



**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: 252 037 214 430 Passcode: uCtszY

[+1 616-803-9815,,756508078#](#) Phone conference ID: 756 508 078#

Monday, January 13, 2025 ▪ 11:30 a.m. – 1:00 p.m.

AGENDA

1. Call to Order
2. Public Comment – Agenda Items
3. Approval of the November 18, 2024 Minutes **Action Required**
4. Workforce Innovation and Opportunity Act (WIOA) Updates **Information Item**
Jacob Maas, Chief Executive Officer
5. WDB Activities **Discussion Item**
Janette Monroe, Executive Assistant
 - a. February 10, 2025 Meeting Agenda
 - b. 10-Year Anniversary of West Michigan Works!
6. WDB Committee/Council Updates **Information Item**
 - a. Career Educational Advisory Council (CEAC): *Tonia Castillo, Committee Chairperson*
 - b. Legislative Committee: *Jim Fisher, Committee Chairperson*
 - c. Solutions Driven Committee: *Jordan Clark, Committee Chairperson*
 - d. Bev Drake Essential Services Awards Committee: *Mark Bergsma, Committee Chairperson*
7. Other Business: **Information Item**
 - a. Michigan Works! Association (MWA) Legislative/Advocacy Day: March 19, 2025
 - b. MiCareerQuest: March 20, 2025
 - c. National Association of Workforce Boards (NAWB) 2025 Forum;
Washington, D.C (March 29 – April 1, 2025)
 - i. NAWB Advocacy Day (April 1-2, 2025): Registration deadline January 31
8. Public Comment
9. Adjournment

Next Scheduled Executive Leadership and Strategic Engagement Committee Meetings:

March 10, 2025

May 12, 2025

September 15, 2025

November 10, 2025



**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: 210 144 910 682 Passcode: fg6c6Q
[+1 616-803-9815,,617403130#](#) Phone conference ID: 617 403 130#
Monday, November 18, 2024 • 11:30 a.m. – 1:00 p.m.**

MINUTES

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

Members/Alternates Absent: Paul David

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

Guests Present: Call to Order, Madam Chairperson Heather Daniel at 11:37 a.m.

1. Call to Order and Attendance
2. Public Comment – Agenda Items – None.
3. Approval of the September 16, 2024 Minutes

Action Required

Motion – Jordan Clark

Second – Jim Fisher

Item Approved – Motion approved

4. Report on Financial Activities **Information Item**
Kirsti Jones, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the two months ending August 31, 2024. Brief discussion took place and staff answered board members' questions.
5. Update on Bylaws of the WMW WDB **Information Item**
Jacob reported that the ACSET Governing Board meeting held on October 28, 2024 did not have the requisite quorum to approve the WDB Bylaws revisions. Staff will add the WDB Bylaws as an action item on the annual meeting agenda in December. If the minimum number of governing board members needed to approve the WDB Bylaws are not present at the annual meeting, then the revisions will be presented at the next governing board meeting scheduled for February 24, 2025.
6. WDB Activities **Discussion Item**
 - a. December 9, 2024 Meeting Agenda:
Janette Monroe, Executive Assistant, reported that planning for the December annual meeting is moving along. WMW will bring a couple of action items, present an overview of the year in review, and recognize the Employer of the Year, Partner of Year, and Impact Award recipients.
 - b. February 10, 2025 Meeting Agenda:
Janette Monroe stated that on the docket thus far is the Strategic Plan Update that was presented to the EC in September.
7. WMW WDB Subcommittees Updates **Discussion Item**
 - a. Career Educational Advisory Council (CEAC):
Tonia Castillo, WDB Member and Council Chairperson, reported that the CEAC's last meeting was

held on September 27, 2024. The council discussed regional grant updates, MiSTEM, Adult Education, and CTE programs. Its next meeting is scheduled for January 24, 2025.

b. Legislative Committee:

Jim Fisher, WDB Member and Committee Chairperson, reported that the committee met on July 16, 2024. The committee canceled its October meeting to await discussion on the election results. Jim reported that the committee was scheduled to meet on November 19th, but due to unforeseen conflicts, it will be rescheduled in a few weeks. Approval of the 2025 meeting schedule will also take place at the upcoming meeting.

i. Appointment of Committee Member: TaRita Johnson

Jim Fisher reported that TaRita Johnson, WDB member from The Right Place, expressed interest in joining the committee, and requested her appointment to the legislative committee. Madam Chairperson, Heather Daniel approved the appointment.

c. Solutions Driven Committee:

Jordan Clark, WDB Member and Committee Chairperson, reported that the committee last met on October 11, 2024. The committee recapped the prior meeting on Artificial Intelligence in the Workforce and began discussions on Work Experience. The next meeting is scheduled for November 22, 2024.

d. Bev Drake Essential Services Awards (ESA) Committee:

Mark Bergsma, WDB Member and Committee Chairperson, reviewed the document provided in the board packet that listed the award recipients. On-site celebrations including photos and video are currently underway. The awards ceremony is scheduled to take place on February 24, 2025 at the Economic Club of Grand Rapids luncheon.

8. Other Business –

Information Item

a. Michigan Works! Association (MWA) Legislative Day: March 19, 2025:

Jacob Maas reported that the MWA Legislative Day is scheduled to take place in Lansing, MI on March 19, 2025. Jacob reported that staff will likely break up visits into a couple of days and will work with the Legislative Committee.

b. MiCareerQuest: March 20, 2025:

Jacob Maas reported the MiCareerQuest event will take place at DeVos Place on March 20, 2025.

c. National Association of Workforce Boards (NAWB) 2025 Forum; Washington, D.C (March 29 – April 1, 2025):

Jacob Maas reported that the 2025 Forum will be structured a bit differently than it has been in the past. A second, separate event for advocacy and legislative visits is anticipated to follow the NAWB Forum. This event will take place April 1-2, 2025, and will be structured around statewide and national initiatives, with limited room for local discussions. Staff may split attendance between the two events, with some staff attending at the front end for the forum and others attending at the tail end for the legislative visits. Jacob invited 1-2 executive members to attend either or both events and requested they reach out to staff to express interest.

9. Public Comment – None.

10. Adjournment at 12:27p.m. by Madam Chairperson Heather Daniel.

Recorded by: _____

Received by: _____