



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

<https://westmiworks-org.zoom.us/j/92436035245>

Meeting ID: 924 3603 5245 Passcode: 519502

Dial by your location: +1 929 436 2866 US

Monday, May 10, 2021 • Meeting 11:30 a.m. – 1:00 p.m.

AGENDA

1. Call to Order, Roll Call
2. Public Comment – Agenda Items
3. Approval of the March 8, 2021 Minutes **Action Required**
4. Report on Financial Activities **Information Item**
Brenda Isenhart, Chief Financial Officer
 - a. ACSET Financial Report- Notes to March 2021 Board Financials
 - b. Approved FYE 2022 Budget Modification
5. WMW WDB Nomination Committee: Terms of Office 2021-2023 **Action Required**
Jacob Maas, Chief Executive Officer
6. Solutions Driven Updates **Information Item**
Angie Barksdale, Chief Operating Officer
7. Solutions Driven Committee Update **Information Item**
Janie McNabb, One Stop Operator (Strategic Policy Consultants)
8. WDB Meeting Agenda: June 14, 2021 **Discussion Item**
Jacob Maas
9. Other Business **Discussion Item**
 - a. Workforce Development Advocacy Month
 - b. National Association of Workforce Boards (NAWB) “Hybrid” Forum- June 24-26, 2021
10. Public Comment
11. Adjournment

Next Scheduled Executive Leadership and Strategic Engagement Committee Meeting:

September 20, 2021

Location: TBD



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

<https://westmiworks-org.zoom.us/j/92288277456>

Meeting ID: 922 8827 7456 Passcode: 773042

Dial by your location: +1 929 436 2866 US

Monday, March 8, 2021 ▪ Meeting 11:30 a.m. – 1:00 p.m.

MINUTES

Members/Alternates Present: Mark Bergsma (Grandville, MI), Heather Gluszewski (Holland, MI), Cindy Brown (Georgetown Twp, MI), John Buchan (Brightenton, FL), Jay Dunwell, (Whitehall, MI), Jim Fisher (Norton Shores, MI), Rebecca Herrington (Plainwell, MI), Jon Hofman (Holland, MI), Shana Lewis (Clinton Twp, MI), Scott McLean (Grand Rapids, MI), Sherry White (Norton Shores, MI)

Members/Alternates Absent:

Staff Present: Jacob Maas, Angie Barksdale, Brenda Isenhardt, Jane Kreha, Amy Lebednick, Brittany Lenertz, Janette Monroe, Nichole Northern, Melanie White, Tawanna Wright

Guests Present: Janie McNabb (One-Stop Operator)

1. Call to Order, Roll Call at 11:30 a.m.
2. Public Comment – Agenda Items
3. Approval of the January 11, 2021 Minutes

Action Required

Motion – Jim Fisher

Second – Cindy Brown

Item Approved – Motion approved

4. Report on Financial Activities

Information Item

- a. ACSET Financial Report- Notes to January 2021 Board Financials
Brenda Isenhardt, Chief Financial Officer, reviewed ACSET’s statement of revenue and expenditures for the seven months ending January 31, 2021. Brief discussion took place, and Brenda answered board members’ questions.
- b. FYE 2021 Budget Modification
Brenda Isenhardt reported that a budget modification was presented to and approved by the ACSET Governing Board in February for the fiscal year ending June 30, 2021. Brenda reported that the modification included increases in grant income. Subsequent to the approval of the modified budget, new funding was received for Clean Slate, Rural Healthcare, Future of Work, and One Workforce that increased the current year’s revenue. In addition, the Going Pro Talent Fund (GPTF) awards were received above the estimate. Brief discussion took place, and Brenda answered board members’ questions.

5. Approval of Bylaws and Policies

Action Required

Tawanna Wright, Staff Attorney, reported that although the WMW WDB Bylaws were recently revised and approved in June 2020, there were subsequent revisions to the Open Meetings Act (OMA) and to the State

of Michigan's Policy Issuance (PI) 20-12 regarding Conflict of Interest and Nepotism in 2020 that require the WDB Bylaws to be revised again. Additionally, because of the changes in PI 20-12, the ACSET Conflict of Interest Policy must also be revised.

a. West Michigan Works! Workforce Development Board Bylaws

Tawanna Wright reviewed the proposed revisions and additions to the WDB bylaws listed on the memo included in the board packet. Discussion took place, and staff answered board members' questions. Staff requested the Executive Leadership and Strategic Engagement Committee's approval of the updated WMW WDB Bylaws prior to seeking approval from the WDB and Governing Board in April 2021.

Motion – Jim Fisher

Second – Cindy Brown

Item Approved – Motion approved

b. Conflict of Interest (COI) and Nepotism Policy

Tawanna Wright reviewed the proposed revisions and additions to the COI Policy listed on the memo included in the board packet. Discussion took place, and staff answered board members' questions. Staff requested the Executive Leadership and Strategic Engagement Committee's approval of the updated policy prior to seeking approval from the WDB and Governing Board in April 2021.

Motion – Sherry White

Second – Jay Dunwell

Item Approved – Motion approved

c. Virtual Meeting Policy

Tawanna Wright reported that this is a new policy intended to house all of the background procedures that support virtual meetings discussed in the bylaws. Tawanna also reported that this new policy is consistent with the State OMA and its recent amendments, and that it will need to be revised once the legislature enacts new amendments to the OMA that govern the procedure for conducting virtual meetings. Discussion took place, and staff answered board members' questions. Staff requested the Executive Leadership and Strategic Engagement Committee's approval of the updated policy prior to seeking approval from the WDB and Governing Board in April 2021.

Motion – Jon Hofman

Second – Rebecca Herrington

Item Approved – Motion approved

6. Strategic Plan/Solutions Driven Committee Update

Information Item

Janie McNabb, One Stop Operator (Strategic Policy Consultants), reported that following the WDB meeting in February, staff reached out to WDB members to gauge their interest in serving on the Solutions Driven Committee. Janie reported that approximately 7 WDB members (Daniel TenHoop, Dan Rinsema-Sybenga, Jordan Clark, Cathy Cronick, Michelle Siego, Jennifer Heinzman, and Kiesha Guy) have expressed interest in serving on the committee. Janie also reported that staff plans to reach out to the Industry Councils for additional volunteers to serve. Janie also stated that an email will soon go out to interested WDB members officially welcoming them to the committee, and that the first meeting will be scheduled in a few months.

7. WDB Meeting Agenda: April 12, 2021

Discussion Item

Jacob Maas, Chief Executive Officer, requested suggestions for a guest speaker(s) at the April WDB meeting. Jacob recommended Kevin Stotts from Talent 2025 to discuss Future of Work, Strategic Planning, and priorities over the next five years. Jacob also reported that it may be good to hear some of the reasons "why" so many individuals are not engaging in employment, while many employers have struggled to find

talent over the course of the past year. Jacob reviewed that at the February meeting, the Bureau of Labor Market Information and Strategic Initiative (LMISI) had reported that over 100,000 women were currently no longer in the labor force. Jacob also recommended that it may be beneficial to invite Dr. Neil Carlson from Calvin's Center for Social Research. Dr. Carlson is finalizing a report on WMW's February 2021 talent survey, which explored potential reasons and barriers that are preventing so many in our region from working or seeking work during the COVID-19 pandemic. Brittany Lenertz, Talent Solutions Manager, shared some of the initial findings with the committee. Discussion took place. Brittany answered committee members' questions.

Following the discussion, Jacob Maas stated that staff would reach out to both Kevin Stotts and Dr. Neil Carlson regarding their availability to present at the next WDB meeting.

Mark Bergsma, WMW WDB Chairperson, reported that he has been attending the Industry Talent Council (ITC) meetings, and that he was very impressed with what he has learned. Mark stated that it would be good for the WDB to hear ITC updates. Jacob noted they have had the ITC's present in the past and that it would be good to keep updated with them. Jacob suggested getting updates from the ITCs at the board meeting as well.

8. Other Business

Discussion Item

a. Workforce Development Advocacy Month

Jacob Maas reported that April 2021 is Workforce Development Advocacy Month, and the Michigan Works! Association, along with multiple Michigan Works! Agencies convened to create the State Legislative Priorities for 2021. Jacob reviewed the document in the packet with members. 1.) GPTF, 2.) Unemployment Reforms/Modernization, 3.) Partnership. Accountability. Training. Hope. (PATH) program, and 4.) Housing of State Workforce Programs.

b. National Association of Workforce Boards (NAWB) "Hybrid" Forum- June 24-26, 2021

Jacob Maas further reported that NAWB is planning to host a hybrid forum June 24-26, 2021 in Washington, D.C. Jacob reported that if there are any members interested in attending the event either in person or virtually then they should let staff know.

9. Public Comment- None

10. Adjournment at 12:52 p.m. by Chairperson Mark Bergsma

Recorded by: _____ Received by: _____

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MEMORANDUM

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

FROM: Brenda Isenhart, Chief Financial Officer

DATE: May 3, 2021

RE: March 2021 Board Financials

Revenue

Revenues for the nine months ending March 31, 2021 total \$16,677,719 which is 17.12% under budgeted revenue and \$3.4M under prior year revenue.

Expenditures

Operating expenses are under the proposed budget by 1.32%.

- Wages are up \$842K over prior year and under budget by \$142K. We had 203 employees on the last March 2021 payroll, twelve more than the previous year. Additional staff, less vacation and sick being taken, and merit wage increase explain the increase in wages and fringe from the previous year.
- Consumable supplies is \$16K over budget and \$93k more than last year. The increase is a result of additional technology related fees, licenses (Barracuda multi-year), and improvements.
- Space and communication is \$198K over prior year primarily from security costs incurred earlier in the year. The resulting over budget of \$12k is from recent improvements in the Allegan center.

Subcontractors expenses for our youth subcontractors are under budget by \$188K. Training expenses are \$2.5M under budget but is expected to balance out more over the next couple months as the GPTF program continues to progress. Trainings are \$3.5M below the previous year. \$2.5M of the reduction from the previous year is a result of the Going Pro Talent Fund not being funded during program year 2020. Other programs experiencing significant decreases are: WIOA Adult and Dislocated programs \$462K, Trade \$220K, and PATH \$78K.

Direct Client Expenses is \$487K under budget and \$777K under the previous year. This decrease from the previous year is primarily from the decrease in the PATH program as a result of decreased requests and decreased subsidized work (\$565K).

Area Community Services Employment and Training Council
Michigan Works Agency Programs
Statement of Revenue & Expenses
For the Nine Months Ending March 31, 2021

	YTD Thru March 2021 Actual	YTD Thru March 2020 Actual	YTD 2020/2021 Budget	Budget Variance	Budget Variance %
Total Revenue	\$ 16,677,719	\$ 20,086,388	\$ 20,123,818	\$ (3,446,099)	-17.12%
Expenses					
Operating Expenses					
Wages	\$ 7,693,835	\$ 6,851,716	\$ 7,836,036	\$ 142,201	1.81%
Fringe Benefits	2,609,216	2,402,910	2,657,392	48,176	1.81%
Consumable supplies	641,983	549,440	625,785	(16,198)	-2.59%
Transportation	43,240	196,832	51,750	8,510	16.44%
Outside services	655,306	624,505	675,877	20,571	3.04%
Space and communications	1,383,368	1,185,529	1,371,556	(11,812)	-0.86%
Equipment rent and maint	31,199	80,481	41,250	10,051	24.37%
Equipment purchases	111,934	266,747	144,399	32,465	22.48%
Other expense	470,231	581,196	472,830	2,599	0.55%
Total operating expense	<u>13,640,312</u>	<u>12,739,356</u>	<u>13,876,875</u>	<u>236,563</u>	<u>1.70%</u>
Subcontractors	\$ 425,813	\$ 501,500	\$ 614,250	\$ 188,437	30.68%
Training	\$ 1,846,195	\$ 5,303,385	\$ 4,379,957	\$ 2,533,762	57.85%
Direct Client Expenses	<u>\$ 765,399</u>	<u>\$ 1,542,147</u>	<u>\$ 1,252,736</u>	<u>\$ 487,337</u>	<u>38.90%</u>
	<u>\$ 3,037,407</u>	<u>\$ 7,347,032</u>	<u>\$ 6,246,943</u>	<u>\$ 3,209,536</u>	<u>51.38%</u>
Total Expenses	<u>16,677,719</u>	<u>20,086,388</u>	<u>20,123,818</u>	<u>3,446,099</u>	<u>17.12%</u>
Excess of Revenue over Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited

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MEMORANDUM

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

FROM: Brenda Isenhardt, Chief Financial Officer

DATE: May 3, 2021

RE: Approved FYE 2022 Budget

The budget for the fiscal year ending June 30, 2022 is presented.

Modification

The 2021-2022 budget plans for \$31,637,000 of total revenue. This represents a 10.6% increase over the proposed 2020-2021 budget. West Michigan Works! has not yet received any planning allocations for the 2021-2022 year. The budget was prepared with the following assumptions: flat funding for the WIOA, Wagner Peyser, PATH and FAET programs, a decrease of \$186K in Trade funding based on anticipated need, and an increase in the Going Pro Talent Fund (GPTF) awards of \$4.7 million. The 2020-2021 budget included only one half year of GPTF funding given the state did not provide funding for program year 2020. Grants ending that are not expected to be renewed create a decrease of \$2.9 million (America's Promise, Healthy Michigan, Healthy Michigan Navigator, Unemployment Insurance, Economic Transition, MICA 2.0, Community Ventures, and Rise Up) and new/continuing grants create an increase of \$1.2 million (One Workforce, Clean Slate, Rural Healthcare, SAE Grant, and Energy Consortium grant).

Expenditures

The budget for salaries is estimated to increase by \$217k. This increase represents new positions being requested as well as merit increases for existing staff. Fringe budget is estimated to increase by \$81k in relation to the increased salaries.

Consumable supplies, Outside Services, Space and Communication, Equipment Purchases and Other Expense have been decreased to reflect one-time purchases in 2020-2021 that will not be made during the 2021-2022 fiscal year and includes initial planned expenditures for 2021-2022.

Transportation has been increased in anticipation of more in person meetings and staff training/conferences.

Training costs represent a 51% increase. This increase is primarily due to the GPTF being funded for the entire fiscal year. Direct client cost reduction is partially due to grants ending that are not expected to be renewed during the 2021-2022 fiscal year as well as reductions in on-going programs based on anticipated availability of funds.

The ACSET Governing Board approved this budget on April 26, 2021.

Area Community Services Employment and Training Council

General Fund
Michigan Works! Budgetary Comparison Schedule
For the Fiscal Year Ending June 30, 2022

	Fiscal Year 2020 - 2021 Budget	Fiscal Year 2021 - 2022 Proposed Budget	Increase (Decrease)
REVENUES			
Grant Income	\$ 28,498,000	\$ 31,617,000	\$ 3,119,000
Program income	100,000	20,000	(80,000)
TOTAL REVENUE	\$ 28,598,000	\$ 31,637,000	\$ 3,039,000
EXPENDITURES			
Operating costs:			
Wages	\$ 10,498,000	\$ 10,715,000	\$ 217,000
Fringe	3,552,000	3,633,000	81,000
Consumables	982,000	708,000	(274,000)
Transportation	64,000	160,000	96,000
Outside Services	1,042,000	915,000	(127,000)
Space & Communications	1,770,000	1,729,000	(41,000)
Equipment Rent & Maintenance	55,000	55,000	-
Equipment Purchases	242,000	147,000	(95,000)
Other Expenses	530,000	486,000	(44,000)
Total Operating Costs	18,735,000	18,548,000	(187,000)
Subcontracted program costs	819,000	819,000	-
Training costs	7,439,000	11,252,000	3,813,000
Direct client expenditures	1,605,000	1,018,000	(587,000)
Total Expenses	\$ 28,598,000	\$ 31,637,000	\$ 3,039,000
Net Change in Fund Balance	\$ -	\$ -	\$ -

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MEMORANDUM

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

FROM: Jacob Maas, Chief Executive Officer

DATE: May 3, 2021

RE: Designation of Nomination Committee

Background:

In 2017, the Executive Committee established a nomination committee with members whose terms of office were not expiring to be designated.

According to the West Michigan Works! Workforce Development Board bylaws, eighteen (18) of our current board members' terms of office expire October 31, 2021. WMW staff would like the Executive Committee to designate a Nomination Committee.

This year, those members whose terms are not expiring are Mark Bergsma, Cindy Brown, and Heather Gluszewski.

Action:

Approve executive members whose terms of office are not expiring to serve as the designated nomination committee for the terms of office November 1, 2021 - October 31, 2023 WDB appointments.

WMW Staff will inform the WDB in June regarding the application process and deadline.

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MEMORANDUM

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

FROM: Angie Barksdale, Chief Operating Officer

DATE: May 3, 2021

RE: Solutions Driven Updates

Strategic Workforce Solutions - Non-Profit Status:

In March we received our official designation as a Michigan non-profit from the State of Michigan Department of Licensing and Regulatory Affairs, as well as formal charitable solicitation registration. Our application for 501c3 tax status has been submitted to the US Department of Treasury. While we are awaiting word on that application, we will be working on the formal agreement between ACSET and Strategic Workforce Solutions.

Grants:

Future of Work: Partnered with Michigan Works! Berrien, Cass, Van Buren and Southwest Michigan Works! West Michigan Works! has been paired with three solutions as part of the Future of Work Grand Challenge. These solutions will provide free training to individuals in Entrepreneurship, Sales/Customer service, and CNC Machining. Training begins in May for a duration of no more than 90 days with placement into employment immediately following. The goals for the initiative are to serve between 100 and 350 individuals, per training, however, we anticipate a much lower number due to the limited talent pool. The website is live and interested talent can apply online here: <https://www.mifutureofwork.org/>.

Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH):

WMW has partnered with the Department of Labor and Economic Opportunity on a \$2.5 million USDOL H1-B Rural Healthcare grant program. This is a 4-year grant which aims to increase the number of individuals training in healthcare occupations that directly impact patient care; and alleviate healthcare workforce shortages by creating sustainable employment and training programs in healthcare occupations serving rural populations.

Grand Rapids Community College's One Workforce Grant: WMW is partnering on a \$9.8 million H1-B One Workforce Grant, focusing on advanced manufacturing, received by GRCC. Similar to the America's Promise Grant, the H1-B One Workforce Grant is a 4-year grant and will rely on a network of partners across the region, including Montcalm Community College, Muskegon Community College and multiple community partners to provide training and employment to hundreds of workers across West Michigan.

State Apprenticeship Expansion (SAE) – West MI Works: The Michigan Department of Labor & Economic Opportunity, Workforce Development (LEO-WD) approved our proposal submitted in response to the State Apprenticeship Expansion Grant Program. WMW was awarded \$525,800 which will help create 200 new registered apprentices during the grant period of April 13, 2021 through March 31, 2023. This is an increased award amount from our original proposal, submitted to LEO-WD in the amount of \$305,000 for 116 new registered apprentices. These funds will help cover employer costs and will allow WMW to scale the registered apprenticeship programs by hiring an additional Apprenticeship Success Coordinator to develop new programs by working with our Industry Talent Councils.

State Apprenticeship Expansion (SAE) – Michigan Energy Workforce Development Consortium (MEWDC): WMW responded to an RFP issued by the MEWDC to provide Project Management and Apprenticeship Program Technical Assistance for a \$1.1 million State Apprenticeship Expansion grant awarded to the consortium by LEO-WD. The MEWDC has confirmed they will issue a contract with WMW to provide services for the grant. WMW will hire a Project Manager (PM) to support the hiring of 427 apprentices at 28 energy industry companies statewide in critical job roles within gas and electric skilled trades and line-clearance tree trim. In addition to these employers, the PM will support of 36 partner organizations including community college and K12 partners, energy provider associations, union partners, state agencies and a network of Michigan Works. It is anticipated this work will eventually fall under the new non-profit agency, Strategic Workforce Solutions.

Summer Youth Work Experience: WMW will again be providing a hybrid summer experience for youth, ages 14 – 24, partnering with multiple funders and community-based organizations. This summer will include both in-person work experience opportunities, as well as an option for a six-week virtual career exploration program.

This year's partners include DTE & United Way of the Lakeshore, the City of Grand Rapids and its GROW 1000 program, the Doug & Maria DeVos Foundation and Brown Hutcherson, and the Department of Labor & Economic Growth with Summer Young Professionals and Summer Youth Employment Program for youth in foster care.

Regional Talent Innovation Grants: This program will provide \$7.5 million in Community Development Block Grant-CARES Act funding to local economic development organizations and workforce development partners for competitive training programs that target growth in region-specific occupations. WMW is partnering with our local Economic Development organizations to submit a proposal which will include funds to cover training and support services for incumbent workers in the IT and manufacturing industries. Applications are due May 7th.

Michigan Learning and Education Advancement Program (MiLEAP):

More than \$16 million is available to fund grant awards to address regional workforce needs and advance existing employees through re- and upskilling. MiLEAP focuses on individuals who are dislocated, underemployed, essential workers, living in distressed rural and urban communities and are economically disadvantaged. Additionally, the program creates MiLEAP Navigators who provide job seekers with assistance in assessing and overcoming barriers, identifying resources, and providing guidance and support. MiLEAP participants will receive individualized competency-based assessments and learning plans that include skills assessments, remote learning opportunities, high school and industry-recognized credential attainment and contextual learning opportunities. WMW will be the lead applicant for the grant in partnership with Grand Rapids Community College, Muskegon Community College, Montcalm Community College, and WMCAT. The regional application proposes to fund short term, high demand training that leads to a credential in the food processing, healthcare, IT, retail, sales, supply chain, and manufacturing. Applications are due May 7th.

Initiatives:

Clean Slate Navigator: WMW received funding to hire a Clean Slate Navigator and has begun a soft launch of expungement services. These services will allow certain criminal records to be “set aside”, allowing greater employment opportunities for many residents in West Michigan. These services will be available to the general public for the purposes of increasing our region’s talent pool over the next several weeks.