



**Governing Board Meeting**

<https://westmiworks-org.zoom.us/j/99472632033>

**Meeting ID: 994 7263 2033**

**Passcode: 841904**

**Dial by your location: +1 929 436 2866 US**

**Monday, December 14, 2020 ▪ 11:00 a.m.**

**AGENDA**

1. Call to Order and Roll Call
2. Public Comment – Agenda Items
3. Approval of the October 26, 2020 Minutes **Action Required**
4. Request for Closed Session: Chief Executive Officer Annual Review **(roll call vote) Action Required**  
*Jacob Maas, Chief Executive Officer*
5. Approval of the December 14, 2020 Closed Session Minutes **Action Required**
6. Other Business **Information Item**
7. Public Comment
8. Adjournment

**Next Scheduled Governing Board Meeting:  
Monday, February 22, 2021 via Virtual Platform TBD**



**Governing Board Meeting**

<https://westmiworks-org.zoom.us/j/94204142389>

You can also dial in using your phone.

+1 (929) 436-2866

Passcode: 090569

Monday, October 26, 2020 ▪ 8:30 a.m. – 10:00 a.m.

**MINUTES**

**Governing Board Members Present:** Commissioners Mahoney, Garcia, De Young, Storey, Geiger, Tiejema, Sparks, Stek, Womack, Bergman, Leneer, Reppart

**Governing Board Members Absent:** Commissioners Hughes, Sorensen

**Staff Present:** Jacob Maas, Angie Barksdale, Brenda Isenhardt, Laura Krist, Amy Lebednick, Brittany Lenertz, Janette Monroe, Melanie White, Jennifer Mitchell, Tawanna Wright

**Guests Present: None**

1. Call to Order by Chairperson Mahoney at 8:30 a.m. Roll Call and physical location of Commissioners taken.

2. Public Comment- Agenda Items- None

3. Approval of the August 24, 2020 Minutes **Action Required**

**Motion – Com. Bergman**

**Second – Com. Sparks**

**Item Approved by Vote – All 12 members present voted affirmatively. Motion carried.**

4. Report on Financial Activities

a. Notes to September 2020 Board Financials-Year End Financials **Information Item**  
Brenda Isenhardt, Chief Financial Officer, reviewed ACSET’s statement of revenue and expenditures for the three months ending September 30, 2020. Brief discussion took place, and Brenda answered board members’ questions.

b. FYE 2021 Budget Modification **(75% affirmative vote of members present) Action Required**  
Brenda Isenhardt stated that the proposed budget for fiscal year ending June 30, 2021 has been modified. Brenda reviewed the planned changes with board members. Brenda requested the ACSET Governing Board’s approval, noting that the modification requires a 75% affirmative vote of members present. Brief discussion took place and Brenda answered board members’ questions.

**Motion – Com. Stek**

**Second – Com. Sparks**

**Item Approved by Vote – Commissioner Womack, did not appear to be present any longer.**

**All 11 members present voted affirmatively. Motion carried**

5. Workforce Development Board (WDB) Terms of Office Applications **Action Required**  
November 1, 2020 – October 31, 2022 **(75% affirmative vote of members present)**  
Jacob Maas, Chief Executive Officer reported that according to the WMW WDB roster, eighteen (18) current board member terms of office seats expire October 31, 2020. Jacob reported that the Nomination Committee reviewed applications and made some recommendations for subcommittees. On September

21, 2020, the Executive Committee of the WDB approved and supported the slate of applicants and are requesting approval from the ACSET Governing Board to approve appointments to serve on the WDB with terms of office dates of November 1, 2020 through October 31, 2022.

**Motion – Com. Bergman**

**Second – Com. Sparks**

**Item Approved by Vote – Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried**

6. Governing Board 2021 Meeting Schedule **Action Required**

Jacob Maas, Chief Executive Officer reported that staff would like to recommend the following dates for the 2021 Governing Board meeting schedule: February 22, April 26, June 28, August 23, October 25, and December 13. Jacob further noted that due to the COVID-19 pandemic, staff will plan to hold meetings virtually until further notice.

**Motion – Com. Lenear**

**Second – Com. Sparks**

**Item Approved by Vote – All 11 members present voted affirmatively.**

**Motion carried**

7. Governing Board Bylaw Survey Report **Discussion Item**

Jacob Maas, Chief Executive Officer reported that at the August 24 meeting, GB members were asked to provide feedback regarding whether the Board may be interested in making any changes to the current Bylaws. Jacob reported that the informal survey was sent to board members for information gathering and feedback. Jacob reviewed the report with board members. Discussion took place. Commissioners recommended the following items for later consideration: 1.) removal of Community Action Agency (CAA) language, 2.) including language that allows teleconferencing and virtual attendance to be considered “present” at Governing Board meetings, 3.) changing some of the supermajority quorum percentages of the bylaws. Commissioners also recommended that ACSET communicate with each County Commission to reinforce the importance of consistent Commissioner attendance as a requirement for serving on the Governing Board.

8. WMW 20-XX: Employee Equal Opportunity (EO) Complaint Procedure **Action Required**

Melanie White, Staff Attorney reported that the Workforce Innovation and Opportunity Act (WIOA) requires that ACSET establish a procedure for the resolution of complaints that allege illegal discrimination in programs that are part of the one-stop system. Melanie reviewed the detailed memorandum with board members. Melanie stated that the purpose of the proposed EO Complaint Procedure for Employees is to provide a system for resolution of complaints that allege illegal discrimination, harassment, or retaliation that is consistent with WIOA EO regulations. Discussion took place. Commissioners recommended that the EO Officer be listed on the complaint procedure policy as an “alternative” contact.

**Motion – Com. Lenear made a motion with the recommendation of adding the EO Officer as the secondary contact to the complaint procedure when a complaint is made against the HR Department.**

**Second – Com. Stek**

**Item Approved by Vote – Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried**

9. 501(c)(3) Deliverable Advice and Summary Relative to Grant Facilitation **Action Required**

Angie Barksdale, Chief Operating Officer reported that WMW staff have been discussing the future of creating a 501(c)(3), non-profit entity of ACSET. Following a Request for Proposal (RFP), ACSET awarded the bid to Dickinson Wright, LLC (Dickinson). Staff met with Dickinson back in March 2020. Dickinson has provided consultation and recommendations to staff about whether such non-profit entity is possible. Dickinson has found a path that would entail, establishing a separate entity that is a 501(c)(3) and a Michigan non-profit. Angie reported that accomplishing this would require a Memorandum of

Understanding and Service Agreement between the new entity and the ACSET Governing Board, so there are open transparencies of the roles and responsibilities of the two organizations and how they are interconnected. Angie reviewed the Dickinson memo provided in the packet. Angie requested approval to move forward in working with Dickinson Wright, LLC to establish 501(c)(3) entity of ACSET. Brief discussion took place and staff answered board members' questions.

**Motion – Com. Sparks**

**Second – Com. Bergman**

**Item Approved by Vote – Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried**

10. Report on Administrative Activities

- a. ACSET Personnel Actions Report **Information Item**  
Laura Krist, Human Resource Director, reported that there have been three (3) appointments, five (5) separations, and no current promotions.
- b. ACSET Operations Staffing **Information Item**  
Laura Krist reported that ACSET currently has 203 out of 218 positions filled and there are currently 15 vacancies. Laura indicated that staff are looking to fill 3 of the vacancies.

11. Virtual Dashboard and Solutions Driven Updates

**Information Item**

Angie Barksdale reported that the COVID-19 pandemic has impacted the way ACSET serves and interacts with the community. Although our service centers have been unable to deliver in-person services, WMW has continued to respond to employer and jobseeker needs with innovative, virtual solutions. Angie reviewed the new virtual dashboard with members, which included data from the months of March through August. It covered the following data points: Customers Served, Training, Recruitment/Hiring, COVID-19 Related Services Provided, and Website Traffic. Discussion took place and WMW staff answered board members' questions.

Angie reported that WMW continues to provide virtual services to both employers and jobseekers wherever possible. On a limited basis and where in-person services are required, WMW service centers are open by appointment for employment-related services, although WMW is continuing to see low numbers of in-person services. Angie reviewed a few of the highlights from the packet.

- a. Kent County Youth Services  
Angie reported that in the past, WMW has restructured Youth Services and created a strategy and department around Opportunity Youth. This restructuring resulted in WMW providing direct Out-of-School Youth (OSY) Services in all counties except Kent. This summer, the State granted WMW permission to extend OSY provider contracts one year beyond the expiration date to provide WMW additional time to determine the best service delivery strategy in Kent County. Beginning this fall, WMW will begin offering direct OSY Services in Kent County, alongside two contractors (Kent ISD and Steepletown Neighborhood Services). Angie reported that this will provide WMW an opportunity to determine if it is feasible and appropriate for WMW to exclusively offer direct OSY Services in Kent County, or if it would be more appropriate to continue procuring contractors for this work given the size and the scope of the community. The services provided directly by WMW will be part of the regional strategy adopted in other counties that will continue to grow the Jobs for Michigan's Graduates programs we are developing regionwide. Angie answered board members' questions.
- b. Unemployment Insurance (UI) Assistance  
Information included in board packet.

**Grants/Funding Opportunities:** Angie stated that as a result of the stresses placed on the workforce due to COVID-19, several grant and funding opportunities have been made available to our system.

- c. National Dislocated Worker Grant  
WMW will receive \$285,000 of a \$3 million statewide grant for COVID-19 emergency relief. This funding will be used for career and training services, technology upgrades to support virtual services, and short-term subsidized employment for disaster relief efforts, which can include temperature screening, contract tracing, or positions in the construction industry.
- d. Jobs for the Future (JFF) Future of Work Challenge  
Angie reported that West Michigan Works! was invited to apply for a JFF challenge, working towards rapidly reskilling 25,000 displaced workers over a two-year period nationwide. Angie reported that WMW partnered with Michigan Works! Southwest, and Michigan Works! Berrien, Cass, VanBuren. If selected, a pilot of 1-4 technology solutions will be designed to upskill workers across the region. Angie noted that the amount of funding available is small and the challenge provides nationwide exposure as well as expert coaching opportunities.
- e. Unemployment Insurance Funding for Claims Assistance  
Information included in packet.
- f. Going PRO Apprenticeships  
Information included in board packet.
- g. Going PRO Talent Fund  
Information included in board packet.

**Industry Talent Council Initiatives:**

- h. West Michigan Tech Talent  
Information included in board packet.
- i. Construction Workforce Development  
Information included in board packet.
- j. Discover Manufacturing  
Information included in board packet.
- k. Retention Solutions Network (RSN)  
Information included in board packet.

**12. Other Business**

- a. Virtual Congressional Legislative Visits  
Jacob Maas reported that staff have met with two (2) U.S. Congressional Representatives, nine (9) Michigan House of Representatives, five (5) Michigan Senators, and one (1) staff from the State of Michigan Governor's Office. Jacob indicated that overall the visits have went well, and that the legislators have been grateful for the work being done and are happy to know that WMW service centers have been available to assist their constituents during this challenging time.
- b. 360 Degree CEO Evaluation  
Jacob Maas reported that on October 19, the CEO evaluation was sent out to staff, community members and workforce development members to be completed by October 30. These responses will be sent to the Governing Board the week of November 2, which will entail a report that includes ratings in each of the performance areas along with actual comments. On November 6, 2020 the Governing Board will receive copies of the evaluation to be completed by November 13. Jacob further noted that the week of November 16 the results from the

Governing Board surveys will be added to the CEO performance summary form which will be sent to Commissioner Mahoney and Commissioner Garcia so they can prepare for Jacob's annual review that will take place in late November. Commissioner Storey commended CEO, Jacob Maas on his willingness to have such an in-depth 360-degree evaluation take place.

13. Public Comment – None

14. Adjournment at 10:10 a.m. by Chairperson Mahoney

**Motion – Com. Storey**

**Second – All 11 members present voted affirmatively.**

**Item Approved by Vote – Motion Carried**

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