



**Governing Board Meeting
Grand Rapids NW Service Center**

215 Straight Ave. N.W. Grand Rapids, MI 49504

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

[Join the meeting now](#) Meeting ID: 297 873 346 710 8 Passcode: RV7Y2D6b

Monday, February 23, 2026 ▪ 8:30 a.m. – 10:00 a.m.

AGENDA

1. Call to Order and Introductions
2. Public Comment – Agenda Items
3. Approval of Minutes **Action Required**
 - a. October 27, 2025
 - b. December 8, 2025 Annual Meeting
4. 2026 Governing Board Election of Chair and Vice-Chairperson **Action Required**
Tawanna Wright, Staff Attorney
5. Report on Financial Activities **Action Required**
 - a. Presentation of the Audited Financial Statements **Action Required**
William (Bill) I. Tucker, CPA, Maner Costerisan
 - b. ACSET Financial Report - Notes to December 2025 Board Financials **Information Item**
Kirsti Jones, Chief Financial Officer
 - c. Renewal of Line of Credit **Action Required**
Kirsti Jones
6. Muskegon Service Center *(75% affirmative vote of members appointed and serving)* **Action Required**
Jacob Maas, Chief Executive Officer
7. Policy Approval: Document Retention Policy **Action Required**
Jeff Dornbos, Staff Attorney
8. Report on Administrative Activities **Information Item**
Laura Krist, Human Resource Director
 - a. ACSET Personnel Actions Report **Information Item**
 - b. ACSET Operations Staffing **Information Item**
 - c. Request to Update Staffing Chart **Action Required**
9. WDB Service Summary Dashboard and Solutions Driven Updates **Information Item**
Angie Barksdale, Chief Operating Officer
10. Other Business **Information Item**
 - a. Bev Drake Essential Service Awards
 - b. MiCareerQuest: May 20, 2026 DeVos Place ([VIP Tour Sign up](#) or [Volunteer Sign up](#))
 - c. Orientations and Service Center Tours
 - d. Cyber Event Update
 - e. [2026 HotJobs! List](#)



11. Public Comment

12. Adjournment

Next Scheduled Governing Board Meeting: Monday, April 27, 2026

Remaining Meetings:

June 22, 2026

August 24, 2026

October 26, 2026

December 7, 2026



Governing Board Meeting
Grand Rapids NW Service Center
215 Straight Ave. N.W. Grand Rapids, MI 49504
The public may attend in-person or by remote participation via Teams.
[Join the meeting now](#) Meeting ID: 274 063 151 091 Passcode: n8gRnn
Monday, October 27, 2025 ▪ 8:30 a.m. – 10:00 a.m.

MINUTES

Governing Board Members Present: Commissioners Tiejema (Chairperson), Kallman (Vice-Chairperson), Dugan, Hatfield, LaGrand, Morales, Alexander, Cyr, Paige, Moss, Zylstra, Belchak, Perdue

Governing Board Members Absent: Commissioner De Young

Staff Present (physically or virtually): Jacob Maas, Angie Barksdale, Kirsti Jones, Janette Monroe, Tawanna Wright, Jeff Dornbos (virtual), Tasha Evans (virtual), Amy Lebednick (virtual), Chad Patton (virtual), Malinda Powers (virtual)

Guests Present: None.

1. Call to Order by Commissioner Tiejema, Chairperson at 8:33 a.m.
2. Public Comment- None.
3. Approval of Minutes **Action Required**
 - a. April 28, 2025
Motion – Com. Belchak
Second – Com. Kallman
Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.
 - b. August 25, 2025
Motion – Com. LaGrand
Second – Com. Alexander
Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.
4. Report on Financial Activities
 - a. ACSET Financial Report – Notes to September 2025 Board Financials **Information Item**
 Kirsti Jones, Chief Financial Officer, reviewed ACSET’s statement of revenue and expenditures for the three months ending September 30, 2025. A brief discussion took place and Kirsti answered board members’ questions.
 - b. Proposed FYE 2025 Budget Modification (**75% affirmative vote of members present**) **Action Required**
 Kirsti Jones presented a proposed budget modification for fiscal year ending June 30, 2025. Kirsti reviewed the revenues and expenditures. A brief discussion took place and staff answered board members’ questions.

Motion – Com. Paige
Second – Com. Hatfield
Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.

- c. ACSET Procurement Policy **Action Required**
 Kirsti Jones reported that the policy seeks to include changes to align with the State Policy Issuance, which includes an increase to the Micro-Purchase amount, and increase to the threshold for capital expenditures, updates to sole source procurement guidelines, and updates of various references to the official guidance. A brief discussion took place and staff answered board members' questions.
- Motion – Com. LaGrand**
Second – Com. Belchak
Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.
5. Report on Administrative Activities
- a. ACSET Personnel Actions Report **Information Item**
 Laura Krist, Human Resource Director, reported that there have been four (4) appointments, four (4) separations and two (2) promotions/transfers.
- b. ACSET Operations Staffing **Information Item**
 Laura Krist reported that ACSET currently has 213 out of 241 positions filled. Laura answered board members' questions.
- c. Request to update Staffing Chart **Action Required**
 Laura Krist reported that upon reviewing the current staffing chart and assessing the needs of various programs and departments within ACSET, it would be appropriate to delete the Procurement Manager and Accounting Supervisor positions from the staffing chart. Laura reviewed that staff have redesigned the structure in the Fiscal Department and found these two positions are not needed in order to function adequately. Laura requested Governing Board approval to delete the two titles from the ACSET staff chart. Discussion took place and staff answered board members' questions.
- Motion – Com. Dugan**
Second – Com. Hatfield
Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.
- d. ACSET CEO 360 Review Update **Information Item**
 Laura Krist reported that the CEO 360 Review of Jacob Maas was recently completed. The CEO's 360° review was conducted by an external consultant using a survey tool to gather feedback from multiple stakeholder groups. Jacob scored well above the favorable range in all key management competencies and skill sets, confirming strong overall leadership performance. Discussion took place and staff answered board members' questions.
6. 2026 Governing Board Meetings Schedule **Action Required**
 Janette Monroe, Executive Assistant presented the board with the 2026 Governing Board meetings schedule and requested approval.
- Motion – Com. Kallman**
Second – Com. Alexander
Item Approved by Vote – Motion carried.
7. Workforce Development Board (WDB) Activities
- a. WDB Term of Office Applications **Action Required**
 November 1, 2024 – October 31, 2026 *(75% affirmative vote of members present)*
 Jacob Maas reported that as of August 2025, two seats on the WDB became vacant for the term ending October 31, 2026. Mark Thomas (Community Based Organization) resigned following his retirement, and Gregory Kind (Economic Development) stepped down due to leaving the region. Jacob further noted that Trevor Friedeberg, the new President and CEO of Greater Muskegon Economic Development (GMED), applied to fill the Economic Development seat and was approved by the WDB at its October 13, 2025 meeting. The Community-Based Organization seat

remains vacant, while the Executive Leadership Committee continues to seek a qualified candidate. Jacob requested approval of Trevor Friedeberg’s appointment through October 31, 2026, and authorization to continue efforts to fill the remaining vacancy.

Motion – Com. Belchak

Second – Com. Paige

Item Approved by Vote – All 13 members present voted affirmatively. Motion carried

b. WDB Term of Office Applications **Action Required**

November 1, 2025– October 31, 2027 *(75% affirmative vote of members present)*

Jacob Maas reported that as of August 2025, seventeen members of the West Michigan Works! Workforce Development Board (WDB) were serving terms set to expire on October 31, 2025. Of those, three members—Lisa Marie Barkel-Williams (Business/Private Sector), Jennifer Heinzman (Community-Based Organization), and Michelle Seigo (Public Assistance Agency) chose not to seek reappointment. Additionally, the Higher Education seat previously held by Dr. Charles Lepper became vacant following his departure from Grand Rapids Community College (GRCC).

To fill these vacancies, Jacob reported that applications were submitted and the following appointments are recommended: 1.) Emily Quiggle (Barry County Chamber of Commerce & Economic Development Alliance) to replace Jennifer Heinzman in the Community-Based Organization category; 2.) Donata Kidd (MI DHHS Muskegon County) to replace Michelle Seigo in the Public Assistance Agency category; and 3.) John VanElst (Dean of Workforce Development, GRCC), recommended by GRCC’s Interim President, to fill the Higher Education seat formerly held by Dr. Lepper.

Jacob noted that the Business/Private Sector seat previously held by Lisa Marie Barkel-Williams remains vacant, and the Executive Leadership Committee is working to identify a qualified candidate. Despite this vacancy, the WDB remains in compliance with its mandated membership requirements, while the WDB seeks to fill the Community-Based Organization seat. Jacob requested the approval of Emily Quiggle, Donata Kidd, and John VanElst to WDB Appointments through October 31, 2027.

Motion – Com. LaGrand

Second – Com. Perdue

Item Approved by Vote – All 13 members present voted affirmatively. Motion carried.

8. West Michigan Works! (WMW) Workforce Development Board (WDB) Service Summary Dashboard and Solutions Driven Updates **Information Item**

WDB Service Summary Dashboard

Angie Barksdale, Chief Operating Officer, shared the Service Summary for October 2024 through August 31, 2025, with board members. Angie reviewed the Management Observations and Highlights which included information and data on: Service Center Traffic, Employers Served, Jobs Filled by Industry, Going Pro Talent Fund (GPTF), Hiring Events, Retention Solutions, and WorkReady Certificates Earned. Angie reported that customer traffic is slightly higher than last year, keeping staff busy while resources for training and support have decreased. Employer engagement remains strong, especially among small businesses, and hiring events have increased after shifting back to in-person formats. However, training completions and credentials are down due to limited funding, and retention programs continue to operate steadily. A brief discussion took place and Angie answered board members’ questions.

Solutions Driven Updates

Summaries of each initiative highlighted under solutions-driven updates include a notation identifying its alignment with strategic plan goals. These “alignment indicators” are **Enhanced Relationships, Pipeline Development** and **Diversity and Inclusion**.

Grant Updates:

- i. Make Michigan Home: Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
- ii. FutureTech Careers Program (formally known as Strengthening Community Colleges Grant 4 (SCC4)): Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
- iii. Early Childhood Education (ECE) Registered Apprenticeships:
Angie Barksdale reported that the ECE Registered Apprenticeship program has successfully completed its cohort, exceeding its performance goals by training 27 participants in partnership with eight employer organizations. The initiative has strengthened the childcare workforce pipeline and is scheduled to conclude in February. Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
- iv. Michigan Career Opportunity Academies for Community Health (MiCOACH):
Angie Barksdale reported that the three-year MiCOACH grant is scheduled to end in December. The academy recently concluded its third cohort, with 12 individuals completing the training and 11 completing the Foundations of Behavioral Health portion. Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
- v. The Michigan Citizen Reentry Initiative (MiCRI):
Additional information is provided in the board packet. **Enhanced Relationships, Diversity and Inclusion**
- vi. Partners for Reentry Opportunities in Workforce Development (PROWD): Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
- vii. Michigan Skilled Immigration Integration Program (MISIIP): Additional information is provided in the board packet. **Diversity and Inclusion, Pipeline Development**
- viii. Grand Rapids Community College (GRCC) One Workforce Grant: Angie Barksdale reported that this grant is nearing the end of its four-year cycle. All performance metrics have been exceeded. Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
- ix. Barrier Removal and Employment Success (BRES) Expansion: Additional information is provided in the board packet. **Pipeline Development, Diversity and Inclusion**
- x. MDARD Specialty Crop Grant: Angie Barksdale reported that West Michigan Works! received new funding from the Michigan Department of Agriculture and Rural Development (MDARD). This grant will support specialty crop grower training through the Agribusiness Industry Council and will fund agriculture-focused career exploration activities at the upcoming MiCareerQuest event. Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
- xi. Going PRO Talent Fund (GPTF):
Fiscal Year 2025:
Additional information is provided in the board packet. Below are the WMW employer awards:
 - Cycle 1: In total, 322 applications were submitted to the state. 175 employers received a total of \$11.2M. Training may occur January 1, 2025 – December 31, 2025.
 - Cycle 2: In total, 222 applications were submitted to the state. 49 employers received a total of \$10.8M. Training may occur July 1, 2025 – June 30, 2026.

- Employer Led Collaborative (ELCs – formerly Industry Led Collaboratives): Applications are now closed for FY25 Employer-Led Collaboratives (two or more employers with shared training needs) applications. 16 employers received an award across three ELCs for a total of \$164,819.

Fiscal Year 2026:

- Cycle 1: The opening date for the FY26 Cycle 1 launched for training starting in January. However, the program faced a 40% cut in the state budget, which will significantly reduce available funding and the number of employers that can be supported. Historically, West Michigan Works! has historically secured about 30% of statewide funds, so this reduction will have a major impact on local training opportunities.

A full list of grant recipients statewide is available online at Michigan.gov/TalentFund. ***Enhanced Relationships, Pipeline Development***

- xii. Sector Strategies Employer Led Collaborative Grant: Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- xiii. State Apprenticeship Expansion (SAE) 2025: Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- xiv. Regional Innovation Project (RIP) Grant: Angie Barksdale reported that West Michigan Works! received a Regional Innovation Project grant in partnership with Capital Area Michigan Works!, Detroit Employment Solutions, and Oakland County Michigan Works! The initiative will expand employer-led career navigation events in manufacturing, healthcare, and technology to help students and jobseekers explore career pathways and postsecondary training aligned with industry demand. The total grant request was \$450,000, with \$120,000 allocated to support implementation in West Michigan. ***Enhanced Relationships, Pipeline Development***

Discussion took place on some of the grants and Angie answered board members' questions.

Industry Talent Councils (ITCs)

Angie Barksdale reported that there are a variety of ways to stay connected to the innovative work taking place under each of the WMW Industry Talent Councils (ITC). ***Enhanced Relationships, Pipeline Development***

Multi-Industry Initiatives: Angie reviewed some of the multi-industry initiatives taking place.

- **Lunch & Learn – Lunch & Learn** – The Industry Talent Councils are jointly funding a quarterly Lunch & Learn series designed to connect employers with inclusive hiring strategies and the supportive services available through West Michigan Works! and its community partners. The most recent session was held on August 13, which featured a presentation from members of the Retention Solutions Network and drew participation from nine interested businesses, demonstrating strong employer interest in workforce retention and inclusion tools. Planning is underway for the next session, which will focus on childcare solutions—a key employment barrier for many job seekers and a priority area identified by council members.
- **Workplace Well-Being Summit/H.O.P.E (Helping Our People Elevate Through Tough Times) Certification** – Angie Barksdale reported that the Workplace Well-Being Summit, supported by all the Industry Talent Councils, was hosted by West Michigan Works! at the Pine Rest Postma Center. The event brought together more than 100 participants to discuss employer strategies for suicide prevention, addiction recovery, and overdose prevention. The summit also highlighted the H.O.P.E Certification, which equips employers with tools to better support employee well-being.

Angie Barksdale reported that each council continues to engage in sector-specific initiatives, partnerships, and events aimed at strengthening talent pipelines in industries such as manufacturing, healthcare, and agribusiness

- i. **Agribusiness Talent Council of West Michigan (ATC) Mission: The Agribusiness Talent Council is an employer-led collaborative that seeks to expand the talent pool by promoting care pathways and opportunities in West Michigan agribusiness industry.** Additional information is provided in the board packet.
- ii. **Construction Careers Council (CCC) Mission: The Construction Careers Council creates a bright future for West Michigan’s construction industry by building a diverse and qualified workforce.** Additional information is provided in the board packet.
- iii. **Discover Manufacturing (DM) Mission: We Exist to Inspire and Expand Manufacturing Talent in West Michigan.** Additional information is provided in the board packet.
- iv. **Explore Hospitality (ExH) Mission: We elevate one of West Michigan’s leading employment sectors by developing careers, cultivating talent, and promoting a thriving, dynamic hospitality industry.** Additional information is provided in the board packet.
- v. **West Michigan Health Careers Council (WMHCC) Mission: The purpose of WMHCC is to provide an employer-led collaborative council of healthcare employers, educators, workforce development, and economic development organizations working together to meet West Michigan’s healthcare talent needs.** Additional information is provided in the board packet.
- vi. **West Michigan Tech Talent (WMTT) Mission: West Michigan Tech Talent looks to engage employers of Information Technology professionals with best practices, resources and a community to grow, develop, recruit and retain a diverse and inclusive world class IT workforce in West Michigan.** Additional information is provided in the board packet.

Programs

- i. **WMW Sponsored Registered Apprenticeships Program (WMW RAP):** Angie Barksdale reported that West Michigan Works! currently administers 62 U.S. Department of Labor (USDOL) Registered Apprenticeship programs, serving 385 active apprentices across 123 participating employers. In January 2026, training will begin for the 10th cohort of Medical Assistant apprentices at the three major hospital systems in West Michigan. The program received over 800 applications of interest, marking the highest number of applicants since the program’s inception in 2015. Strategic planning is underway to expand this successful model to other healthcare employers.

Additionally, West Michigan Works!, in partnership with the Michigan Department of Labor and Economic Opportunity (LEO), hosted a Race to Talent™ event on October 24, 2025. The event highlighted the role of pre-apprenticeships and Registered Apprenticeships in addressing workforce shortages and creating career pathways for students and jobseekers. It also showcased the Michigan Apprenticeship Readiness Certificate (MARC) Pre-Apprenticeship Pilot Program, which connects high school juniors and seniors to high-quality training linked to Registered Apprenticeship opportunities. During the event, Fox Motors and Royal Technologies were formally recognized by LEO for their leadership and participation in launching the MARC pilot program ***Enhanced Relationships, Pipeline Development, Diversity and Inclusion***

- ii. **Ascend Youth Programming:** Additional information is provided in the board packet. ***Pipeline Development, Diversity and Inclusion***
- iii. **MiCareerQuest:** Angie Barksdale reported that the event is scheduled to take place on May 20, 2026. ***Pipeline Development***

- iv. Elevate: Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development, Diversity and Inclusion***
- v. Retention Solutions Network (RSN): Additional information is provided in the board packet. ***Enhanced Relationships, Diversity and Inclusion***
- vi. Gain Employment Maintain Support (GEMS) formally known as Learn, Earn and Provide (LEAP) Pilot: Additional information is provided in the board packet. ***Pipeline Development, Diversity and Inclusion***

Initiatives

- i. West Michigan Education-to-Employment Partnership (E2P): Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- ii. Section 107a: Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***

9. Other Business – None.

Information Item

10. Public Comment – None.

11. Adjournment at 9:46 a.m. by Commissioner Tiejema.

All members present voted affirmatively.

Recorded by: _____

Received by: _____



2025 Annual Meeting
Frederik Meijer Gardens & Sculpture Park (Huizenga Grand Room South)
1000 East Beltline NE ▪ Grand Rapids, MI 49525
Monday, December 8, 2025 ▪ Meeting 12:00 p.m. – 1:30 p.m.
(Networking Lunch begins at 11:30 a.m.)

MINUTES

Workforce Development Board (WDB) Members Present: Heather Daniel (Chairperson) Shana Washington (Vice-Chairperson), Emily Babson, Nora Balgoyen, Dr. Bradley Barrick, Ryan Bennett, Mark Bergsma, Tonia Castillo, Jordan Clark, Maria Dennison, Jay Dunwell, Jim Fisher, Trevor Friedeberg, Nate Henschel, Jon Hofman, Dr. TaRita Johnson, Nick Kacher, Donata Kidd, Kelly Kroll, Lindsay Maunz, Emily Quiggle, Jen Schottke, Samantha Semrau, Dan TenHoopen, John VanElst, Sara Whisler

WDB Members Absent: Bryce Butler, Cathy Cronick, Paul David, Jan Harrington-Davis, Dan Rinsema-Sybenga

Governing Board (GB) Members Present: AliciaMarie Belchak, Kim Cyr, Mark De Young, Gale Dugan, Nancy Morales, Joe Moss, Kelsey Perdue

GB Members Absent: Larry Tiejema (Chairperson), Matt Kallman (Vice-Chairperson), Nathan Alexander, Dave Hatfield, Melissa LaGrand, Darrell Paige, Doug Zylstra

Staff Present: Jacob Maas, Angie Barksdale, Kirsti Jones, Olivia Blomstrom, Kyle Brooky, Marlene Brostrom, Karrie Brown, Brittany Chase, Carol Distel, Jeffrey Dornbos, Chrissy Douglas, Mark Dumouchelle, Sadiq Edo Abdi, Tasha Evans, Liz Gensler, Amy Graham, Brittany Gray, Carla Hatton, Rosa Hernandez, Erin Kenny, Amy Lebednick, Andrika Lyons, Trevor Mier, Janette Monroe, Chad Patton, Joshua Perkins, Malinda Powers, Juan Rosario, Larry Sanders, Bradley Sims, Paul Sischo, Richelle Smith, Abby Stalker, Jennifer Summers, Kelly Tang, Tawanna Wright

Guests/Public Present: Congresswoman Hillary Scholten, William Campbell (Congressman John Moolenaar's Office), Dr. Werner Absenger, Kate Baumgardner, John Boos, Qi'Shaun Coyle, Monk Duncan, Holly Engelberg, Wendy Falb, Rich Franklin, Ryan Graham, Brian Gruber, Bill Guest, Krista Harmon, Jason Heist, Ryan Hundt, Gene Hynde, Win Irwin, Peter Kalogiros, Kimm Karrip, Carol Kendra, Marcus Little, Fladiana Lopez, Rodd Lowell, Steve Martin, Jane Newton, Michael O'Connor, Charlie Peck, Lisa Radak, Max Rydell, Holly Schroeder, Michelle Seigo, Steve Smith, Tonya Spencer, Kristen Tjalsma, Ryan Virsik, Josh Volk, Kevin Vos, Patricia Walstra, Kelly Wandel, Chad Whitton, Chauncy Williams

1. Call to Order at 12:04 p.m. by West Michigan Works! Workforce Development Board Chair, Heather Daniel.

2. Public Comment- None

3. **2025 Year in Review and Recognitions**

Information Item

Heather Daniel, WDB Chairperson welcomed attendees and noted West Michigan Works!' 10th anniversary, highlighting services provided to more than 500,000 job seekers and 10,000 businesses over the past decade. To begin the 2025 year in review, Heather introduced U.S. Congresswoman Hillary Scholten to the stage. U.S. Rep. Scholten expressed federal support for workforce development and congratulated the award recipients.

Following U.S Rep Scholten, Heather introduced Angie Barksdale, Chief Operating Officer of West Michigan Works! to the stage. Angie Barksdale reported that in past years' WMW always chose a word to define the year. But for 2025 WMW selected a quote from Amelia Earhart: *"The most difficult thing is the decision to act; the rest is merely tenacity."* She emphasized partnerships and action in advancing regional workforce efforts.

Angie also reviewed key program updates which included the following: (1) Business Solutions served 3,361 employers, filled 9,094 jobs, and invested over \$15M through the Going Pro Talent Fund (GPTF); (2) apprenticeships participation reached 205 individuals with \$444,833 invested; and (3) the Industry Talent Councils connected with nearly 19,924 students, 797 educators, and over 400 employers. Angie further noted that the Talent Solutions department assisted 57,737 job seekers, removed over 8,531 barriers, and invested \$14M in training dollars. The Development and Innovation department, including the Ascend program, served 471 youth, resulting in 159 work experiences and 115 credentials. The MiCareerQuest event hosted 8,500 students from 89 schools with 104 employers to explore over 280 careers. Angie then introduced Jacob Maas, Chief Executive Officer of West Michigan Works! to the stage.

4. Employer of the Year Recognition

Jacob Maas recognized Bradford White as the 2025 Employer of the Year for its strong commitment to developing talent and supporting meaningful career opportunities across West Michigan. Kelly Kroll, HR Business Partner accepted the award on the company's behalf.

5. Partner of the Year Recognition

Jacob Maas recognized the Literacy Center of West Michigan as the 2025 Partner of the Year, noting the organization's longstanding commitment to strengthening the region's talent pipeline and expanding opportunities for adult learners. Jacob highlighted the Literacy Center's nearly 40 years of service supporting individuals in building critical reading, language, and learning skills, as well as its close collaboration with West Michigan Works! through co-enrollment, referrals, hiring events, and services for English learners and immigrant professionals. Wendy Falb, Executive Director of the Literacy Center, accepted the award on the company's behalf.

6. 2025 Impact Award Recognition

Jacob Maas reported that with the tens of thousands of individuals served through our career and training services, WMW continues to amass countless success stories that demonstrate the profound impact of the work being done in West Michigan. Jacob explained that West Michigan Works! submits annual nominations for the Michigan Works! Association Impact Awards, which recognizes outstanding contributions to workforce development, with the 2026 ceremony scheduled for April. Jacob presented the award to Hilite International for helping fuel the regional economy through job creation and talent development, followed by the showing of the award video. John Boos accepted the award on the company's behalf.

7. Looking Ahead

Jacob Maas outlined key issues shaping the year ahead, including national workforce challenges, federal advocacy efforts, and the overdue reauthorization of the Workforce Innovation and Opportunity Act (WIOA), noting that rising costs and stalled legislation continue to strain essential workforce programs. Jacob emphasized that significant budget reductions in 2025, such as a nearly 40% cut to the Going Pro Talent Fund (GPTF) and even elimination of other programs, have created instability for both businesses and job seekers, making sustained advocacy critical as planning begins for the 2026 budget cycle and the 2027 administration transitions. Jacob also highlighted economic shifts and the accelerating impacts of AI, pointing to an increase in plant closures and consolidations across the region. Jacob encouraged attendees to review the annual report using the QR code on the meeting agenda and thanked partners, staff, and those in room for their continued engagement and support. Jacob introduced Shana Washington, WDB Vice-Chairperson, to the stage.

8. Shana Washington provided closing remarks, noting that West Michigan Works! will continue its programs, councils, and committee efforts in 2026 while building relationships in the legislature to support funding, local control, and program continuity. Shana emphasized the need for the incoming administration to recognize the value of a fully funded budget and thanked board members, elected officials, and staff.

9. Shana Washington adjourned the meeting at 12:44 p.m.

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**

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

Barry County

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

Ionia County

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

Kent County

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

Grand Rapids SE Service Center
121 Martin Luther King Jr St SE
Grand Rapids, MI 49507
(616) 336-4040

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

Montcalm County

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

Muskegon County

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

Ottawa County

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

West Michigan Works! is a division of ACSET, an equal opportunity employer/program and a proud partner of the American Job Center network.

Auxiliary aids and services are available upon request to individuals with disabilities. West Michigan Works! is supported by state and federal funds; more details at westmiworks.org/about. TTY 711

MEMORANDUM

TO: ACSET Governing Board

FROM: Tawanna Wright, Staff Attorney

DATE: February 23, 2026

RE: ACSET Governing Board Election of Chair and Vice-Chair

Background

Pursuant to the 4th Amended Interlocal Agreement between the Counties of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, Ottawa, and the City of Grand Rapids, it is time for a Chairperson and Vice-Chairperson of the ACSET Governing Board to be elected. The newly elected officers shall begin their duties at the February 23, 2026 meeting immediately following the election. The Interlocal Agreement provides as follows:

The Governing Board shall have a Chairperson and Vice-Chairperson, which officers shall be elected annually by members of the Governing Board; provided, that the Chairperson shall be elected from among the representatives of one of the Public Agencies in the following annual rotation: Allegan County, Barry County, Ionia County, Kent County, Montcalm County, Muskegon County, Ottawa County, and the City of Grand Rapids. The Public Agency from which the Chairperson shall be elected for the first calendar year following the effective date of this Interlocal Agreement shall be chosen by lot, and the Vice-Chairperson shall be chosen from among the representatives of the next Public Agency in the above rotation.

- a. Chairperson. The Chairperson shall preside over all the meetings of the Governing Board.
- b. Vice-Chairperson. The Vice-Chairperson shall perform the duties and exercise the power of the Chairperson in the absence or disability of the Chairperson.

Based on the above rotation listed in the Interlocal Agreement, it is Kent County's turn to serve as Chairperson of the Board for 2026. Three representatives from the Kent County Board of Commissioners will serve on the 2026 ACSET Governing Board (Commissioners Matt Kallman, Melissa LaGrand, Nancy Morales). All three representatives will be considered for Chairperson unless a representative wishes to be removed from consideration. As far as voting is concerned and assuming there is more than one candidate for the office of Chairperson, the members of the



Governing Board can decide if they prefer to vote by (1) a show of hands for each candidate; (2) a roll call vote; or (3) by any other way the member's vote is made known to the public, e.g., a ballot but not a secret ballot. If the ballot method is selected, then each voting member must place his or her own name on the ballot, and then the member's name along with his or her own name on the ballot, and then the member's name along with his or her selected candidate can be read aloud at the meeting **or** if the member's name is not read aloud at the meeting, then the member's selected candidate along with each voting member's name will be recorded in the official minutes of the meeting for any interested member of the public to see. If there is only one candidate for the office of Chairperson, then action (i.e., nomination*, and a vote of yeas and nays) would be required by the members to officially elect the representative as the Chairperson.

Regarding the office of Vice-Chairperson, the next listed public agency in the above rotation is Montcalm County. Being the only representative from the Montcalm County Board of Commissioners, Commissioner Nathan Alexander will be considered for Vice-Chairperson of the ACSET Governing Board unless he wishes to be removed from consideration. Assuming Commissioner Alexander does not wish to remove his name, then action (i.e., nomination*, and a vote of yeas and nays) would be required by the members to officially elect Commissioner Alexander as the Vice-Chairperson.

*Robert's Rules of Order state that it is *customary* to nominate one or more candidates before proceeding to an election to fill an office (unless the election is by ballot or roll call).



ACSET GOVERNING BOARD MEMBERS

January 2026 – December 2026

ACSET shall be governed by a 14 Member Governing Board, which shall consist of:

Public Agency	ACSET Governing Board Member	Member
Allegan Co.	County Board Chair or Designee	Scott Beltman
	County Board Member	Mark De Young
Barry County	County Board Chair or Designee	David Hatfield
Ionia County	County Board Chair or Designee	Scott Wirtz
Kent County	County Board Chair or Designee	Matt Kallman
	County Board Member	Melissa LaGrand
	County Board Member	Nancy Morales
Montcalm Co.	County Board Chair or Designee	Nathan Alexander
Muskegon Co.	County Board Chair or Designee	Charles Nash
	County Board Member	Kim Cyr
Ottawa Co.	County Board Chair or Designee	Doug Zylstra
	County Board Member	Joe Moss
City of Grand Rapids	Mayor or Designee	Kelsey Perdue
	City Commission Member	AliciaMarie Belchak

**ADMINISTRATIVE OFFICE**

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

SERVICE CENTERS**Allegan County**

Allegan Service Center
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MEMORANDUM

TO: ACSET Governing Board
FROM: Kirsti Jones, Chief Financial Officer
DATE: February 23, 2026
RE: December 2025 Board Financials

Revenues

Revenues for the six months ending December 31, 2025, total \$17.9M, which is \$1.0M below budget and \$3.0M below the prior year, due mainly to Going Pro Talent Fund.

Expenditures

Operating expenses are \$819k above the FY25-26 budget and \$106k below the prior year.

Wages and fringe benefits are up \$332k (3.95%) over the prior year, mainly due to annual wage increases (average 3.8% per employee) coupled with the higher cost of employee benefits.

Consumable supplies are \$79k higher than prior year mainly due to \$84k of Trade/TAA promotional items that were purchased as part of the program requirement to recruit new participants.

Outside services are below FY25 due to lower consulting fees for fiscal and expenses that did not repeat this year including the annual fee to the Source for Elevate, the compensation study, the personalized retirement reviews, and certain contract employees.

Subcontractor expenses are \$100k higher than the prior due to the start of the Regional Innovation Project, which is a new grant in conjunction with three other MWAs!

Training for the fiscal year to date is \$5.9M, \$3.0M below the previous year. Of that decrease, \$3.3M is due to GPTF expenses.

Direct client expenses are higher than the prior year mainly due to increase activity on the BRES Expansion program.

Area Community Services Employment and Training Council
Michigan Works Agency Programs
Statement of Revenue & Expenses
For the Six Months Ending December 31, 2025

	YTD Thru December 2025 Actual	YTD Thru December 2024 Actual	YTD 2025/2026 Budget	Budget Variance	Budget Variance %
Total Revenue	\$ 17,880,978	\$ 20,887,491	\$ 18,909,900	\$ (1,028,922)	-5.44%
Expenses					
Operating Expenses					
Wages	\$ 6,210,559	\$ 6,140,896	5,694,200	\$ 516,359	9.07%
Fringe Benefits	2,512,359	2,250,386	2,079,700	432,659	20.80%
Consumable supplies	431,478	352,074	340,400	91,078	26.76%
Transportation	72,232	92,503	100,700	(28,468)	-28.27%
Outside services	146,671	539,202	477,800	(331,129)	-69.30%
Space and communications	763,998	755,612	620,800	143,198	23.07%
Equipment rent and maint	26,845	39,313	38,200	(11,355)	-29.73%
Equipment purchases	-	-	25,000	(25,000)	-100.00%
Other expense	445,702	545,696	414,400	31,302	7.55%
Total Operating Expense	10,609,843	10,715,682	9,791,200	818,643	8.36%
Subcontractors	\$ 344,525	\$ 245,010	\$ 878,900	\$ (534,375)	-60.80%
Training	\$ 5,894,001	\$ 8,924,120	\$ 7,191,400	\$ (1,297,399)	-18.04%
Direct Client Expenses	\$ 1,032,609	\$ 1,002,680	\$ 1,048,400	\$ (15,791)	-1.51%
	\$ 7,271,135	\$ 10,171,809	\$ 9,118,700	\$ (1,847,565)	-20.26%
Total Expenses	17,880,978	20,887,491	18,909,900	(1,028,922)	-5.44%
Excess of Revenue over Expense	-	-	-	-	0.00%

Unaudited

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westmiworks.org/about. TTY 711*

MEMORANDUM

TO: ACSET Governing Board

FROM: Kirsti Jones, Chief Financial Officer

DATE: February 23, 2026

RE: Renewal of Line of Credit

Background

ACSET currently holds a \$325,000 line of credit with Fifth Third Bank. This line expires March 9, 2026. I am requesting that the line of credit be increased and renewed in the amount of \$700,000.

The majority of ACSET's funds are received on a cost reimbursement basis. Federal rules require that grant funds not be held longer than what is deemed administratively necessary prior to being expended, which the state interprets as five business days. ACSET plans for the payment of accounts payables and payroll and makes cash requests based on these plans. The line of credit will provide ACSET with the ability to pay its obligations in the event of unforeseen expenses or a delay in receiving cash requests.

The increase is requested based on the following:

1. The uncertainty in the current political climate which resulted in a 43-day shutdown and the delayed access to funds.
2. ACSET's costs have increased in recent years, and the full cost of one payroll is approximately \$525,000. The requested \$700,000 line of credit would cover one payroll plus additional accounts payable for one to two weeks.

There is no change in the applicable interest rate for the higher loan amount.

Historically, ACSET has not made any draws on this line of credit.

Requested Action

We are requesting the ACSET Governing Board's approval to renew this line of credit for another year's term in the amount of \$700,000.

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MEMORANDUM

TO: ACSET Governing Board

FROM: Jacob Maas, Chief Executive Officer

DATE: February 23, 2026

RE: Muskegon Service Center

Background

The current service center lease for the Muskegon County Service Center is set to expire on June 30, 2026. ACSET is currently in the process of reviewing proposals for space.

Action

ACSET/West Michigan Works! staff are seeking Governing Board approval to allow staff permission to select a service center within Muskegon County, Michigan provided the location has access to public transportation, ease of commute for residents, and ADA compliance.

"Pursuant to Article II, Section 6 (b) of the Area Community Services Employment & Training (ACSET) Amended Bylaws, dated April 26, 2021, a seventy-five (75%) affirmative vote of the members appointed and serving is required for approval of opening & closing service center locations." Therefore, 11 out of 14 GB members must vote "Yes".



Title:	WMW 26-01 - Document Retention Policy
Effective Date:	February 23, 2026
Approved by:	Area Community Services Employment and Training ("ACSET") Governing Board on February 23, 2026.
Programs Affected:	All Programs.
Supersedes:	This Document Retention Policy supersedes ACSET's prior document retention policy. The prior policy was approved in February of 2017.
References:	M.C.L. § 15.231 et seq. (Freedom of Information Act ("FOIA")); M.C.L. § 18.1284 et seq. (Management and Budget Act); M.C.L. § 750.491 et seq. (Michigan Penal Code); Statutes and regulations referred to in the Retention Schedules.
Background:	<p>This Document Retention Policy (referred to herein interchangeably as "Document Retention Policy" and "Policy") is enacted to address programs not covered by the prior document retention policy and to ensure proper handling of all documents. The Policy is designed to permit the attached Retention Schedules to be regularly updated to address new programs and funding sources and to address changes to existing programs and funding sources.</p> <p>This Policy applies to all employees, agents, independent contractors, and volunteers of ACSET, including employees, agents, independent contractors and volunteers of West Michigan Works! ("WMW"). WMW is a division of ACSET that administers employment and training programs. ACSET and WMW are referred to in this Policy as "ACSET/WMW."</p>
Policy:	Recognizing that proper records management is vital to effective and efficient operations, the ACSET Governing Board enacts the following Document Retention Policy:

WMW 26-01 Document Retention Policy

A. Definitions

1. **“Writing” and “Document”** are used interchangeably to mean handwriting, typewriting, printing, photostating, photographing, photocopying, and every other means of recording, and includes letters, words, pictures, sounds, or symbols, or combinations thereof, and papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, discs, drums, hard drives, solid state storage components, or other means of recording or retaining meaningful content.
2. **“Public Record”** means a Writing prepared, owned, used, in the possession of, or retained by ACSET/WMW in the performance of an official function, from the time it is created.
3. **“Hold Notice”** means a notice from ACSET/WMW that specified Documents must be retained, and not destroyed, until further notice.

B. Retention Schedules

1. **Retention Schedules.** ACSET/WMW shall maintain “Retention Schedules” summarizing retention periods for Public Records. The Retention Schedules are incorporated into this Policy by reference.
2. **Updating the Retention Schedules.** ACSET/WMW shall regularly review and update the Retention Schedules, as needed, to ensure compliance with statutes, regulations, programs, grants, funding sources, and contracts. The Retention Schedules may be updated without approval from the Governing Board. Updates to the Retention Schedules must be approved by ACSET/WMW’s Chief Operating Officer or the Chief Operating Officer’s designee before they are enacted.
3. **Notice Regarding Inconsistencies in the Retention Schedules.** The Retention Schedules summarize the required retention periods under statutes, regulations, programs, grants, funding sources, and contracts. Employees shall immediately notify the Legal Department of any known inconsistency between the Retention Schedules and the requirements set forth in operative statutes, regulations, programs, grants, funding sources, and contracts.

C. Record Retention

1. **Retain Records Consistent with Retention Schedules.** All Public Records shall be retained in accordance with the Retention Schedules. Public Records for programs not listed on Retention Schedules must be retained until a schedule for that program is approved.
2. **Audit, FOIA Request, Litigation, or Hold Notice.** Notwithstanding the Retention Schedules, Documents must be retained if they are relevant an audit, FOIA request, litigation, or Hold Notice.

WMW 26-01 Document Retention Policy

D. Record Disposal

1. **Disposal of Public Records.** A Public Record shall be disposed of when:
 - a) it has reached the minimum retention period on the applicable Schedule;
 - b) there is no known requirement to retain it longer under any applicable statutes, regulations, programs, grants, funding sources, or contracts;
 - c) it is not subject to an audit, FOIA Request, litigation, or Hold Notice; and
 - d) it is not otherwise needed for the efficient operation of ACSET/WMW.
2. **Disposal of Documents that are Not Public Records.** Documents that are not Public Records may be disposed of if they are not subject to an audit, FOIA Request, litigation, or Hold Notice. By way of example, a personal email not transmitted in performance of an official function and not relating to an official function is a Document that is not a Public Record.
3. **Sensitive or Confidential Information.** Writings with Personally Identifiable Information and/or Sensitive Information, as defined in ACSET/WMW's Protection of Personally Identifiable Information Policy ("PII Policy"), shall be treated consistent with the PII Policy.
4. **Electronic Records.** Electronic records, such as e-mail, are treated in the same manner as hard copy records. Staff shall work in conjunction with Information Technology personnel to use the most cost-effective and reliable method of disposing of electronic records.

E. Record Maintenance

1. **General Record Maintenance.** Individuals and offices shall organize their records to promote efficient retrieval of information cost-effective maintenance of records.
2. **Cooperating with IT.** Staff shall work with Information Technology personnel to determine the most cost-effective and reliable method of maintaining electronic records.

F. Compliance

1. **Application.** The Document Retention Policy applies to all employees, agents, independent contractors, and volunteers of ACSET/WMW.
2. **Responsibility.** Everyone who creates, uses, sends, or receives a Public Record is responsible for retaining these records in accordance with this Policy.
3. **Separation from Employment.** Departing employees shall not take Public Records with them and shall not destroy Public Records in any way that is inconsistent with this Policy.
4. **Adhering to this Policy.** Failure to adhere to this Policy may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, termination of the volunteer relationship, or expulsion.

Retention Schedules to WMW 26-01 Document Retention Policy



Title: Retention Schedules for WMW 26-01 - Document Retention Policy

Effective Date: February 23, 2026

Approved by: Area Community Services Employment and Training (“ACSET”) Chief Operating Officer on February 23, 2026.

Programs Affected: All Programs.

List of Schedules:

- I(a) General Program Documents
- I(b) Talent Solutions
- I(c) Business Solutions
- I(d) Closed Programs
- I(e) ACSET / WMW Documents
- I(f) Employment Related Documents

Retention Schedules to WMW 26-01 Document Retention Policy

Retention Schedule I(a) – General Program Documents			
#	Title	Description	Retention Timeframe*
1	City of Grand Rapids Grants	Documents related to grants from the City of Grant Rapids, including records of non-expendable personal property.	RETAIN UNTIL: Date of submission of the annual financial status report of the relevant fiscal year to which they apply and, for records of non-expendable personal property until disposition of that property. PLUS: 3 years
2	Interurban Transit Partnership	Documents related to the Interurban Transit Partnership (ITP) Specialized Services Operating Assistance Program.	RETAIN UNTIL: Final payment by the ITP Board. PLUS: 3 Years
3	Michigan Department of Transportation	Documents related to Michigan Department of Transportation (MDOT), including records of all expenses for which payment is sought or made under the agreement and/or project authorization.	RETAIN UNTIL: Final payment by MDOT. PLUS: 3 years
4	Michigan Energy Assistance Program	Documents related to the Michigan Energy Assistance Program (MEAP) (Includes MEAP Agreement, DTE-LSP Program, and Consumers Energy 2:1 Match Program).	RETAIN UNTIL: The latter of the end of the agreement or final payment. PLUS: 7 years
*Assuming the record is not subject to an audit, FOIA Request, litigation, or Hold Notice.			

Retention Schedules to WMW 26-01 Document Retention Policy

Retention Schedule I(b) – Talent Solutions			
#	Title	Description	Retention Timeframe*
1	AAAWM Senior Millage	Documents related to the Agency on Aging of Western Michigan (AAAWM) Senior Millage (Both Kent County & Older Americans Act).	RETAIN UNTIL: Final Payment to ACSET by AAWM. PLUS: 3 years
2	AARP Foundation	Documents related to the American Association of Retired Persons (AARP) Foundation Senior Community Service Employment Program (SCSEP), including timesheets.	RETAIN UNTIL: End of the Program Year. PLUS: 4 years
3	Barrier Removal and Employment Success Expansion Grant	Documents related to the Barrier Removal and Employment Success (BRES) Expansion Grant including records to support compliance with 42 U.S.C. § 801(d).	RETAIN UNTIL: End of the Grant Year. PLUS: 7 years
4	Commodity Supplemental Food Program	Documents related to the Commodities Supplemental Food Program (CSFP), including documents showing receipt, disposal, and inventory of commodities, receipt and disbursement of funds, eligibility determinations, and fair hearings.	RETAIN UNTIL: End of the Fiscal Year to which they pertain. PLUS: 3 years
5	Community Services Block Grant	Documents related to the Community Services Block Grant (CSBG).	RETAIN UNTIL: The latter of the expiration of agreement or final payment made. PLUS: 6 years
6	Emergency Food & Shelter Program	Documents related to Emergency Food & Shelter Program under the McKinney-Vento Homelessness Assistance Act including financial records, supporting documentation, statistical records and all other records pertinent to the award, including records for non-expendable property (tangible property with a useful life of more than \$300 per unit).	RETAIN UNTIL: End of the Program. PLUS: 3 Years
7	Food Assistance Employment & Training	Documents related to the Food Assistance Employment & Training (FAE&T), including all financial records, supporting documents, statistical records, negotiated contracts, and all other records pertinent to program funds.	RETAIN UNTIL: The date of submission of annual financial status report for the relevant fiscal year. PLUS: 3 Years

Retention Schedules to WMW 26-01 Document Retention Policy

8	Low Income Home Energy Assistance Program	Documents related to Low Income Home Energy Assistance Program (LIHEAP) including program and fiscal records.	RETAIN UNTIL: Later of the date of termination of the agreement or date of submission of final expenditure report. PLUS: 7 years												
9	MCAA Michigan Enrolls	Documents related to Michigan Community Action Agency Association (MCAAA) Michigan Enrolls, including time sheets and payroll records, files corroborating work by ACSET personnel on the project, required screening of its personnel working on the contract, and equipment provided under the contract.	RETAIN UNTIL: Completion of performance of work under the Contract. PLUS: 7 years												
10	MCAA Protected Health Information	All Protected Health Information related to Michigan Community Action Agency Association (MCAAA), as defined by 45 CFR 160.103.	RETAIN UNTIL: End of the Agreement or as directed otherwise. THEN: Destroy or return to MCAAA.												
11	Michigan Offender Success Program	Documents related to the Michigan Offender Success Program (formerly, Prisoner Re-Entry Initiative [MPRI]), including all documents pertinent to the grant.	RETAIN UNTIL: Termination date of the grant. PLUS: The sooner of 10 years or a completed program audit by the State of Michigan.												
12	Partnership. Accountability. Training. Hope.	Partnership. Accountability. Training. Hope. (PATH)	<table border="1"> <tr> <td>RETAIN UNTIL:</td> <td></td> </tr> <tr> <td>Real Property & Equipment Records</td> <td>Date of Disposition</td> </tr> <tr> <td>EO Management/Program Related Records</td> <td>Close of Program Year</td> </tr> <tr> <td>Records of EO Complaints & EO Compliance Reviews</td> <td>Date of Resolution</td> </tr> <tr> <td>Non-EO-Related Complaints</td> <td>Close-out of Grant or Contract</td> </tr> <tr> <td>Other Records</td> <td>Close-Out for Funding Period</td> </tr> </table> <p>PLUS: 3 years</p>	RETAIN UNTIL:		Real Property & Equipment Records	Date of Disposition	EO Management/Program Related Records	Close of Program Year	Records of EO Complaints & EO Compliance Reviews	Date of Resolution	Non-EO-Related Complaints	Close-out of Grant or Contract	Other Records	Close-Out for Funding Period
RETAIN UNTIL:															
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Records of EO Complaints & EO Compliance Reviews	Date of Resolution														
Non-EO-Related Complaints	Close-out of Grant or Contract														
Other Records	Close-Out for Funding Period														
13	The Emergency Food Assistance Program	Documents related to The Emergency Food Assistance Program (TEFAP), including agreements and contracts, reports, audits, and claim actions, funds obtained as an incident of donated food distribution, the value of donated foods each of its school food authorities receives, in accordance with 7 CFR 250.58(e), and records to demonstrate compliance with the professional standards for distributing agency directors established in 7 CFR 235.11(g).	RETAIN UNTIL: End of the Fiscal Year to which they pertain PLUS: 3 years												

Retention Schedules to WMW 26-01 Document Retention Policy

14	Trade Act	Trade Adjustment Assistance (TAA) filed.	RETAIN UNTIL: The end date of the last benefit or service PLUS: 3 years											
15	Weatherization Assistance Program Financial and Accounting Records	Financial and accounting records related to the Weatherization Assistance Program (WAP).	RETAIN UNTIL: Termination of Agreement, expiration of agreement, or final payment. PLUS: 4 years											
16	Weatherization Assistance Program Client Records	Client records related to the Weatherization Assistance Program (WAP).	RETAIN UNTIL: The end date of the last benefit or service PLUS: 3 years											
17	Workforce Innovation Opportunity Act	Workforce Innovation Opportunity Act (WIOA)	RETAIN UNTIL: <table border="1" data-bbox="1163 568 1976 834"> <tr> <td data-bbox="1163 568 1570 634">Real Property & Equipment Records</td> <td data-bbox="1570 568 1976 634">Date of Disposition</td> </tr> <tr> <td data-bbox="1163 634 1570 701">EO Management/Program Related Records</td> <td data-bbox="1570 634 1976 701">Close of Program Year</td> </tr> <tr> <td data-bbox="1163 701 1570 768">Records of EO Complaints & EO Compliance Reviews</td> <td data-bbox="1570 701 1976 768">Date of Resolution</td> </tr> <tr> <td data-bbox="1163 768 1570 802">Non-EO-Related Complaints</td> <td data-bbox="1570 768 1976 802">Close-out of Grant or Contract</td> </tr> <tr> <td data-bbox="1163 802 1570 834">Other Records</td> <td data-bbox="1570 802 1976 834">Close-Out for Funding Period</td> </tr> </table> PLUS: 3 years		Real Property & Equipment Records	Date of Disposition	EO Management/Program Related Records	Close of Program Year	Records of EO Complaints & EO Compliance Reviews	Date of Resolution	Non-EO-Related Complaints	Close-out of Grant or Contract	Other Records	Close-Out for Funding Period
Real Property & Equipment Records	Date of Disposition													
EO Management/Program Related Records	Close of Program Year													
Records of EO Complaints & EO Compliance Reviews	Date of Resolution													
Non-EO-Related Complaints	Close-out of Grant or Contract													
Other Records	Close-Out for Funding Period													
<p>*Assuming the record is not subject to an audit, FOIA Request, litigation, or Hold Notice.</p>														

Retention Schedules to WMW 26-01 Document Retention Policy

Retention Schedule I(c) – Business Solutions			
#	Title	Description	Retention Timeframe*
1	Skilled Trades Training Fund (now Going Pro Talent Fund)	Documents related to Skilled Trades Training Fund (STTF).	RETAIN UNTIL: Closeout for the entire program year. PLUS: 5 Years
*Assuming the record is not subject to an audit, FOIA Request, litigation, or Hold Notice.			

Retention Schedules to WMW 26-01 Document Retention Policy

Retention Schedule I(d) – Closed Programs															
#	Title	Description	Retention Timeframe*												
1	Heat Bank - The Heat and Warmth Fund	Documents related to The Heat and Warmth (THAW) Fund, including all financial and programmatic records, supporting documents, and statistical records.	RETAIN UNTIL: The date of acceptance of the final expenditure report. PLUS: 3 Years <i>(Program ended 7/30/13)</i>												
2	Homelessness Prevention and Rapid Re- Housing Program	Documents related to the Homelessness Prevention and Rapid Re- Housing Program (HPRP)(HUD), including financial and programmatic records, supporting documents, and statistical records.	RETAIN UNTIL: The date of acceptance of the final expenditure report. PLUS: 3 Years <i>(Program ended 12/31/11)</i>												
3	Jobs, Employment and Training	Jobs, Employment and Training (JET)	<table border="1"> <tr> <td colspan="2">RETAIN UNTIL:</td> </tr> <tr> <td>Real Property & Equipment Records</td> <td>Date of Disposition</td> </tr> <tr> <td>EO Management/Program Related Records</td> <td>Close of Program Year</td> </tr> <tr> <td>Records of EO Complaints & EO Compliance Reviews</td> <td>Date of Resolution</td> </tr> <tr> <td>Non-EO-Related Complaints</td> <td>Close-out of Grant or Contract</td> </tr> <tr> <td>Other Records</td> <td>Close-Out for Funding Period</td> </tr> </table> <p>PLUS: 3 years</p>	RETAIN UNTIL:		Real Property & Equipment Records	Date of Disposition	EO Management/Program Related Records	Close of Program Year	Records of EO Complaints & EO Compliance Reviews	Date of Resolution	Non-EO-Related Complaints	Close-out of Grant or Contract	Other Records	Close-Out for Funding Period
RETAIN UNTIL:															
Real Property & Equipment Records	Date of Disposition														
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Records of EO Complaints & EO Compliance Reviews	Date of Resolution														
Non-EO-Related Complaints	Close-out of Grant or Contract														
Other Records	Close-Out for Funding Period														
4	Kent County Weatherization Community Development Block Grant	Documents related to the Kent County Weatherization Community Development Block Grant (CDBG), including financial records and accounts.	RETAIN UNTIL: Receipt of final payment. PLUS: 6 years <i>(Program ended 12/31/12)</i>												
5	MCAA Weatherization Client Education and Energy Assistance grants	Documents related to Michigan Community Action Agency Association (MCAAA) Weatherization and Client Education, and Energy Assistance Grants.	RETAIN UNTIL: 7 years following the creation of the record. <i>(Program Ended in 2012)</i>												
6	Michigan Public Service Commission	Documents related to Michigan Public Service Commission including all documents relevant to the grant.	RETAIN UNTIL: Financial status report has been submitted PLUS: 3 Years <i>(Program ended 7/31/13)</i>												

Retention Schedules to WMW 26-01 Document Retention Policy

7	Michigan State Housing Development Authority Emergency Shelter Grant	Documents related to Michigan State Housing Development Authority (MSHDA) Emergency Shelter Program.	<p>RETAIN UNTIL: Final audit and report are approved by MSHDA.</p> <p>PLUS: 4 Years <i>(Program ended 9/30/11)</i></p>										
8	Senior Meals Program.	Documents related to the Senior Meals Program, including sign-in sheets.	<p>RETAIN UNTIL: Date ACSET submits its last expenditure report for each budgetary period under the contract.</p> <p>PLUS: 3 Years <i>(Program ended 12/31/14)</i></p>										
9	Workforce Investment Act	Workforce Investment Act (WIA)	<p>RETAIN UNTIL:</p> <table border="1" data-bbox="1163 610 1976 846"> <tr> <td data-bbox="1163 610 1604 646">Real Property & Equipment Records</td> <td data-bbox="1604 610 1976 646">Date of Disposition</td> </tr> <tr> <td data-bbox="1163 646 1604 711">EO Management/Program Related Records</td> <td data-bbox="1604 646 1976 711">Close of Program Year</td> </tr> <tr> <td data-bbox="1163 711 1604 776">Records of EO Complaints & EO Compliance Reviews</td> <td data-bbox="1604 711 1976 776">Date of Resolution</td> </tr> <tr> <td data-bbox="1163 776 1604 812">Non-EO-Related Complaints</td> <td data-bbox="1604 776 1976 812">Close-out of Grant or Contract</td> </tr> <tr> <td data-bbox="1163 812 1604 846">Other Records</td> <td data-bbox="1604 812 1976 846">Close-Out for Funding Period</td> </tr> </table> <p>PLUS: 3 years</p>	Real Property & Equipment Records	Date of Disposition	EO Management/Program Related Records	Close of Program Year	Records of EO Complaints & EO Compliance Reviews	Date of Resolution	Non-EO-Related Complaints	Close-out of Grant or Contract	Other Records	Close-Out for Funding Period
Real Property & Equipment Records	Date of Disposition												
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Records of EO Complaints & EO Compliance Reviews	Date of Resolution												
Non-EO-Related Complaints	Close-out of Grant or Contract												
Other Records	Close-Out for Funding Period												
*Assuming the record is not subject to an audit, FOIA Request, litigation, or Hold Notice.													

Retention Schedules to WMW 26-01 Document Retention Policy

Retention Schedule I(e) - ACSET/WMW Documents		
#	Documents	Retention Timeframe*
1	Employment Service/ACSET records and accounts including: <ul style="list-style-type: none"> - property and personnel records, - time sheets, travel vouchers, - fringe benefit rates, overhead rates, - job orders, - and work applications. 	RETAIN UNTIL: Submission of the final expenditure report PLUS: 3 years
2	Employment Service/ACSET documents related to: <ul style="list-style-type: none"> - WDA 900-001, - Pure Michigan Talent Connect, - Confidential Information, - Supplemental Worksheets and Instructions. 	RETAIN UNTIL: Entered on Talent Connect and the OSMIS THEN: Discard by Shredding
3	Employment Service/ACSET complaint logs and related files	RETAIN UNTIL: 3 years after date of resolution THEN: Destroy.
4	Contracts and Leases	RETAIN UNTIL: 6 years after contract termination date
5	Inventories of replacements of County-supplied furniture at Franklin	RETAIN UNTIL: 6 years after expiration of the Lease
6	Minutes of closed meetings	RETAIN UNTIL: 1 year and 1 day after the approval of minutes of the regular meeting at which closed session was approved.
7	Minutes of Open meetings	Permanently.
*Assuming the record is not subject to an audit, FOIA Request, litigation, or Hold Notice.		

Retention Schedules to WMW 26-01 Document Retention Policy

Retention Schedule I(f) - Employment Related Documents		
#	Documents	Retention Timeframe*
1	Basic ACSET employee data including: <ul style="list-style-type: none"> - name - address - birth date (if under 19) - gender - occupation 	RETAIN UNTIL: Last date of entry for payroll records and the last effective date for plans and agreements PLUS: 3 years
2	Compensation data regarding ACSET employees including: <ul style="list-style-type: none"> - time of day and day that work week commences - rate of pay - hours worked per day - total hours worked per work week - total straight time v. overtime pay - date of payment - collective bargaining agreements - plans (retirement, health, etc.) - trusts and employment contracts 	RETAIN UNTIL: Last date of entry for payroll records and the last effective date for plans and agreements PLUS: 3 years
3	Supplementary ACSET employee data including: <ul style="list-style-type: none"> - timecards - wage rate tables - work schedules - records of additions to or deductions from wages, including wage assignments, per pay period 	RETAIN UNTIL: Last date of entry or the last effective date. PLUS: 2 years
4	Certification of age required if age 19 or younger	RETAIN UNTIL: Until termination of Employment
5	For executive, administrative, and professional employees, maintain the same records, as well as basis on which wages are paid in sufficient detail to permit calculation for each pay period of total remuneration including fringe benefits and prerequisites.	RETAIN UNTIL: Termination of employment PLUS: 3 years

Retention Schedules to WMW 26-01 Document Retention Policy

6	<p>Records to explain any wage differential paid to employees of the opposite sex in the same establishment that may indicate whether such differential is based on a factor other than sex, including:</p> <ul style="list-style-type: none"> - records relating to payment of wages - wage rates - job evaluations - job descriptions - merit systems - seniority systems - collective bargaining agreements - documents made in the regular course of business explaining the difference 	<p>RETAIN UNTIL: Last date of entry or the last effective date</p> <p>PLUS: 2 years</p>
7	<p>Records related to personnel/employment actions, including, but not limited to:</p> <ul style="list-style-type: none"> - applications - records relating to hiring, screening, promotion, demotion, transfer, layoff, termination, pay raises, compensation terms, and selection for training programs. 	<p>RETAIN UNTIL: 1 year from the date the record is made or the personnel action is taken, whichever is later.</p>
8	<p>Personnel records relevant to a discrimination charge brought by the EEOC or U. S. Attorney General including</p> <ul style="list-style-type: none"> - records relating to the charging party - all other employees holding similar positions - applications or test papers completed by all successful and unsuccessful applicants for the position 	<p>RETAIN UNTIL: Final disposition of the charge or 3 years after the close of the program year, whichever is later.</p>
9	<p>Records relating to a request for accommodation, including:</p> <ul style="list-style-type: none"> - results of physical examinations - job advertisements and postings - applications and resumes - tests and test results - interview notes 	<p>RETAIN UNTIL: 2 years from the making of the record or the personnel actions involved, whichever is later.</p>
10	<p>Records related to a filed discrimination complaint and compliance review initiated or an enforcement action begun, including:</p> <ul style="list-style-type: none"> - records relating to the aggrieved person and all other employees holding positions like that held or sought by the aggrieved person - applications and test papers completed by the unsuccessful applicant and all other candidates for the same position that the aggrieved person applied for and was rejected 	<p>RETAIN UNTIL: Final disposition of the complaint, compliance review or enforcement action.</p> <p>PLUS: 3 years</p>

Retention Schedules to WMW 26-01 Document Retention Policy

11	<p>Selection and hiring records including:</p> <ul style="list-style-type: none"> - job applications, resumes, or other replies to job advertisements - records relating to failure to hire an applicant - test papers from employee aptitude tests and physical - examinations used in connection with a personnel action - job advertisements or notices to the public or employees regarding openings - programs or opportunities for overtime work 	<p>RETAIN UNTIL: Hiring decision</p> <p>PLUS: 1 year</p>
12	Employee benefit plans, seniority systems and merit systems	<p>RETAIN UNTIL: Length of the plan</p> <p>PLUS: 1 year</p>
13	Personnel records relating to an ADEA complaint against the employer	RETAIN UNTIL: Disposition of the Complaint
14	<p>FMLA related documents including:</p> <ul style="list-style-type: none"> - dates FMLA leave is taken by eligible employees - hours of leave taken, if less than a full day - copies of employee Notices of Leave given to ACSET - copies of notices given to employees by ACSET - documents describing employee benefits or FMLA policies - Premium payments of employee benefits - Records of disputes between ACSET and employees re FMLA 	<p>RETAIN UNTIL: FMLA Decision</p> <p>PLUS: 3 years</p>
15	Employee requests for accommodation under the Americans with Disabilities Act	<p>RETAIN UNTIL: Date of the request or the personnel action is taken, whichever is later</p> <p>PLUS: 1 year</p>
16	Occupational Safety and Health Act (OSHA) log, incident report and summary of occupational injuries	<p>RETAIN UNTIL: End of the year in which the illness or injury occurred</p> <p>PLUS: 5 years</p>
17	Records relating to medical examinations	<p>RETAIN UNTIL: Employee's employment ends</p> <p>PLUS: 30 years</p>
18	Any records relating to exposure to hazardous materials	<p>RETAIN UNTIL: Date the record is created</p> <p>PLUS: 30 years</p>

Retention Schedules to WMW 26-01 Document Retention Policy

19	Form I-9	RETAIN UNTIL: 3 years after hiring or 1 year after termination, whichever is later.
20	When releasing personnel records to a third party: <ul style="list-style-type: none"> - disciplinary reports - letters of reprimand - other records of disciplinary action 	RETAIN UNTIL: Must be deleted after 4 years unless it relates to a disciplinary action ordered in legal action/arbitration.
21	Segregated file of investigation into employee's suspected criminal activities	RETAIN UNTIL: File closed PLUS: 2 years
22	Personnel files are maintained on each ACSET employee and document the hiring, promotion, transfer, layoff, performance, discipline, termination, etc.	RETAIN UNTIL: Employment ends PLUS: 6 years
23	Records relating to federal employment taxes and income withheld including: <ul style="list-style-type: none"> - ACSET's EIN - amounts and dates of all wages, annuity, and pension - the fair market value of in-kind wages paid - names, addresses, SSNs, and occupations of employees and recipients - any employee copies of Forms W-2 and W-2c returned to ACSET as undeliverable - dates of employment for each employee - periods for which employees and recipients were paid while absent due to sickness or injury and the amount and weekly rate of payments ACSET or third-party payors made to them - copies of employee's and recipient's income tax withholding allowance certificates (Forms W-4, W-4P, W-4(SP), W-4S, W-4V) - dates and amounts of tax deposits ACSET made and acknowledgment number for deposits made by EFTPS - copies of returns filed and confirmation numbers - records of fringe benefits and expense reimbursements provided to ACSET is employees, including substantiation 	RETAIN UNTIL: The later of due date for return period or date the tax is paid PLUS: 4 years

Retention Schedules to WMW 26-01 Document Retention Policy

24	<p>Records relating to Michigan income taxes withheld including:</p> <ul style="list-style-type: none"> - records showing the amounts and dates of all compensation payments subject to this tax - employee name - address - Social Security number - MI-W4 - occupation - period of employment - records that show periods an employee was paid by the employer while absent from work due to sickness or personal injury. 	<p>RETAIN UNTIL: The later of due date for return period or date the tax is paid</p> <p>PLUS: 6 years</p>
25	<p>Payroll information must be retained including all of the following for each worker:</p> <ul style="list-style-type: none"> - name - Social Security account number - beginning and ending dates of each pay period - with respect to pay periods: <ul style="list-style-type: none"> • Hours spent performing covered services. • Hours spent performing excluded services. - total amount of remuneration paid in any quarter - total amount of wages, as defined in section 44(2) of the Michigan Employment Security Act, paid in any quarter - dates of hiring, rehiring, or returning to work after a temporary layoff, and dates separated from work and reason - remuneration paid for services and dates of payment, showing separately: <ul style="list-style-type: none"> • cash remuneration, including special payments, such as bonuses and gifts • reasonable cash value of remuneration in any medium other than cash, determined pursuant to the applicable rules of the Unemployment Insurance Agency, including special payments, such as bonuses and gifts - amounts paid him as allowances or reimbursement for travel or other business expenses and dates of payment - the place of employment 	<p>RETAIN UNTIL: 6 years after the calendar year in which the remuneration to which they relate was paid or, if not paid, was due.</p> <p>PLUS: 3 years</p>
26	<p>Records relating to medical examinations and exposure to hazardous materials</p>	<p>RETAIN UNTIL: Employee's employment ends</p> <p>PLUS: 30 years</p>

Retention Schedules to WMW 26-01 Document Retention Policy

27	All workers compensation records (insurance policies, records of injuries and work-related illnesses and medical records)	RETAIN UNTIL: Employee's employment ends PLUS: 30 years
*Assuming the record is not subject to an audit, FOIA Request, litigation, or Hold Notice.		

ACSET DOCUMENT RETENTION POLICY

ACSET maintains complete, accurate and high quality records for the period of their immediate use or for the periods indicated in this policy, whichever is longer. Records that are no longer required or have satisfied their required periods of retention shall be destroyed, as indicated herein. Nearly all of ACSET's records are public records as defined by the Michigan Freedom of Information Act (PA 1976. No. 442) as

any writing prepared, owned, used, in the possession of, and retained by a public body, in the performance of an official function, from the time it is created.

Some records received by ACSET from other agencies or persons, such as responses to Requests for Proposals, invoices and reports from contractors and service providers, are also subject to this policy. Records exist in many formats, including, but not limited to, paper, electronic, photographic, map, microfiche, tape, hard drive, diskette, zip drive, dvd, cd, transparencies, charts, graphs, voice mail, PDA data, and text messages/instant messages. Regardless of format, such records shall be handled in accordance with this policy.

Email/electronic records shall be treated no differently than hard copy records. Each employee who sends or receives email or electronic records is responsible for retaining or otherwise dealing with each applicable email/electronic record in accordance with this policy. If an ACSET employee creates a public record, as defined above, on a personal computer or other information technology that he or she personally owns, such as while working at home, that record is subject to this policy. Each employee shall archive those email/electronic records required to be retained by this policy for the mandatory retention period, and tag each stored item with an expiration date, according to the schedules described herein. Each employee is responsible for electronic record retention and shall provide all emails/electronic records to the ACSET Chief Executive Officer, or his or her designee, upon leaving employment with ACSET. Electronic backup files, tapes and other storage devices that are designed to retain electronic records beyond the periods required by this Document Retention Policy are to be used solely for the purposes of emergency data recovery in the event of a catastrophic information systems failure.

“Non-records” are recorded information materials that are in ACSET's possession but are not needed to document the performance of an official function or as supporting documentation by a funding agency. The following are examples of “non-records” that may be disposed of as soon as they have served their intended purpose:

A. Extra copies of documents retained only for convenience or reference, such as “FYI”, tickler and follow-up of correspondence, electronic files when the official record copy has been printed out, paper copies if the official record is saved in electronic form, and extra or identical copies of records if the official record has been retained by ACSET.

B. Preliminary drafts that are not needed to document the development of public records, and are subsequently retained in a final document. However, working drafts that are exchanged externally

in the course of a transaction must be retained for as long as the final document must be retained.

C. Letters of transmittal that do not add any information to the transmitted record and other types of routine correspondence (including email messages) that do not document significant activities of ACSET or its service providers. However, technical questions from and responses to persons or agencies responding to RFP's and service providers, and non-routine inquiries by ACSET to and instructions from funding sources must be retained for the same period as the record to which they relate.

D. Notes and recordings that have been transcribed into another format for official retention purposes.

E. Miscellaneous notes or memoranda, including email messages, which do not relate to the legal and functional responsibilities of ACSET, such as notices of events, holiday or birthday parties, meetings, etc.

F. Publications received from outside sources that are retained for reference purposes, such as newsletters, brochures, catalogues, professional development materials, etc.

G. Mass mailings, notices, flyers, etc., that are received for informational purposes, and advertisements, spam and junk mail.

H. Research and reference materials that are collected from outside sources, but are not needed to document how the final decision is made.

Documents, including records and non-records relevant to a pending or reasonably anticipated legal action, questioned or disallowed cost, audit or Freedom of Information Act request, and documents that are subject to a "litigation hold" order, must be retained until the audit, enforcement action, litigation or FOIA request has been concluded or resolved, notwithstanding anything in this Document Retention Policy to the contrary. Any employee who has notice of a possible claim, complaint or litigation against ACSET, or against an officer or employee of ACSET that involves the operations of ACSET, shall immediately notify the Chief Executive Officer. All employees shall comply with the terms of any "litigation hold" order issued by the ACSET Legal Department.

All electronic and hard copy documents, including non-records, created and/or received in the course of ACSET's business, or on equipment owned by ACSET, are the property of ACSET. Records and documents that have reached their minimum retention period indicated herein or are not required to be retained, unless relevant to a claim, legal action, disallowance of cost, audit, FOIA request, or are subject to a "litigation hold", shall be disposed of in a manner that will ensure privacy of sensitive or confidential information; provided, that an employee may retain any electronic record for future reference or that includes language that is likely to be frequently "cut and pasted" into similar future records. Emails, text messages/instant messages and voice mail messages that are not required to be retained by this policy shall be deleted.

Mandatory Retention Periods

1. AAAWM Senior Millage (Kent County):

Books and records relevant to the grant must be retained for at least three (3) years following final payment to ACSET by AAAWM, unless the period is extended by audit, litigation, or claims filed prior to the end of the retention period.

2. AAAWM Senior Millage (Older Americans Act):

Financial and non-financial records shall be maintained for a period of three (3) years following final payment on contract to ACSET by AAAWM, unless the period is extended by litigation, claim, negotiation, audit or other action commenced prior to the expiration of the retention period. The retention period for equipment records begins on the date of the equipment's disposition, replacement or transfer at the direction of AAAWM.

3. AARP Foundation – Senior Community Service Employment Program (SCSEP):

Records, including originals or copies of participants' timesheets, arising out of the SCSEP shall be maintained for a period of four (4) years following the end of the program year.

4. Commodity Supplemental Food Program (CSFP) and The Emergency Food Assistance Program (TEFAP):

a. CSFP - State and local agencies must maintain accurate and complete records relating to the receipt, disposal, and inventory of commodities, the receipt and disbursement of administrative funds and other funds, eligibility determinations, fair hearings, and other program activities. State and local agencies must also maintain records pertaining to liability for any improper distribution of, use of, loss of, or damage to commodities, and the results obtained from the pursuit of claims arising in favor of the State or local agency. All records must be retained for a period of three years from the end of the fiscal year to which they pertain, or, if they are related to unresolved claims actions, audits, or investigations, until those activities have been resolved.

b. TEFAP - Distributing agencies, recipient agencies, and other entities must maintain records of agreements and contracts, reports, audits, and claim actions, funds obtained as an incident of donated food distribution, and other records specifically required in this part or in other Departmental regulations, as applicable. In addition, distributing agencies must keep a record of the value of donated foods each of its school food authorities receives, in accordance with 7 CFR 250.58(e), and records to demonstrate compliance with the professional standards for distributing agency directors established in 7 CFR 235.11(g). Records relating to requirements for donated foods must be retained for a period of three years from the close of the fiscal year to which they pertain. However, records pertaining to claims or audits that remain unresolved in this period of time must be retained until such actions have been resolved.

5. Community Services Block Grant (CSBG):

All books, records or other documents (electronic or otherwise) relevant to the agreement must be retained for six (6) years after the later of expiration date of the agreement or final payment is made unless the period is extended by audit, litigation or claims commenced prior to the expiration of the 6-year period, in which case the records must be retained until the matter is resolved.

6. Employment Service:

Records and accounts, including property and personnel records, time sheets, travel vouchers, fringe benefit rates, overhead rates and other necessary documentation, as well as job orders and work applications must be retained for three (3) years after submission of the final expenditure report; provided that an MWA must retain the WDA 900-001, Pure Michigan Talent Connect, Confidential Information, Supplemental Worksheets and Instructions until the information included thereon has been entered in the Talent Connect and the OSMIS. After that time, the MWA must discard the form by shredding it. Hard copies of client resumes need not be retained; provided, that if an MWA elects to screen applications and resumes for employers, MWA must retain records to document criteria used and methods employed, and records relevant to determination of whether unlawful employment practices were committed. ES complaint logs and files must be retained for three (3) years from date of resolution and then destroyed.

7. Emergency Food and Shelter Program (McKinney – Vento Homelessness Assistance Act):

Financial records, supporting documentation, statistical records and all other records pertinent to the award, including records for non-expendable property (tangible property with a useful life of more than \$300 per unit), must be retained by ACSET for three (3) years from the end of the program date, unless period is extended by litigation, claims, program review or audit commenced prior to the end of the retention period.

8. Food Assistance Employment and Training Program:

All financial records, supporting documents, statistical records, negotiated contracts, and all other records pertinent to program funds shall be maintained for three (3) years from the date of submission of the annual financial status report of the relevant fiscal year to which they apply except that if any litigation, claim, or audit is started before the expiration of the three-year period, the applicable records shall be retained until these have been resolved.

9. City of Grand Rapids grants:

Records must be maintained for three (3) years after the date of close out to the City, and records of non-expendable personal property must be retained for three (3) years after the disposition thereof, unless the period is extended by audit, litigation, or claims commenced prior to the end of the retention period.

10. Heat Bank (THAW) (Program ended 7/30/13):

The Contract requires that records be available for audit, but indicates no mandatory period of retention. However, it is recommended that these records be retained for three (3) years after the submission of the final report.

11. Homelessness Prevention and Rapid Re-Housing Program (HUD) (Program ended 12/31/11):

All financial and programmatic records, supporting documents, and statistical records required to be kept must be retained for three (3) years from the acceptance of the final expenditure report.

12. Interurban Transit Partnership (ITP) Specialized Services Operating Assistance Program:

All data and records pertaining to the project must be retained for three (3) years after final payment by the ITP board.

13. Kent County Weatherization CDBG grant (Program ended 12/30/12):

ACSET shall retain all records related to the contract, including financial records and accounts, for six (6) years after receipt of final payment under the contract.

14. Low Income Home Energy Assistance Program (LIHEAP):

Program and fiscal records must be retained for 7 years from date of termination, date of submission of final expenditure report, or until litigation and audit findings are resolved.

15. Michigan Department of Transportation:

Records of all expenses for which payment is sought or made under the Agreement and/or Project Authorization will be kept for at least three (3) years from the date of final payment by MDOT, unless the period is extended by audit, litigation, or claims commenced prior to the end of the retention period.

16. Michigan Energy Assistance Program (MEAP): includes MEAP Agreement with MCA, DTE-LSP Program, and Consumers Energy 2:1 Match Program, if MEAP funds are used as match):

ACSET must retain and provide the State, or its designee, upon request, all financial and accounting records related to the grant through the term of the grant and for seven (7) years after the latter of termination, expiration or final payment under the grant or any expiration, unless the period is extended by audit, litigation or other action is commenced prior to the end of the retention period.

17. MCAAA Michigan Enrolls:

ACSET must maintain all books, records, documents and pertinent financial and accounting records relevant to its establishment of compliance with the contract and applicable laws, including

(a) time sheets and payroll records, and fully supported and documented electronic and/or paper files corroborating work by ACSET personnel on the project, (b) required screening of its personnel working on the contract, and (c) equipment provided under the contract for a period of seven (7) years after ACSET performs any work on the contract. ACSET must retain all Protected Health Information (PHI), as defined by 45 CFR 160.103, during the term of the agreement with MCAAA, unless MAXIMUS directs that it be returned or destroyed earlier; all PHI in the possession of ACSET shall be returned to MCAAA or MAXIMUS or destroyed at the end of the agreement. ACSET must retain records of disclosures of PHI that would be required to allow MAXIMUS to respond to a request for an accounting thereof by an individual, pursuant to 45 CFR 164.528, for a period of six (6) years after the termination of the agreement. The period may be extended by audit, litigation or claims commenced prior to the end of the retention period.

18. Michigan Community Action Agency Association (MCAAA) Weatherization and Client Education, and Energy Assistance grants (Program ended in 2012):

All financial records, supporting documents, statistical records and other pertinent documents must be retained for a period of seven (7) years, or greater, as provided by law, following the creation of the records.

19. Michigan Offender Success Program (formerly, Prisoner Re-Entry Initiative [MPRI]):

All records pertinent to the grant shall be retained for a period of ten (10) years from the termination date of the grant, unless audited before then by the State.

20. Michigan Public Service Commission (LIHEAP) (Program ended 7/31/13):

Books, records and other documents relevant to the grant must be retained for three (3) years after the financial status report has been submitted, unless extended by audit or litigation.

21. MSHDA Emergency Shelter Grant (Program ended 9/30/11):

Records must be retained for four (4) years from the date that ACSET's final audit and report are approved by MSHDA.

22. Senior Meals Program (Program ended 12/31/14):

Records, including sign-in sheets, must be retained for a period of three (3) years from the date that ACSET submits its last expenditure report for each budgetary period under the contract, unless the period is extended by litigation, claim, negotiation or other action commenced prior to the expiration of the retention period. Records concerning equipment must be retained for three (3) years after the date of its disposition, replacement or transfer.

23. Skilled Trades Training Fund (STTF):

Files must be retained for five (5) years beyond the closeout for the entire program year.

24. Trade Act:

Trade Adjustment Assistance (TAA) files must be retained for a minimum of three (3) years from the end date of the last benefit or service, unless the period is extended by audit, litigation or other action is commenced prior to the end of the retention period.

25. Weatherization Assistance Program (WAP):

Financial and accounting records must be retained for 4 years after termination, expiration or final payment, or until litigation and audit findings resolved. Client records must be retained for 3 years or until litigation and audit findings resolved.

26. WIA, WIOA, Jobs, Employment and Training (JET), and Partnership. Accountability. Training. Hope (PATH):

Records must be retained for three (3) years from the date that ACSET submits its last close-out for the funding period, and real property and equipment records must be retained for three (3) years from the date of their disposition, unless the period has been extended by audit, litigation or claims commenced prior to the end of the retention period. All Equal Opportunity (EO) management/program related records required to be collected by WIA or WIOA regulations must be maintained for three (3) years after the close of the program year, unless extended by audit or litigation. Records of EO complaints and EO compliance reviews, including records that have any relevance to the underlying allegations in the complaint, as well as records regarding actions taken on the complaint or to the subject of the compliance review, must be retained for three (3) years from the date of resolution; records of non-EO-related complaints must be retained for three (3) years from the Talent Investment Agency's (TIA) (formerly known as the Workforce Development Agency (WDA)) acceptance of the final closeout for the grant or contract, unless extended by audit or litigation.

27. Contracts and leases:

Contracts and leases must be retained for six (6) years after their termination date. Annual inventories of replacements of furnishings supplied by Kent County at 121 Franklin SE, Grand Rapids, should be retained during the term of the lease plus six (6) years.

28. Minutes of Meetings:

Minutes of closed meetings of any of ACSET's public bodies must be retained for one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session was approved. If the public body records the proceedings of the meeting upon audio tape or video tape, such tape must also be retained for at least the same period of time as the written minutes. The Michigan Department of Technology, Management and Budget (DTMB) recommends that several type of public entities, such as cities, villages, counties and townships, retain minutes of open meetings of their governing bodies permanently.

29. Employment Records:

a) Fair Labor Standards Act:

- Records of name, address, birth date (if under 19), sex, occupation, time of day and day that work week commences, rate of pay, hours worked per day, total hours worked per work week, total straight time v. overtime pay, date of payment, collective bargaining agreements, plans (retirement, health, etc.), trusts and employment contracts (retention period commences from the last date of entry for payroll records and the last effective date for plans and agreements). 3 years
- Time cards, wage rate tables and work time schedules (from the last date of entry or the last effective date). 2 years
- Records of additions to or deductions from wages, including wage assignments, per pay period (from the last date of entry) 2 years
- Certification of age required if age 19 or younger until termination of Employee
- With respect to bona fide executive, administrative and professional employees, maintain the same records, as well as the basis on which wages are paid in sufficient detail to permit calculation for each pay period of the employee's total remuneration for employment including fringe benefits and prerequisites. However, documentation on hourly rates of pay, hours worked each day, total each work week, total straight time and overtime pay, and total additions or deductions from wages is not necessary. 3 years

b) Equal Pay Act

Same requirements as FLSA; in addition, records relating to payment of wages, wage rates, job evaluations, job descriptions, merit systems, seniority systems, collective bargaining agreements and documents made in the regular course of business that describe or explain any wage differential paid to employees of the opposite sex in the same establishment that may indicate whether such differential is based on a factor other than sex must be retained for two (2) years from the last date of entry or the last effective date, as appropriate.

c) Title VII of the Civil Rights Act of 1964:

- Personnel and employment records, including, but not limited to, applications, records relating to hiring, screening, promotion, demotion, transfer, layoff, termination, pay raises, compensation terms, and selection for training programs must be retained for one (1) year from the date the record is made or the personnel action

is taken, whichever is later.

- Personnel records relevant to a discrimination charge brought by the EEOC or U. S. Attorney General must be maintained until final disposition of the charge or three years after the close of the program year, whichever is later. Such records include records relating to the charging party and all other employees holding similar positions and applications or test papers completed by all successful and unsuccessful applicants for the position.

d) Section 504 of the Rehabilitation Act of 1973:

- Personnel and employment records, including records relating to requests for reasonable accommodation, results of physical examinations, job advertisements and postings, applications and resumes, tests and test results, interview notes, must be retained for two (2) years from the making of the record or the personnel actions involved, whichever is later.
- If a discrimination complaint is filed and a compliance review is initiated or an enforcement action begun, records relating to the aggrieved person and all other employees holding positions similar to that held or sought by the aggrieved person, and applications and test papers completed by the unsuccessful applicant and all other candidates for the same position that the aggrieved person applied for and was rejected must be maintained for three (3) years after final disposition of the complaint, compliance review or enforcement action.

e) Age Discrimination in Employment Act (ADEA) of 1967:

The only additional record retention requirements from those of the foregoing laws are that:

- Job applications, resumes or other replies to job advertisements (including records relating to failure to hire an applicant).
- Test papers from employee aptitude tests and physical examinations used in connection with a personnel action, and job advertisements or notices to the public or employees regarding openings, programs or opportunities for overtime work must be retained for one (1) year from the date of the personnel action to which the record relates.
- Employee benefit plans, seniority systems and merit systems must be retained for the length of the plan plus one (1) year.
- Personnel records relating to an ADEA complaint against the employer must be retained until the disposition of the complaint.

f) Family and Medical Leave Act (FMLA):

In addition to basic payroll and identifying employee data, which is required to be kept by several of the above statutes, the FMLA requires that an employer retain the following records for three (3) years:

- Dates FMLA leave is taken by eligible employees.
- Hours of leave taken, if less than a full day.
- Copies of employee Notices of Leave given to ACSET
- Copies of Notices given to employees by ACSET, as required by FMLA
- Documents describing employee benefits or ACSET FMLA policies.
- Premium payments of employee benefits.
- Records of disputes between ACSET and employees re FMLA.

Employee medical records are confidential and must be maintained separately from personnel files. The Act requires that records be retained in the same manner as is required by the FLSA, so the retention period commences from the last date of entry, or, in the case of policies, from the last effective date.

g) Americans with Disabilities Act (ADA)

- Same personnel and employment records required by Title VII.
- Employee requests for accommodation must be retained for one (1) year from the date of the request or the personnel action is taken, whichever is later.
- Medical records are confidential and must be maintained separately from personnel files, except as permitted by ADA regulations.

h) Genetic Information Nondiscrimination Act of 2008

- Same personnel and employment records required by Title VII and the ADA must be maintained for the same period.

i) Occupational Safety and Health Act (OSHA)

- ACSET must retain a log, incident report and summary of occupational injuries and illnesses for five (5) years after the end of the year in which the illness or injury occurred (OSHA 300 log, OSHA 300A Summary and OSHA 301 Incident Report).
- Records relating to medical examinations must be retained for the length of the employee's employment plus thirty (30) years.
- Any records relating to exposure to hazardous materials must be retained for thirty (30) years from the date that the record was created.

j) Immigration Reform and Control Act:

- Form I-9 must be retained for three (3) years after hiring or one (1) year after termination, whichever is later.

k) Bullard - Plawecki Right-to-Know Act:

- Prior to the release of personnel records to a third party, disciplinary reports, letters of reprimand or other records of disciplinary action which are more than four (4) years old must be deleted, unless the release of records relating to disciplinary action is ordered in legal action or arbitration,
- ACSET may keep a separate, segregated file of an investigation into an employee's suspected criminal activities for two (2) years.

l) Personnel Files:

- *(This is based upon the General Retention Schedule for Local Government Human Resources Departments established by the Michigan Department of Technology, Management and Budget, and not upon any particular statute or regulation)* These files are maintained on each ACSET employee and document the hiring, promotion, transfer, layoff, performance, discipline, termination, etc. The contents of such files must be retained during the term of employment plus six (6) years.

m) Tax Records:

- Records relating to federal employment taxes and withheld income tax must be retained for at least four (4) years after the due date for the return period to which the records relate or the date the tax is paid, whichever is later. These records must include:
 - ACSET's EIN.
 - Amounts and dates of all wage, annuity, and pension payments.
 - The fair market value of in-kind wages paid.
 - Names, addresses, SSNs, and occupations of employees and recipients.

- Any employee copies of Forms W-2 and W-2c returned to ACSET as undeliverable.
 - Dates of employment for each employee.
 - Periods for which employees and recipients were paid while absent due to sickness or injury and the amount and weekly rate of payments ACSET or third party payors made to them.
 - Copies of employees' and recipients' income tax withholding allowance certificates (Forms W-4, W-4P, W-4(SP), W-4S, and W-4V).
 - Dates and amounts of tax deposits ACSET made and acknowledgment numbers for deposits made by EFTPS.
 - Copies of returns filed and confirmation numbers.
 - Records of fringe benefits and expense reimbursements provided to ACSET's employees, including substantiation
- Records relating to Michigan income taxes withheld must be retained for at least six (6) years after the tax becomes due or the tax is paid, whichever is later. Records must show the amounts and dates of all compensation payments subject to this tax. Include employee name, address, Social Security number, MI-W4, occupation, and period of employment. Include records that show periods an employee was paid by the employer while absent from work due to sickness or personal injury. Show the amount and weekly rate of such payments. Keep duplicates of all returns filed.

n) Unemployment Insurance

- Payroll information must be retained on each employee for at least six (6) years after the calendar year in which the in which the remuneration to which they relate was paid or, if not paid, was due. This information must include all of the following for each worker:
 - (a)) Name.
 - (b) Social security account number.
 - (c) Beginning and ending dates of each pay period.
 - (d) With respect to pay periods in which he performs services:
 - (i) Hours spent performing covered services.
 - (ii) Hours spent performing excluded services.
 - (e) Total amount of remuneration for employment paid in any quarter.
 - (f) Total amount of wages, as defined in section 44(2) of the Michigan Employment Security Act, paid in any quarter.
 - (g) Dates on which he was hired, rehired, or returned to work after a temporary layoff, and dates separated from work and reason therefor.
 - (h) Remuneration paid for services and dates of payment, showing separately:
 - (i) Cash remuneration, including special payments, such as bonuses and gifts.
 - (ii) Reasonable cash value of remuneration in any medium other than cash, determined pursuant to the applicable rules of the Unemployment Insurance Agency, including special payments, such as bonuses and gifts.

- (i) Amounts paid him as allowances or reimbursement for traveling or other business expenses and dates of payment.
- (j) The place of his employment. For the purpose of this record, the place of employment shall be recorded as the city or township and county in which he performs his work.

o) Workers' Compensation

- There is no specific length of time mandated by the Workers Compensation statute for employers to retain records, although the OSHA requires that the log of occupational injuries and illnesses be kept for five (5) years, and records relating to medical examinations and exposure to hazardous materials be retained for the length of the employee's employment plus thirty (30) years. The state Bureau of Workers Disability Compensation is required to maintain its records for twenty (20) years, and a representative of the Bureau advised that employers should keep their workers compensation insurance policies for thirty (30) years. Therefore, it would be advisable to keep all workers compensation records (insurance policies, records of injuries and work-related illnesses and medical records) for at least thirty (30) years or longer, if required by OSHA.

NAME OF PROGRAM	TIME PERIOD FOR RETENTION
AAAWM SENIOR MILLAGE (Kent County)	3 years following final payment to ACSET
AAAWM Senior Millage (Older Americans Act)	3 years following final payment to ACSET
AARP Foundation – Senior Community Service Employment Program (SCSEP)	4 years following the end of the program year
Commodities (CSFP and TEFAP)	3 years from end of fiscal year to which they pertain
CSBG grant (Most DHS Funded)	6 years after the later of expiration of agreement or final payment made
Employment Service	3 years after date of submission of final expenditure report form WDA 900-001 should be destroyed if participant has entered resume on MTC and information entered in OSMIS. Complaint logs and files – 3 years after date of resolution and then destroyed.
Emergency Food & Shelter (McKinney-Vento Homelessness Assistance)	3 years from end-of-program date
Food Assistance E&T	3 years from date of submission of annual financial status report for relevant fiscal year

City of Grand Rapids	3 years after date of close-out submission
Homelessness Prevention and Rapid Re-Housing Program (HPRP) (Program ended 12/31/11)	3 years from acceptance of final expenditure report.
ITP Specialized Services Operating Assistance Program Heat Bank	3 years after final payment by the OTP board. 3 years from end of program date - local decision
Kent County weatherization CDBG grant (Program ended 12/31/12)	6 years after receipt of final payment
LIHEAP	7 years from later of date of termination of agreement or date of submission of final expenditure report
MDOT	3 years after final payment by MDOT
MEAP programs	7 years after the later of termination, expiration of agreement or final payment
MCAAA – Michigan Enrolls	7 years after ACSET performs any work on contract; PHI to be retained during term of agreement unless ordered to destroy it earlier by Maximus; records of disclosures of PHI that would enable Maximus to comply with a request for disclosure must be retained for 6 years after termination of agreement
MCAAA Weatherization and Client Ed., and EAP (Program ended in 2012)	7 years following the creation of the record
Michigan Public Service Commission (LIHEAP) (Program ended 7/31/13)	3 years after financial status report has been submitted.
Michigan Prisoner Reentry Program (MPRI) now the Michigan Offender Success Program	10 years following termination of agreement, unless audited by the State prior to that time.
MSHDA Emergency Shelter Program (Program ended 9/30/11)	4 years from date of final audit for respective time period
Senior Meals Program (Program ended 12/31/14)	3 years from date of last expenditure report for period
STTF	5 years from closeout for entire program year
Trade Act	TAA files must be retained for 3 years from end of last benefit or service
Weatherization (WAP)	Financial & accounting records – 4 years after termination, expiration or final payment; client records – 3 years
WIOA and Work First & Welfare-to-Work and JET and PATH	3 years from date of final closeout for funding period; 3 years after disposition of real

	property and equipment. EO records – 3 years after close of program year. EO complaints and compliance reviews – 3 years from date of resolution; non-EO complaints – 3 years after closeout for program year.
Contracts and leases	6 years from termination date. Inventories of replacements of County – supplied furniture at 121 Franklin – 6 years after expiration of lease.
Minutes of closed meetings	1 year and 1 day after the approval of minutes of the regular meeting at which closed session was approved.
Minutes of open meetings	Retain permanently

ACSET Personnel Actions – February 23, 2026

Appointments

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Career Navigator	Brynn Bolo	Permanent	1/12/26	Barry
Industry Council Lead	Virginia Berger	Permanent	1/5/26	Grand Rapids NW
Talent Development Instructor	Malva Canonico	Permanent	12/15/25	Ottawa
Talent Development Manager	Weston Selent	Permanent	12/15/25	Grand Rapids NW
Talent Solutions Manager	Sadiq Edo Abdi	Permanent	11/3/25	Barry/Allegan

Separations

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Business Solutions Representative	Harmony Battreall	Permanent	11/14/25	Montcalm
Career Coach	Aaron Chapman	Permanent	12/4/25	Grand Rapids SE
	Crystal Hill		2/6/26	Muskegon
	Christine Zeeryp		10/22/25	Ottawa
Career Navigator	Dominique Roque	Permanent	2/12/26	Ottawa
Talent Development Instructor	Wendy Davis	Permanent	1/9/26	Barry

Promotions/Transfers

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Career Navigator to Career Coach	Kayla Cole	Permanent	11/17/25	Allegan

Current

February 2026

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	4	1	0	3
Accounting Assistant	4	4	0	0
Accounting Manager	1	1	0	0
Apprenticeship Success Coordinator	2	2	0	0
Assessment Specialist	4	3	0	1
Assistant Manager	14	14	0	0
Attorney	2	2	0	0
Business Solutions Director	1	1	0	0
Business Solutions Manager	2	2	0	0
Business Solutions Representative	17	12	0	5
Business Systems Analyst	1	1	0	0
Career Coach	54	50	0	4
Career Navigator	28	24	0	4
Chief Executive Officer	1	1	0	0
Chief Financial Officer	1	1	0	0
Chief Operating Officer	1	1	0	0
Computer Support Specialist	2	2	0	0
Director of Development and Innovation	1	1	0	0
Executive Assistant	1	1	0	0
Facilities Coordinator	1	1	0	0
Facilities Assistant Manager	1	1	0	0
Facilities Manager	1	1	0	0
Grant Development Manager	1	1	0	0
Human Resource Assistant	3	3	0	0
Human Resource Director	1	1	0	0
Industry Council Lead	6	6	0	0
Information Technology Manager	1	1	0	0
Marketing & Communications Coordinator	3	3	0	0
Marketing & Communications Director	1	1	0	0
Payroll Coordinator	1	1	0	0
Performance Analyst	6	5	0	1
Policy Manager	4	4	0	0
Project Coordinator	9	8	0	1
Project Manager	7	6	0	1
Quality Assurance Specialist	10	9	0	1
Records Service Specialist	5	5	0	0

Resource Specialist	4	4	0	0
Success Coach	4	3	0	1
Talent Development Instructor	11	9	0	2
Talent Development Manager	1	1	0	0
Talent Development Specialist	9	7	0	2
Talent Solutions Director	1	1	0	0
Talent Solutions Manager	6	6	0	0
Youth Solutions Manager	1	1	0	0
TOTALS	239	213	0	26

CLASSIFICATION	Filled
Participant/Temporary	0

ADMINISTRATIVE OFFICE

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

SERVICE CENTERS

Allegan County

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

Barry County

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

Ionia County

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

Kent County

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

Grand Rapids SE Service Center
121 Martin Luther King Jr St SE
Grand Rapids, MI 49507
(616) 336-4040

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

Montcalm County

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

Muskegon County

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

Ottawa County

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

MEMORANDUM

TO: ACSET Governing Board
FROM: Laura Krist, Human Resource Director
DATE: February 23, 2026
RE: Request to update Staffing Chart

Background

After reviewing our current staffing chart and assessing the needs of the various programs and departments within West Michigan Works!, we have determined the following changes to our staffing chart would be appropriate:

Delete the following 11 positions:

- **Accountant (1)**
- **Assessment Specialist (1)**
- **Business Solutions Representatives (4)**
- **Performance Analyst (1)**
- **Quality Assurance Specialist (1)**
- **Success Coach (1)**
- **Talent Development Specialist (2)**

We have redesigned the structure in various departments including Talent Solutions, Talent Development, Business Solutions, and Fiscal and have found that we currently do not need these positions in order to function adequately and handle the responsibilities of ACSET/West Michigan Works!.

Requested Action:

We are requesting Governing Board approval to remove these eleven positions from the West Michigan Works! staffing chart.

Service Summary Explanation

October 1, 2025 – December 31, 2025

Management Observations and Highlights

- *Service Center Traffic:* The higher traffic reported in November 2024 reflects a change in how activity was recorded rather than an increase in in-person visits. During that time, frontline staff logged a higher number of phone calls and other general inquiries, including questions about hours of operation and UIA communication. In November 2025, reported traffic declined due to UIA being temporarily closed during the second week of the month to complete system updates. As a result, some individuals who typically would have been referred in November were instead referred in December.
- *Businesses Served:* The business solutions team consistently aids a higher number of returning businesses compared to new businesses each month. We persistently seek opportunities to engage with new businesses while prioritizing quality service for existing customers. This quarter we remained consistent with returning businesses we have served, and we noticed an increase in new businesses introduced to West Michigan Works! Through Going PRO Talent Fund inquiries.
- *Jobs Filled by Industry:* Jobs filled numbers saw an increase this quarter in October particularly within the Manufacturing and Healthcare industries. Some of this increase is from businesses that were awarded Ging PRO FY25 Cycle 2 were closing out their awards to permit them to apply for FY26 Cycle 1.
- *Training by Industry:* Nursing and transportation related training remain highly sought after classroom training.
- *Going Pro Talent Fund:* Total number of trainings completed *and* paid out each month. Training is not always paid out the same month the training was completed due to delays in businesses reporting and documentation collection. Data is reflective of multiple fiscal years and/or cycles within a fiscal year. Current billing includes training authorized to take place under the FY25 Cycle 1 and 2, and FY25 Employer-Led Collaborative funding. Due to program changes at the state level, beginning with FY25 Cycle 1, business reimbursement will be processed when all training on the approved training plan has concluded. This will result in the bulk of completions being recorded closer to the end of the training period for any given cycle.
- *Hiring Events:* During this quarter, hiring events were scheduled based on business demand for individual hiring events or Employer of The Day events. Since converting back to in person hiring events in March of 2025, we are seeing more businesses engage with our team to utilize space at the Service Centers to meet with job seekers.
- *Retention Solutions Network:* A new member business, a healthcare provider, joined the Retention Solutions Network on October 1. That brought the total shares purchased to 24. The numbers of employees served, barriers addressed, and barriers successfully resolved have increased proportionally.
- *WorkReady Certificates Earned:* After rolling out a new WorkReady process in the summer of 2025, we continue to assess and actively make updates for continuous improvement, including marketing, job seeker access and community partner outreach. These updates will impact the number of individuals earning certificates.



Service Summary Oct. 1, 2025 to Dec. 31, 2025

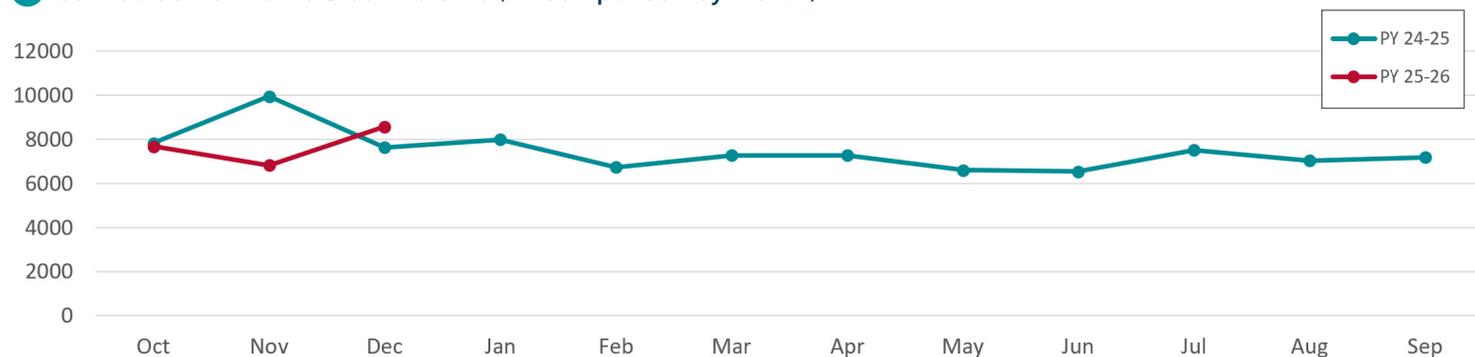
The data shown on this Service Summary indicates the organization's progress toward fulfilling of its services-based strategic priorities, as developed in the 2020 Strategic Plan: Enhanced Relationships, Pipeline Development and Diversity and Inclusion. Each indicator is a reflection of the work conducted on an operational level to ensure robust service delivery and strategic plan alignment.

Additional information and explanation about the data presented are included the narrative.

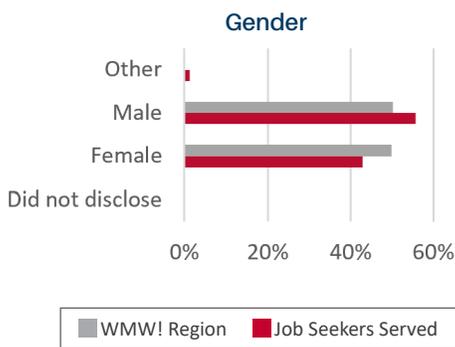
Strategic Plan Alignment

- Enhanced Relationships
- Pipeline Development
- Diversity and Inclusion

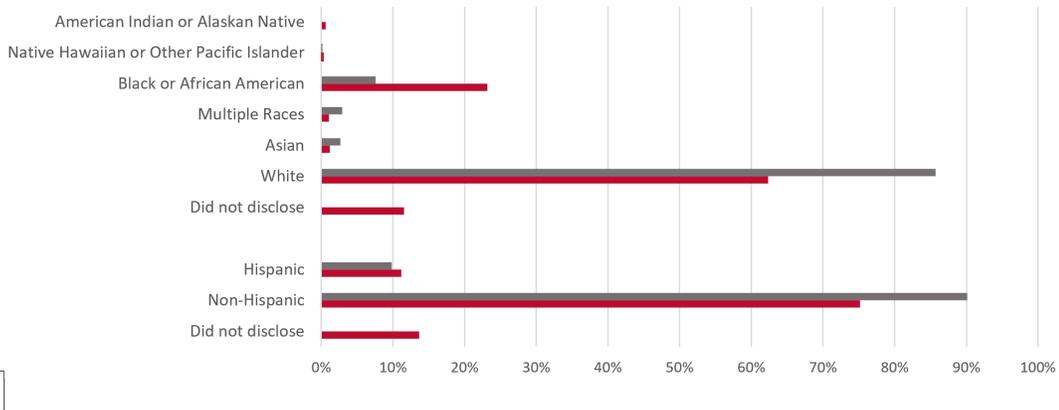
Service Center Traffic & Call Volume (PY comparison by month)



Diversity of Job Seekers Served



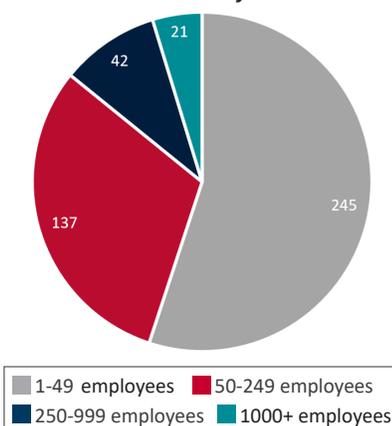
Race & Ethnicity



Employers Served (unique count)



Diversity of Employers Served (by size)



Jobs Filled: by Industry

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Agribusiness	2	0	1	0	0	0	0	0	0	0	0	0
Construction	19	25	20	0	0	0	0	0	0	0	0	0
Healthcare	482	70	63	0	0	0	0	0	0	0	0	0
IT	3	3	1	0	0	0	0	0	0	0	0	0
Manufacturing	1,021	91	109	0	0	0	0	0	0	0	0	0
Other	121	71	393	0	0	0	0	0	0	0	0	0
Total	1,648	260	587	0								

Training: by Industry

	New Hire	Classroom	Apprenticeship	Credentials Earned
Construction	1	6	14	3
Health Care	24	173	24	60
Information Technology	1	8	1	1
Manufacturing	9	11	42	11
Other	27	132	100	0
Total	62	330	181	122

Active grants supporting new hire, classroom and apprenticeship training this reporting period:

- Sector Strategies Employer-Led Collaborative
- MDARD Specialty Crop Grant
- MiSTAIRS
- Early Childhood Investment Corporation
- One Workforce
- WIOA Individual Training Accounts
- WIOA On-the-Job Training
- WIOA Youth Work Experience

Training (completed): Going PRO Training Fund

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
New Hire	271	298	329	423	696	0	0	0	0
Classroom	336	250	452	472	348	0	0	0	0
Apprenticeship	183	35	74	116	172	0	0	0	0
Total	790	583	855	1,011	1,216	0	0	0	0

Hiring Events

	Events	Employers	Job Seekers
Q1	5	10	39
Q2	0	0	0
Q3	0	0	0
Q4	0	0	0
TOTAL	5	10	39

Retention Solutions Network

Members

11

Success coach hours

(cumulative, reported quarterly)

379



Talent Development Metrics (cumulative, reported quarterly)

647 Workshops Offered

2,643 Workshop Attendance

91 WorkReady Certificates

Service Summary: Strategic Plan Alignment and Indicator Descriptions

<p>Pipeline Development: Expand the local pipeline of work-ready talent to meet the needs of the workforce and of West Michigan employers.</p>	<p>Enhanced Relationships: Foster widespread networks to collaboratively address workforce needs in the region.</p>	<p>Diversity and Inclusion: Enable a culture that honors the worth and dignity of all people, where staff and customers have equitable access to opportunities.</p>
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The indicators shown on the Service Summary are provided to inform the board about the impact of services provided through a variety of workforce development programs. Each represents the implementation of goals in the Strategic Plan.

Indicator	Strategic Plan Alignment	Narrative
<i>Service Center Traffic & Call Volume</i>	Pipeline Development	This indicator shows the funnel of job seekers entering our system through the service centers and virtual appointments, giving us an opportunity to expand the talent pipeline. In October 2021, we began implementing a new tracking system. During this period, UIA reinstated the Register to Work requirement, which brought more people into the centers. The data does not include attendance at workshops, focused job search, or coaching sessions. This will be added as the tracking system is expanded.
<i>Diversity of Job Seekers</i>	Diversity and Inclusion	This indicator shows the variety of job seekers we work with compared to the region. With the implementation of the new tracking system, we resumed tracking demographic data. Although we are in the early stages of collecting this data, management regularly observes and monitors this information.
<i>Businesses Served</i>	Enhanced Relationships	This indicator shows unique businesses served each month, and reflects the widespread networks developed by staff. A business is counted once per program year as unique; they likely received multiple services throughout the year. A new business is one that has never engaged with WMW. A returning business is one that has received services from WMW in a prior program year(s).
<i>Diversity of Businesses</i>	Diversity and Inclusion; Enhanced Relationships	This indicator shows a comprehensive picture of our business customers based on size (total number of employees). This data is helpful in planning initiatives and for identifying specific business groups. Although we work with any size company, we target those most in need of our services which are often smaller companies without internal HR capacity.
<i>Jobs Filled by Industry</i>	Enhanced Relationships; Pipeline Development	This indicator shows the number of jobs filled with business customers of WMW and with our assistance. The variation in month-to-month numbers may reflect delays in reporting WMW, as well as unique needs within a variety of businesses. Spikes in the numbers may also reflect hiring events supported by WMW.

Indicator	Strategic Plan Alignment	Narrative
<i>Training: by Industry</i>	Pipeline Development	This indicator shows WMW efforts to expand the local pipeline of work-ready talent by supporting training and skill upgrading. The data is presented by industries most in demand in the region. Food Processors, as part of Agribusiness, are currently reported under manufacturing. On-the-Job Training provided to New Hires results in advancement of skills and wages but does not provide a credential. This data does not include training funded by Going Pro Talent Fund.
<i>Training (completed): GoingPro</i>	Enhanced Relationships; Pipeline Development	As one of our largest funding sources for business-driven training, Going PRO Talent Fund (GPTF) is reported separately. Allowable training funded by GPTF includes new hire, incumbent, and registered apprenticeships.
<i>Hiring Events</i>	Enhanced Relationships; Pipeline Development	This indicator shows hiring events that bring businesses and job seekers together, requiring coordination across multiple departments and programs. We continue to look for new and innovative ways to conduct outreach to job seekers, including greater collaboration with community partners.
<i>Retention Solutions Network</i>	Enhanced Relationships; Pipeline Development	This indicator shows how we leverage networks among community partners to provide services to member businesses. Data reflects services provided by Success Coaches via dedicated on-site hours as well as virtual. Services provided to each employee does not consider the high number of touchpoints with the coach. Barriers addressed can include needs for transportation, housing, medical bills, utilities, and many more, all so that workers can successfully engage and fulfill their role for the business.
<i>WorkReady Certificate Earned</i>	Pipeline Development	This indicator shows the delivery of employability skills training, the highest need for skillsets expressed by the region's business. Job Seekers take a pre-assessment to determine areas of readiness and areas for improvement; they only attend workshops for areas identified as needing improvement. A post-assessment determines their skill attainment and if successful, earns a certificate. This conveys to businesses that they are "work ready." Workshops are offered at service center locations and at partner locations.

ADMINISTRATIVE OFFICE

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

SERVICE CENTERS

Allegan County

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

Barry County

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

Ionia County

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

Kent County

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

Grand Rapids SE Service Center
121 Martin Luther King Jr St SE
Grand Rapids, MI 49507
(616) 336-4040

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

Montcalm County

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

Muskegon County

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

Ottawa County

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

West Michigan Works! is a division of ACSET, an equal opportunity employer/program and a proud partner of the American Job Center network.

Auxiliary aids and services are available upon request to individuals with disabilities. West Michigan Works! is supported by state and federal funds; more details at westmiworks.org/about. TTY 711

MEMORANDUM

TO: ACSET Governing Board
FROM: West Michigan Works! Staff
DATE: February 23, 2026
RE: Solutions Driven Updates

Enhanced Relationships:

Foster widespread networks to collaboratively address workforce needs in the region.

Pipeline Development:

Expand the local pipeline of work-ready talent to meet the needs of the workforce and of West Michigan employers.

Diversity and Inclusion:

Enable a culture that honors the worth and dignity of all people, where staff and customers have equitable access to opportunities.

Grant Updates

Make Michigan Home: WMW has been awarded a \$91,250 *Make MI Home* grant (rebranded as West Michigan Rooted) from the Michigan Economic Development Corporation. The funds will support training, employment, and retention efforts for Michigan residents. The grant period runs from March 18, 2025, through February 2, 2026 with a six month no cost extension through July 31, 2026. In partnership with the Michigan Office of Growth, WMW will promote an attraction and retention package through *Make My Move*. Make My Move is a national online platform that helps communities attract new residents by offering customized incentive packages to individuals considering relocation. Applications are now live. **Enhanced Relationships, Pipeline Development**

FutureTech Careers Program (formerly known as Strengthening Community Colleges Grant 4): This grant program, awarded to Grand Rapids Community College (GRCC), is designed to enhance the capacity of community colleges to meet the skill development needs of employers and equitably support students in securing good jobs in high-demand industries. The grant program is centered on sector-based career pathways, which have been proven to improve employment outcomes. West Michigan Works! will collaborate with GRCC with the goal of developing targeted programs and curriculum. This grant will serve 622 participants between May 1, 2024, and April 30, 2028. **Enhanced Relationships, Pipeline Development**

Early Childhood Education (ECE) Registered Apprenticeships: WMW received a second round of funding from the Early Childhood Investment Corporation (ECIC) totaling \$373,000 to continue supporting childcare providers in developing registered apprenticeship opportunities for early childhood educators. The grant's performance period has been extended from February 2026 to July 2026 and an additional \$40,000 was awarded to continue and expand the work of the grant. **Enhanced Relationships, Pipeline Development**

The Michigan Citizen Reentry Initiative (MiCRI): A cooperative grant opportunity with the US Department of Labor and the Department of Justice with a state award of \$7.6 million to launch the new initiative designed to reduce recidivism among justice involved citizens and increase their successful participation in employment and training opportunities. This includes individuals incarcerated in the Federal Correctional Institute (FCI) and Residential Reentry Centers (RRC). WMW will provide services in stage 2 -post release for participants in the RRC and Home Confinement (HC). *Enhanced Relationships, Diversity and Inclusion*

Partners for Reentry Opportunities in Workforce Development (PROWD): The PROWD program, funded by the Joint First Step Act, intends to expand on the methodology of the MiCRI program to establish a statewide network of support for Justice-Involved Citizens to provide Stage 1, 2, and 3 pre-employment training services accessible at Residential Reentry Centers (RRCs) and to individuals in home confinement (HC) throughout the state. This grant will serve 250 participants statewide over a 37-month period of performance from September 1, 2024, to September 30, 2027. *Enhanced Relationships, Diversity and Inclusion*

Michigan Skilled Immigration Integration Program (MISIIP): The Michigan Skilled Immigrant Integration Program is part of a \$1M allocation for the Michigan International Talent Solutions (MITS) initiative as part of an overall \$5M appropriation received by Global Detroit. This program connects professional, college-degreed, internationally-trained job seekers with Michigan-based careers in their profession. Eligible participants will also receive assistance with job search, Networking coaching, Credential evaluation and Professional licensing resources. This program has been extended through September 30, 2026. *Diversity and Inclusion, Pipeline Development*

Grand Rapids Community College One Workforce Grant: WMW has partnered with GRCC on a \$9.8 million H1-B One Workforce Grant, focusing on advanced manufacturing, received by GRCC. The One Workforce Grant ended on December 31, 2025. Since the start of the grant on February 1, 2021, the grant team accomplished the following:

- 1,942 jobseekers served by the grant
- 1,592 jobseekers enrolled in training
- 1,282 jobseekers received credentials
- 639 jobseekers employed
- 346 incumbent workers who advanced their careers

We appreciate GRCC and their continued partnership both on this grant and myriad other initiatives. *Enhanced Relationships, Pipeline Development*

Barrier Removal and Employment Success (BRES) Expansion: The Michigan Department of Labor and Economic Opportunity (LEO) has awarded a total of \$14.6 million in Barrier Removal and Employment Success grant funds. West Michigan Works! Partnered with seven community-based organizations (CBOs) and received the maximum allocation of \$1 million. These funds will help remove barriers directly related to employment such as childcare, transportation, and housing. The CBOs include Grand Rapids Center for Community Transformation, Grand Rapids Women's

Resource Center, GoodWill of Greater Grand Rapids, Steepletown Neighborhood Services, The Source, Treetops Collective, and United Way of Montcalm & Ionia. West Michigan Works! (WMW) received a no-cost extension for this grant through September 30, 2026. WMW made the decision not to extend Steepletown and The Women's Resource Center due to separate organizational and programmatic considerations. ***Pipeline Development, Diversity and Inclusion***

MDARD Specialty Crop Grant: West Michigan Works! was awarded a USDA grant for \$83,470 to support specialty crop grower training in agribusiness and career exploration at MiCareerQuest. We will begin accepting applications from growers by end of February 2026. ***Enhanced Relationships, Pipeline Development***

Going PRO Talent Fund:

Fiscal Year 2025:

- Cycle 1: 322 applications were submitted to the state. 175 were awarded a total of \$11.2M. Training may occur January 1, 2025 – December 31, 2025.
- Cycle 2: In total, 222 applications were submitted to the state. 49 were awarded for a total of \$10.8 million. Training may occur July 1, 2025 – June 30, 2026.

Fiscal Year 2026:

- Cycle 1: 336 applications were submitted to the state. 100 were awarded a total of \$6.4M, with the possibility of 9 additional awards totaling \$767,535. Training may occur January 1, 2026 – December 31, 2026.
- Employer Led Collaborative (ELC) Applications: Applications are tentatively scheduled to open in March 2026.

A full list of grant recipients statewide is available online at Michigan.gov/TalentFund. ***Enhanced Relationships, Pipeline Development***

State Apprenticeship Expansion (SAE) 2025: West Michigan Works! is one of five organizations selected to receive State Apprenticeship Expansion (SAE) grant funding from the Michigan Department of Labor and Economic Opportunity (LEO). Awarded organizations had to demonstrate prior success with grant programs, a proven track record of performance, effective utilization of grant funds, and the expertise to monitor progress and meet performance targets. WMW will receive \$212,360 to support 32 registered apprentices in non-infrastructure occupations. The SAE grant program is designed to assist organizations that currently sponsor or partner with sponsors of Registered Apprenticeship Programs. ***Enhanced Relationships, Pipeline Development***

Regional Innovation Project (RIP) Grant: West Michigan Works! was awarded a joint project grant along with Capital Area Michigan Works!, Detroit Employment Solutions Corporation, and Oakland County Michigan Works! for the Regional Innovation Project (RIP) grant through the Michigan Department of Labor and Economic Opportunity. The proposed initiative aims to enhance and expand immersive, employer-led career navigation events in manufacturing, healthcare, and technology across the four regions. These events will help expose students and

jobseekers to career pathways and promote awareness of postsecondary training opportunities aligned with employer demand. The total request was \$450,000, with WMW requesting \$120,000 to support implementation in our region.

Enhanced Relationships, Pipeline Development

Industry Talent Councils

There are various ways to stay connected to the innovative work taking place under each of the West Michigan Works! Industry Talent Councils (ITC). Each council has expanded its outreach through dedicated LinkedIn accounts and bimonthly newsletters. The increased online presence enables each ITC to provide employers and partners in their respective industries with pertinent information such as workforce trends, council initiatives, and opportunities to participate in future projects. ***Enhanced Relationships, Pipeline Development***

Multi-Industry Talent Council Initiatives:

Lunch & Learn Series – The Industry Talent Councils are jointly funding a quarterly Lunch & Learn series designed to connect employers with inclusive hiring strategies and job seeker support services offered through West Michigan Works! and its network of community partners. The next event will feature child care resources to support hiring and retaining working care givers – a key barrier identified by council businesses.

Agribusiness Talent Council of West Michigan (ATC)

Mission: The Agribusiness Talent Council is an employer-led collaborative that seeks to expand the talent pool by promoting care pathways and opportunities in West Michigan agribusiness industry.

The Agribusiness Talent Council (ATC) partnered with Discover Manufacturing to provide student tours of food processing facilities as part of Manufacturing Week 2025. Seven area food processors welcomed 235 students, offering hands-on exposure to careers in food processing and highlighting the essential role of this industry within the broader manufacturing sector.

The Spotlight on Ag Readers program continues to grow in impact. Over 60 classrooms have registered to participate this year, including more than 20 classrooms from Allegan County, the highest level of engagement from the county since the program's inception. Volunteer reader registration remains open through the end of February, with the program aiming to reach over 1,600 students across the region with engaging, agriculture-focused literacy activities.

The ATC Scholarship is now accepting applications for three \$1,000 awards. The scholarships are available to graduating high school seniors or current college students pursuing degrees related to agribusiness. Applications will be accepted through March 20, 2026.

In support of workforce training and industry awareness, the ATC was awarded \$83,470 through the U.S. Department of Agriculture/Michigan Department of Agriculture and Rural Development (MDARD) Specialty Crop Block Grant. The

funding will support training for specialty crop growers and career exploration activities at MiCareerQuest, helping to build a stronger pipeline of talent in the agribusiness sector.

Construction Careers Council (CCC)

Mission: The Construction Careers Council creates a bright future for West Michigan's construction industry by building a diverse and qualified workforce.

In late October, Josh Perkins, formerly a Career Navigator with West Michigan Works!, was promoted to Industry Council Lead (ICL) for the Construction Careers Council. His background in career pathway development will bring strong leadership as the council expands its programs and strengthens employer engagement.

Rachel Austin of Barton Mallow was elected Council Chair, and Carroll Burgess (Burgess Concrete Construction), Rachell Holiday (Fabcon Precast), and Chris Smith (EV Construction) joined the council in late 2025. The council is currently accepting applications to fill the open seat for a Trade Labor Organization representative.

The CCC continues to grow student engagement through its Construction Career Pathways initiative. Nine classroom visit sessions have been filled by volunteers from EV Construction, IBEW Local 275, Williams Kitchen and Bath, and Fabcon Precast. Registration is now open for spring jobsite tours, offering students hands-on exposure to construction careers.

The council has also launched the 2026 Women Who Build West Michigan initiative, recognizing and honoring women across all areas of the construction industry — including skilled trades, project management, engineering, architecture, safety, and leadership roles. Aligned with national Women in Construction Week, this initiative highlights the achievements of women in construction while inspiring the next generation of talent. Honorees will be featured on the Construction Careers Council website and in a newsletter series, showcasing contributions and career pathways. Nominations are open through February 13.

Discover Manufacturing (DM)

Mission: We exist to inspire and expand manufacturing talent in West Michigan.

The Discover Manufacturing Scholarship Program remains a key investment in the region's future workforce. The 2026 application cycle opened on October 13 and will close on March 15. To date, 12 applications have been received, and outreach efforts will continue through the application deadline to encourage broad participation.

DM strategy workgroups are active and aligned around the council's three strategic pillars: Training, Promoting the Industry, and Sharing Best Practices. Early discussions have focused on identifying Discover Manufacturing's unique value proposition, targeting high-impact opportunities, and promoting stronger employer-led collaboration.

Post-event evaluations of Discover Manufacturing Week surfaced opportunities for improvement, particularly around registration processes, transportation logistics, tour customization, and the potential integration of job shadow opportunities. These insights will guide future planning efforts.

Explore Hospitality (ExH):

Mission: We elevate one of West Michigan's leading employment sectors by developing careers, cultivating talent, and promoting a thriving, dynamic hospitality industry.

The Explore Hospitality Council continues to build momentum by expanding partnerships and launching workforce initiatives. The Explore Hospitality website is now live (linked above), with the council's first newsletter and blog launching in February. Since the last WDB meeting, the council has more than doubled its LinkedIn following.

The ExH strategy workgroups meet during even-numbered months and align with the council's strategic focus areas: Elevate (promote industry/careers), Train, and Retain.

- The Elevate Workgroup has selected MiCareerQuest 2026 as its first official project. Discussions are ongoing to determine additional initiatives aligned with student and public engagement. In addition, we continue to present at ISD schools to promote hospitality career pathways.
- The Train Workgroup selected an Event Management Apprenticeship Program to support skills development and career advancement within the industry. The council approved the project, and we have started conversations with the apprenticeship team.
- The Retain Workgroup selected a Retention Lunch & Learn series to address barriers and identify best practices specific to the hospitality sector. The council approved the project, and we are beginning conversations on sponsorship, location, and presentation topics.

Two council seats remain open, one for an Employer representative and one for an Economic Development representative. The council is currently discussing opportunities to recruit members from outside Kent County to ensure broader representation and alignment with regional workforce needs across West Michigan.

West Michigan Health Careers Council (WMHCC)

MISSION: The purpose of WMHCC is to provide an employer-led collaborative council of healthcare employers, educators, workforce development, and economic development organizations working together to meet West Michigan's healthcare talent needs.

WMHCC continues to implement its strategic planning process, having recently reviewed and approved a new Mission Statement and Guiding Principles to guide its long- and short-term objectives. The council is actively advancing several key student engagement initiatives:

- MiCareerQuest 2026: The West Michigan Health Careers Council (WMHCC) has approved participation in this regional career exploration event and is supporting that through active engagement.
- Future Rounds – Health Career Expo 2026: builds on last year’s success with new, hands-on enhancements designed to boost student engagement. Open to 7th–12th grade students and their families, the Expo offers interactive, real-world health scenarios, direct conversations with healthcare professionals and educators, and insights into career roles, hiring processes, tuition assistance, and healthcare career pathways.
- Michigan HOSA: The council has established a planning team to implement the presence and growth of HOSA chapters in each of our seven West Michigan counties.
- Healthcare Hiring Events: WMHCC is exploring hosting healthcare hiring events at shopping malls in Kent and Muskegon counties.

In alignment with workforce development priorities, partnerships with the Grand Rapids African American Health Institute, Grand Rapids Community College (GRCC), Trinity Health, and WMHCC continue progression toward the creation of a Licensed Practical Nurse (LPN) Registered Apprenticeship program. This initiative will establish equitable, local pathways into nursing careers, particularly for underrepresented populations.

The council currently has one employer seat vacancy following a transition at Forest View Hospital. Council is currently accepting nominations for membership.

West Michigan Tech Talent (WMTT)

Mission: West Michigan Tech Talent looks to engage employers of Information Technology professionals with best practices, resources and a community to grow, develop, recruit and retain a diverse and inclusive world class IT workforce in West Michigan.

Virginia Berger joined West Michigan Works! in January as the new Industry Council Lead (ICL). Her background is in advanced manufacturing and custom automation, where she spent time honing skills in sales, marketing, communications, and community engagement. New council members include, Dr. Kristi Haik from GRCC, Kristy Loughin-Vance from Kent Career Tech Center, and Casey Horner from Corewell Health Office of the CIO.

The 2025 {Mi}Code Experience included over 1,700 3-5 grade students engaging in a one-hour coding lesson with the help of more than 30 industry professionals. One educator from Mulick Park in Grand Rapids shared, “One of my students who is shy and reserved really broke out and started communicating with peers and is so eager to learn to code.”

The council continues its collaboration with Grand Rapids Community College through the FutureTech Careers initiative, which aligns educational programming with in-demand career pathways and facilitates joint events that connect students to local employers and postsecondary opportunities.

The Develop strategy workgroup began meeting this fall to explore workforce upskilling strategies, with a particular focus on artificial intelligence literacy, the creation of resource guides, and the development of awareness campaigns to strengthen the regional tech talent pipeline. Upcoming meetings will identify specific trainings to recommend to the full council for Going PRO Talent Fund Employer Led Collaborative applications.

Programs

West Michigan Works! Registered Apprenticeship Programs (WMW RAP):

West Michigan Works! currently administers 63 U.S. Department of Labor (USDOL) Registered Apprenticeship programs, serving 403 active apprentices across 125 participating employers. West Michigan Works! continues to engage regional employers in exploring registered apprenticeships as a solution to workforce challenges. In the last quarter, the apprenticeship team received 13 referrals from interested employers, 25 meetings were held to explore registered apprenticeship, and 5 new programs were registered with the USDOL. Efforts also continue to promote Pre-Apprenticeship Programs in alignment with the Michigan Apprenticeship Readiness Certificate (MARC), a pilot initiative of the State Apprenticeship Expansion (SAE) Team.

On October 24, 2025, West Michigan Works! hosted the Race to Talent event at Kent ISD Conference Center, featuring a panel discussion and award presentation spotlighting Fox Motors, Royal Technologies, and Kent Career Tech Center for their leadership in apprenticeship and MARC. Over 50 attendees, including educators, business leaders, apprentices, and workforce professionals, participated.

West Michigan Works! continues to expand registered apprenticeship opportunities across the region through targeted promotion, intermediary consulting, and workforce development training. During the reporting period, the Apprenticeship Team conducted outreach and engagement activities by presenting at the Montcalm Community College Industrial Trades Advisory Committee meeting and the Allegan Area Educational Service Agency (AESAs) Tech Center Manufacturing Program Advisory Committee meeting. These presentations strengthened connections with education and training partners and supported alignment with regional workforce needs. In addition, a team representative attended the Michigan College Access Network Annual Conference in Lansing to engage with educators and training providers, share program successes, and exchange best practices related to registered apprenticeship and career pathways. To further increase awareness, the team participated in a radio interview on Newsradio WOOD 1300 and 106.9 FM following the Race to Talent event, highlighting West Michigan Works!' role in advancing registered apprenticeship and pre-apprenticeship programs across the region.

In December, West Michigan Works! submitted a response to a Request for Information (RFI) issued by the U.S. Department of Labor (USDOL) regarding the Registered Apprenticeship (RA) Industry Intermediary Initiative. This initiative seeks to inform the design of the next phase of national intermediary grants, with a particular emphasis on expanding existing RA programs, launching new apprenticeships, and advancing a pay-for-performance funding model. USDOL is

expected to open the application process for national RA Intermediaries in the near future. West Michigan Works! is monitoring updates closely to evaluate potential alignment and opportunities for participation. ***Enhanced Relationships, Pipeline Development, Diversity and Inclusion***

Ascend Youth Programming: The Ascend team provides programming for eligible out-of-school youth ages 16 to 24. Ascend continues to grow referral partnerships throughout the region. Ascend continues to provide its core WIOA services to youth across the community. In addition to this work, the Ascend program has established strategic partnerships with various schools to provide MiCareerLaunch programming as well as career coaching and short-term trainings to youth in alternative education programs. The Ascend program is also in the beginning stages of planning the 2026 Summer Career Readiness Program. If you work for a company that might be interested in hosting youth through a work experience, please let us know. ***Pipeline Development, Diversity and Inclusion***

MiCareerQuest: MiCareerQuest is a Career Exploration Experience for middle and high school students. Exhibitor registration is now OPEN. If your business is interested in exhibiting, please let us know and we will connect you with the appropriate Industry Council Leads to support you in developing an exhibit. We are also looking for volunteers as well as gathering interest from anyone who would like to attend a VIP tour. You can sign up to volunteer [here](#). You can also sign up for a VIP tour [here](#). ***Pipeline Development***

Elevate: Elevate is an expansion to Rise Up, a model of outside-in recruitment and inside-up career development that began in partnership with West Michigan Works!, The Source, and Trinity Health. Elevate uses Career Coaching, Resource Navigation, and employer coordination to reduce the friction of hiring and promotion. The Elevate team has been hard at work finding opportunities to engage with CBO partners; we are actively working on an innovation that would bring Elevate-focused workshops to community partners and their jobseekers. ***Enhanced Relationships, Pipeline Development, Diversity and Inclusion***

Retention Solutions Network: Retention Solutions Network (RSN) is a fee-based business resource network focused on navigating resources and providing support services to member employees, thus helping them to stay in their job and advance within their business. RSN began the new year with an influx of new members including Ags, Almond Products, Celia Corp, Mission Design and Automation, Railside ALC, and Seminole Shores ALC. We are excited to welcome these new companies this year. ***Enhanced Relationships, Diversity and Inclusion***

Gain Employment. Maintain Support (GEMS) formally known as Learn, Earn and Provide (LEAP) Pilot: GEMS launched in Muskegon as a pilot program at the end of January of 2022. It is a program aimed to assist non-custodial parents in obtaining and maintaining employment and gets back on track with child support payments. This program is in close partnership with Friend of the Court and includes both voluntary referrals and mandated participation in Allegan, Ionia, Montcalm, Muskegon and Ottawa counties. ***Pipeline Development, Diversity and Inclusion***

Initiatives

West Michigan Education-to-Employment Partnership (E2P): E2P is a Talent First initiative that brings together employers, education and training providers, and community-based organizations to help individuals who are un- or underemployed access skills-based pathways into high-demand jobs requiring postsecondary training. E2P aims to develop a regional opportunity marketplace that offers shared coaching, resources, and wraparound support to generate more talent, increase the efficiency of credential attainment, and retain graduates in West Michigan. West Michigan Works! supports the collaborations and actively participates in this initiative but is not a sponsor of the platform. ***Enhanced Relationships, Pipeline Development***

Section 107a: This grant opportunity stems from the State School Aid Act (Public Act 320 of 2023), which earmarks \$15 million for innovative adult education programs aimed at boosting enrollment, retention, and completion, especially among individuals without a high school credential or with limited English proficiency. The Michigan Department of Labor and Economic Opportunity Workforce Development (LEO WD) is administering the program in partnership with Talent First to support the development and implementation of innovative, regionally unique initiatives. As part of a West Michigan Adult Education consortium, West Michigan Works! actively participates in micro credential planning and the development of key project deliverables, with all micro credentials vetted through industry councils. ***Enhanced Relationships, Pipeline Development***



BEV DRAKE
ESSENTIAL SERVICE AWARDS
 Commitment • Integrity • Passion

2025-26 Essential Service Awards Overview

The Bev Drake Essential Service Awards, established by the West Michigan Works! Workforce Development Board, recognize frontline employees whose work strengthens our communities and regional economy.

This year, 18 individuals from across West Michigan Works!' seven-county region were nominated by employers and community members, with six award recipients selected by West Michigan Works!' Executive Leadership and Strategic Engagement Committees.

Thank you to everyone who helped spread the word and submit nominations. We encourage you to explore our recent social media posts to congratulate this year's winners and follow along for a recap of the February awards event.

Awardees:

- Melissa Thatcher, Paraprofessional, Hackley Public Library, Muskegon County
- Dan Vandermarkt, Driver, Health Care Associates Transport (HCAT), Kent County
- Leemon Johncock, Lead Cook, Bay Pointe Inn, Barry County
- Grace Clark, Operations Specialist, STEM Greenhouse, Kent County
- Paula Holm, Licensed Practical Nurse (LPN), Optalis Health and Rehabilitation – Whitehall, Muskegon County
- Cole Marschall, Assistant Project Superintendent, Owen-Aimes-Kimball Co., Kent County

Timeline

- Nomination period ended September 30
- Awards Committee Scoring, October 3 - 17
- On-site celebrations, November 14-25
- Awards ceremony at The Economic Club of Grand Rapids, February 23, 2026

Subcommittee

Adam Russo, COM 616

Mark Bergsma, BHS Insurance

Jon Hofman, Holland Board of Public Works

Emily Babson, Plascore

Malinda Powers, West Michigan Works!

Brooke Thomas, West Michigan Works!