\$ 1,343,985	\$ (290,881)	-21.64%
<b>Direct Client Expenses</b>	<u>\$ 403,526</u>	<u>\$ 513,626</u>	<u>\$ 421,456</u>	<u>\$ 17,930</u>	<u>4.25%</u>
	<u>\$ 2,136,455</u>	<u>\$ 2,139,215</u>	<u>\$ 1,878,808</u>	<u>\$ (257,647)</u>	<u>-13.71%</u>
<b>Total Expenses</b>	<u>5,781,599</u>	<u>5,271,523</u>	<u>5,357,241</u>	<u>(424,358)</u>	<u>-7.92%</u>
<b>Excess of Revenue over Expense</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited

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## Essential Service Awards

The annual [Beverly A. Drake Essential Service Awards](#) recognize the vital role that frontline workers have in our local economy. These awards honor individuals who go above-and-beyond their daily responsibilities and exhibit exceptional integrity, passion and commitment in their work.

As businesses continue to operate at less-than-optimal staffing levels celebrating dedicated employees more important than ever.

### Eligibility criteria

- Have at least two years of employment with their current company
- Hold a non-managerial position
- Exhibit pride in their job, a positive attitude, strong work ethic and effective time management
- Work within the West Michigan Works! service area of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa counties

Nominations will open Dec. 1 and will close on Dec. 30.

Look for an email with the announcement and help spread the word.

Honorees will receive a Meijer gift and will be recognized at an Economic Club of Grand Rapids meeting in early 2024.