



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

Grand Rapids NW Service Center

215 Straight Ave NW Grand Rapids, MI 49504

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

[Join the meeting now](#)

Meeting ID: 232 249 485 573 Passcode: gE5j2X

Monday, May 13, 2024 ▪ 11:30 a.m. – 1:00 p.m.

AGENDA

1. Call to Order and Attendance
2. Public Comment – Agenda Items
3. Approval of the March 11, 2024 Minutes **Action Required**
4. Report on Financial Activities **Information Item**
Kirsti Jones, Chief Financial Officer
 - a. ACSET Financial Report- Notes to March 2024 Board Financials
 - b. FYE 2025 Budget
5. Michigan Statewide Workforce Plan **Discussion Item**
Jacob Maas, Chief Executive Officer
6. Executive Committee Structure **Discussion Item**
Heather Daniel, WDB Chairperson and Shana Lewis, WDB Vice-Chairperson
7. WDB Activities **Action Required**
Janette Monroe, Executive Assistant
 - a. Designation of Nomination Committee for Terms of Office and Vacancies **Discussion Item**
 - b. June 10, 2024 Meeting Agenda **Discussion Item**
 - i. Department of Labor and Economic Opportunity (LEO) Presentation
8. WDB Committee/Council Updates **Information Item**
 - a. Career Educational Advisory Council (CEAC): *Tonia Castillo, Committee Chairperson*
 - b. Legislative Committee: *Jim Fisher, Committee Chairperson*
 - i. Approval of Committee Member **Action Required**
 - c. Solutions Driven Committee: *Jordan Clark, Committee Chairperson*
 - d. Ad-Hoc: Essential Service Awards Committee: *Mark Bergsma, Committee Chairperson*
9. Other Business **Information Item**
Jacob Maas
10. Public Comment
11. Adjournment

Next Scheduled Executive Leadership and Strategic Engagement Committee Meetings:

September 16, 2024

November 18, 2024



**Executive Leadership and Strategic Engagement Committee (EC)
of the West Michigan Works! (WMW) Workforce Development Board (WDB) Meeting
Grand Rapids NW Service Center
215 Straight Ave NW Grand Rapids, MI 49504**

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

[Click here to join the meeting](#) Meeting ID: 217 077 868 790 Passcode: syxFiM

[Download Teams](#) | [Join on the web](#) Or call in (audio only) **+1 616-803-9815,,302398733#**

Phone Conference ID: 302 398 733# [Find a local number](#)

Monday, March 11, 2024 • 11:30 a.m. – 1:00 p.m.

MINUTES

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

Members/Alternates Absent: None

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

Guests Present: Call to Order, Chairperson Heather Daniel at 11:32 a.m.

1. Call to Order and Attendance
2. Public Comment – Agenda Items – None.
3. Approval of the January 8, 2024 Minutes **Action Required**
 - Motion – Paul David**
 - Second – Jordan Clark**
 - Item Approved – Motion approved**
4. Report on Financial Activities **Information Item**
Jacob Maas, Chief Executive Officer
 - a. ACSET Financial Report- Notes to December 2023 Board Financials
Jacob Maas reviewed ACSET’s statement of revenue and expenditures for the six months ending December 31, 2023.
 - b. FYE 2024 Budget – First Modification
Jacob reviewed that the budget modification for fiscal year ending June 30, 2024 was approved by the ACSET Governing Board at its February meeting. Jacob reviewed the budget modification, including new and increased grant income and new funding for Going Pro Talent Fund (GPTF) for Cycles 1 & 2. The modification also increased expenditures of outside services and expenses due to new programs and subcontractor spending. Discussion took place and staff answered board members’ questions.
5. WDB Activities
 - a. WDB Vacancy: Economic Development - Muskegon **Discussion Item**
Janette Monroe, Executive Assistant, reported that Morgan Carroll is no longer with Greater Muskegon Economic Development (GMED). Janette reviewed that this seat is one (1) of two (2) Economic Development seats on the WDB. The current term of office is through October 31, 2024. Staff will reach out to GMED to connect about the vacant seat.

- b. Committee Interest **Discussion Item**
 Janette Monroe reviewed that the EC discussed WDB committee rosters during its January meeting and that the committee chairs presented information on each committee at the WDB February meeting. Following the WDB meeting, staff sent an “interest to join” survey to all WDB members gauging their interest in committee service. Janette reported that in response to the survey three (3) WDB members expressed interest in joining the Executive Committee, and one (1) WDB member expressed an interest to join the Solutions Driven committee. Discussion took place on the executive committee roster.
- c. April 8, 2024 Meeting Agenda **Discussion Item**
 Janette Monroe requested agenda suggestions for the upcoming WDB meeting, noting that in the past the WDB has received Industry Council presentations, labor force presentations, and legislative updates. Members suggested information related to apprenticeships and MiCareerQuest data. Staff agreed to give an in-depth overview of the West Michigan Works! Registered Apprenticeship Programs in April.
6. WMW WDB Subcommittees Updates **Discussion Item**
- a. Career Educational Advisory Council (CEAC)
 Tonia Castillo, WDB Member and Council Chairperson, reported that the CEAC met on January 26, 2024. The council discussed grant updates, metrics, member activities, and initiatives taking place throughout the region. The next CEAC meeting is scheduled for May 17, 2024.
- b. Legislative Committee
 Jim Fisher, WDB Member and Committee Chairperson, reported that the committee met on January 30, 2024, and discussed Governor Whitmer’s 2024 State of the State address, MWA Legislative Day taking place in Lansing on March 13, the National Association of Workforce Boards (NAWB) Forum and local legislative tours and visits. The next meeting is scheduled for April 16, 2024.
- c. Solutions Driven Committee
 Jordan Clark, WDB Member and Committee Chairperson, reported that the committee met on October 13, 2023, and that the committee continued its discussions on career pathways, apprenticeships, partnerships, and retention solutions. Jordan further reported that ongoing discussions have been taking place regarding the committee roster and priorities of the committee as outlined in the strategic plan. The next meeting is scheduled for April 12, 2024, and Jordan reported that the committee plans to discuss Retention Solutions and Digital Literacy. Jordan stated that the committee will invite WDB members and partners to join the meeting in April.
- d. Added to agenda: Ad-Hoc Essential Service Awards (ESA) Committee:
 Mark Bergsma, Ad-Hoc Chairperson, reported that the Committee has been wrapping up this past year’s award acknowledgments and promotions, however, work is already underway for the upcoming awards. Historically, the ESAs were scheduled towards the end of the year, and the committee plans to honor the 2024 awardees during a fall ceremony, with the nominations process beginning sometime in the summer.
7. Other Business **Discussion Item**
- a. Michigan Works! Association’s Legislative Day: Jacob Maas stated that the Michigan Works! Legislative day is scheduled for March 13, 2024, in Lansing. Jacob reported that WMW has close to 30 representatives covering the region. Jacob reported that he and Angie are planning a couple of visits the day prior to the planned legislative day event. In addition, Jacob also reported that he,

- along with other Michigan Works! Agencies (MWAs), recently testified at a State of Michigan Department of Labor and Economic Opportunity (LEO), Lifelong Learning Subcommittee hearing, with information on the Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser, Trade Adjustment Assistance (TAA), Temporary Assistance for Needy Families (TANF), Going Pro Talent Fund (GPTF), Barrier Removal Employment Services (BRES), American Rescue Plan, Youth programs, funding streams and local initiatives.
- b. National Association of Workforce Boards (NAWB) 2024 Forum:
Jacob Maas reported that the NAWB 2024 Forum will take place in Washington, D.C., March 23-26, 2024. This year only a few staff will be attending the forum. A legislative visit has been scheduled with Congressman John Moolenaar.
 - c. 2024 MiCareerQuest:
Jacob stated that the event is scheduled to take place on Wednesday, March 27th at DeVos Place in Grand Rapids, MI. Volunteers are still needed and can sign up here: [Sign up to volunteer here.](#)
8. Public Comment- Angie Barksdale, Chief Operating Officer, reported that WMW's One-Stop Operator, Janie McNabb of Strategic Policy Consultants (SPC), recently accepted a new position as the CEO for Networks Northwest and will no longer serve in the role as the One-Stop Operator. Angie reported that she will work with SPC, the current contracted One-Stop Operator entity, to identify Janie's replacement.
9. Adjournment at 12:52p.m. by Chairperson Heather Daniel.

Recorded by: _____ Received by: _____



ADMINISTRATIVE OFFICE

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

SERVICE CENTERS

Allegan County

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

Barry County

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

Ionia County

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

Kent County

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

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

Muskegon County

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

Ottawa County

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

MEMORANDUM

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

FROM: Kirsti Jones, Chief Financial Officer

DATE: May 13, 2024

RE: March 2024 Board Financials

Revenue

Revenues for the nine months ending March 31, 2024, total \$29.7M which is \$1.3M (4.35%) below budgeted revenue and \$2.9M over prior year revenue.

Expenditures

Operating expenses are under the modified FY23-24 budget by 2.06%.

Wages and fringe benefits are up \$789k over the prior year due to increased activity in Bres GF/GP, WIOA, RESEA, and One Workforce.

Outside services are up by \$313k compared to the prior year including \$187k which was spent as part of the Elevate program (Formerly Career Point) to contract with The Source to administer the grant during the current fiscal year. WIOA spending is also up over the prior year due to increased activity.

Training expenses are above the prior year by \$2.3M due to increased funding/spending for Going Pro Talent Fund.

Area Community Services Employment and Training Council
Michigan Works Agency Programs
Statement of Revenue & Expenses
For the Nine Months Ending March 31, 2024

	YTD Thru March 2024 Actual	YTD Thru March 2023 Actual	Mod #1 YTD 2023/2024 Budget	Budget Variance	Budget Variance %
Total Revenue	\$ 29,695,794	\$ 26,791,530	\$ 31,044,870	\$ (1,349,076)	-4.35%
Expenses					
Operating Expenses					
Wages	\$ 8,745,489	\$ 8,255,585	8,751,701	\$ (6,212)	-0.07%
Fringe Benefits	3,214,094	2,915,462	3,116,313	97,781	3.14%
Consumable supplies	550,637	821,410	783,533	(232,896)	-29.72%
Transportation	157,853	105,573	159,107	(1,254)	-0.79%
Outside services	912,614	599,565	876,577	36,037	4.11%
Space and communications	1,159,268	1,266,078	1,165,027	(5,760)	-0.49%
Equipment rent and maint	55,227	36,646	41,413	13,814	33.36%
Equipment purchases	11,453	11,647	166,044	(154,591)	-93.10%
Other expense	652,022	560,883	724,272	(72,250)	-9.98%
Total operating expense	15,458,655	14,572,849	15,783,987	(325,333)	-2.06%
Subcontractors	\$ 455,829	\$ 532,833	\$ 784,961	\$ (329,132)	-41.93%
Training	\$ 12,198,379	\$ 9,870,107	\$ 12,485,106	\$ (286,727)	-2.30%
Direct Client Expenses	\$ 1,582,931	\$ 1,815,741	\$ 1,990,816	\$ (407,885)	-20.49%
	\$ 14,237,139	\$ 12,218,680	\$ 15,260,883	\$ (1,023,744)	-6.71%
Total Expenses	29,695,794	26,791,530	31,044,870	(1,349,076)	-4.35%
Excess of Revenue over Expense	-	-	-	-	0.00%

Unaudited



ADMINISTRATIVE OFFICE

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

SERVICE CENTERS

Allegan County

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

Barry County

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

Ionia County

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

Kent County

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

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

Muskegon County

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

Ottawa County

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

MEMORANDUM

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

FROM: Kirsti Jones, Chief Financial Officer

DATE: May 13, 2024

RE: FYE 2025 Budget

The budget for the fiscal year ending June 30, 2025 was presented for and approved on April 22, 2024 by the ACSET/West Michigan Works! Governing Board.

FYE 2025 Budget

Revenue

The 2024-2025 budget plans for \$40,995,000 of total revenue, which represents a 10.5% decrease over the FY2023-2024 Budget Mod 1 that was approved at the last board meeting. West Michigan Works! has not yet received planning allocations for the 2024-2025 fiscal year. The proposed budget was prepared using the following assumptions: a decrease in funding for WIOA based on decreases in prior years, decreased funding in Going Pro Talent Fund (GPTF) due to the unknowns of the upcoming awards, and decreased funding for Trade as there is no additional funding for new participants. Flat funding is assumed for the FAE&T, Wagner Peyser, and P.A.T.H programs.

There is a \$3.6M decrease in funding when excluding the impact of GPTF, mainly due to the decreases in WIOA and Trade, along with the absence of the MiLEAP program which ends June 30, 2024.

Expenditures

The budget for salaries and the associated fringe expenses is expected to increase a total of \$322k due to merit raises and higher rates for health insurance.

The other operating expense categories have been adjusted and include initial planned expenditures for the 2024-2025 fiscal year.

Subcontractors and direct client expenses are down mainly due to the expected decrease in WIOA funding and training expenses are showing a decrease related to GPTF.

A budget modification will be presented to the board for approval once finalized allocations are received from our grantors.

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.

Area Community Services Employment and Training Council
General Fund
Michigan Works! Budgetary Request
For the Fiscal Year Ending June 30, 2025

	Fiscal Year 2024-2025 <u>Proposed Budget</u>	Fiscal Year 2023-2024 <u>Proposed Mod 1</u>	<u>Increase (Decrease)</u>
Revenues			
Grant Income	\$ 40,975,000	\$ 45,756,500	\$ (4,781,500)
Program Income	20,000	20,000	-
Total Revenue	<u>\$ 40,995,000</u>	<u>\$ 45,776,500</u>	<u>\$ (4,781,500)</u>
Expenses			
Operating Expenses			
Wages	\$ 12,095,000	\$ 11,877,500	217,500
Fringe Benefits	4,354,000	4,250,000	104,000
Consumable supplies	820,000	950,000	(130,000)
Transportation	184,000	230,000	(46,000)
Outside services	1,229,000	1,420,000	(191,000)
Space and communications	1,434,000	1,490,000	(56,000)
Equipment rent and maint	61,000	65,000	(4,000)
Equipment purchases	184,000	100,000	84,000
Other expense	820,000	960,000	(140,000)
Total operating expense	<u>21,181,000</u>	<u>21,342,500</u>	<u>(161,500)</u>
Subcontractors	\$ 901,000	\$ 1,121,000	\$ (220,000)
Training	\$ 16,557,000	\$ 20,552,000	\$ (3,995,000)
Direct Client Expenses	\$ 2,356,000	\$ 2,761,000	\$ (405,000)
	<u>\$ 19,814,000</u>	<u>\$ 24,434,000</u>	<u>\$ (4,620,000)</u>
Total Expenses	<u>40,995,000</u>	<u>45,776,500</u>	<u>(4,781,500)</u>
Excess of Revenue over Expense	<u>-</u>	<u>-</u>	<u>-</u>

Unaudited



ADMINISTRATIVE OFFICE

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

SERVICE CENTERS

Allegan County

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

Barry County

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

Ionia County

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

Kent County

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

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

Muskegon County

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

Ottawa County

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

MEMORANDUM

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

FROM: Jacob Maas, Chief Executive Officer

DATE: May 13, 2024

RE: Designation of Nomination Committee for: Appointment to WDB

Background

In 2017, the EC established that the nomination committee would be designated as members whose terms of office were not expiring to serve as the nomination committee.

According to the West Michigan Works! Workforce Development Board Bylaws Sixteen (16) of our current board members' terms of office expire October 31, 2024. A list of those members is attached.

Therefore, we would like the Executive Committee to designate a Nomination Committee to review applications submitted.

This year, those EC members whose term of office are not expiring include: Tonia Castillo, Jordan Clark, Paul David, Jim Fisher, Jon Hofman, Shana Lewis

Action

We request approval to appoint those EC members whose term of office is not expiring, to serve as the designated nomination committee for review of WDB applications submitted. Staff will inform the WDB in June regarding the application process.

West Michigan Works!
Workforce Development Board Member
Term of Office: 11/1/2022-10/31/2024

Sector	First Name	Last Name	Company	Title	Term Dates
Business	Nora	Balgoyen	ITC Holdings	Area Manager	11/1/22-10/31/24
Business	Mark (John)	Bergsma	Berends Hendricks Stuit Insurance	Account Executive, Sales Management	11/1/22-10/31/24
Business	Kenyatta	Brame	Cascade Engineering	Executive Vice President & Chief Administrative Officer	11/1/22-10/31/24
Business	Heather	Daniel	Haworth, Inc	Program Manager, Human Resources	11/1/22-10/31/24
Business	Nate	Henschel	Consumers Energy	Community Affairs Manager	11/1/22-10/31/24
Business	Sara	Whisler	CarbonSix	Human Resource Manager	11/1/22-10/31/24
Community Based Organization	Kristin	Garris	Goodwill Industries of West Michigan	Chief Workforce Officer	11/1/22-10/31/24
Community Based Organization	TaRita	Johnson	The Right Place Inc	Senior Vice President, Talent & Diversity	11/1/22-10/31/24
Community Based Organization	Jen	Schottke	West Michigan Construction Institute	President	11/1/22-10/31/24
Community Based Organization	Mark	Thomas	Northview Public Schools	High School Prinicipal	11/1/22-10/31/24
Economic Development	Morgan	Carroll	Greater Muskegon Economic Development	Director of Business Development	11/1/22-10/31/24
Economic Development	Gregory S.	King	Lakeshore Advantage	Senior Business Solutions Manager	11/1/22-10/31/24
Higher Education	Daniel	Rinsema-Sybenga	Muskegon Community College	Dean of Academic Affairs	11/1/22-10/31/24
Higher Education	Connie	Stewart	Montcalm Community College	Interim President	11/1/22-10/31/24
Organized Labor/Employee Rep	Daniel	TenHoopen	Heart of West Michigan United Way	AFL-CIO Community Services Labor Liason	11/1/22-10/31/24
Vocational Rehab	Cathy (Catherine)	Cronick	Michigan Rehabilitation Services	District Manager	11/1/22-10/31/24



ADMINISTRATIVE OFFICE

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

SERVICE CENTERS

Allegan County

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

Barry County

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

Ionia County

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

Kent County

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

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

Muskegon County

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

Ottawa County

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

MEMORANDUM

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

FROM: Legislative Committee

DATE: May 13, 2024

RE: Nomination of Legislative Committee Member: Nate Henschel

Member Nomination

Nate Henschel, Community Affairs Manager with Consumers Energy, was recently appointed to the WDB in February 2024. Nate previously served on the Legislative Committee and has indicated an interest in re- joining the committee under his current role.

The current roster is as follows:

- Jim Fisher, Second Act: Committee Chairperson/WDB Member
- Nora Balgoyen, ITC Holdings: WDB Member
- Mark Bergsma, BHS Insurance: WDB Chairperson
- Jay Dunwell, Wolverine Coil Spring: WDB Member
- Jeran Culina, BLU
- Marcus Keech, The Grand Rapids Chamber

Requested Action

We ask approval from the WDB Chairperson to support the nomination of Nate Henschel to serve as member of the Legislative Subcommittee.

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.