



**Workforce Development Board Meeting**  
<https://westmiworks-org.zoom.us/j/95753211783>

**Meeting ID: 957 5321 1783**

**Passcode: 521393**

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

**Monday, April 12, 2021 ▪ 12:00 p.m. – 1:30 p.m.**

**AGENDA**

1. Call to Order and Welcome
2. Public Comment – Agenda Items
3. Approval of February 8, 2021 Minutes **Action Required**
4. Bylaws and Policy Approvals **Action Required**
  - a. West Michigan Works! Workforce Development Board Bylaws: *Tawanna Wright, Staff Attorney*
  - b. Conflict of Interest (COI) and Nepotism Policy: *Tawanna Wright*
  - c. Virtual Meeting Policy: *Tawanna Wright*
  - d. Draft WMW 16-03c4: Welfare Reform Support Services Policy  
*Brittany Lenertz, Talent Solutions Director*
  - e. Draft WMW 18-16c2 Work-Based Training Policy: *Amy Lebednick, Business Solutions Director*
  - f. Draft WMW 21-XX Time Limited Work Activities Policy: *Amy Lebednick*
5. CEAC Membership Approval: *Amy Lebednick* **Action Required**
6. Talent Survey Presentation: *Dr. Neil Carlson, Ph.D., Director, Center for Social Research, Calvin University*
7. Future of Work/Strategic Planning Presentation: *Kevin Stotts, President, Talent 2025*
8. Virtual Dashboard: *Angie Barksdale, Chief Operating Officer* **Information Item**
9. Solutions Driven Updates: *WMW Staff* **Information Item**
10. WDB Committee/Council Updates **Information Item**
  - a. Executive Committee, *Mark Bergsma, WDB Chairperson*
  - b. Career Educational Advisory Council (CEAC), *Cindy Brown, Council Chairperson*
  - c. Legislative Committee, *Jim Fisher, Committee Chairperson*
11. Other Business **Information Item**
  - a. Workforce Development Advocacy Month
  - b. National Association of Workforce Boards (NAWB) “Hybrid” Forum: June 24-26, 2021
12. Public Comment
13. Adjournment

**Next Scheduled Workforce Development Board Meeting:**

**June 14, 2021**

**Location: TBD**



**Workforce Development Board Meeting**  
<https://westmiworks-org.zoom.us/j/96060811304>  
**Meeting ID: 960 6081 1304**  
**Passcode: 280259**  
**Dial by your location: +1 929 436 2866 US**  
**Monday, February 8, 2021 ▪ 12:00 p.m. – 1:30 p.m.**

## MINUTES

**Workforce Board Members Present:** Mark Bergsma (Chairperson), Heather Gluszewski (Vice-Chair), Jessica Babcock, Nora Balgoyen, Ryan Bennett, Randy Boss, Norm Brady, Kenyatta Brame, Cindy Brown, John Buchan, Jordan Clark, Mandy Cooper, Cathy Cronick, Jay Dunwell, Jim Edmonson, Jim Fisher, Jennifer Heinzman, Rebecca Herrington, Jon Hofman, David Kitchen, Valorie Putnam, Dan Rinsema-Sybenga, Michelle Seigo, Samantha Semrau, Dave Smith, Dan TenHoopen, Mark Thomas, Darryl Todd, Sherry White, Pat VerDuin, Stacy Young

**Workforce Board Members Absent:** Paul David, Kiesha Guy, Mike Helsel, Shana Lewis, Scott McLean, Bill Pink

**Staff Present:** Jacob Maas, Angie Barksdale, Brenda Isenhart, Jane Kreha, Amy Lebednick, Brittany Lenertz, Janette Monroe, Melanie White, Mark Dumouchelle, Jerry Hill

**Guests Present:** Janie McNabb (One-Stop Operator), Nick Gandhi (LMISI, DTMB)

1. Call to Order and Roll Call attendance, at 12:00 p.m.
2. Public Comment- None
3. Approval of Minutes

**Action Required**

- a. October 12, 2020  
**Motion – Heather Gluszewski**  
**Second – Dave Smith**  
**Item Approved by Vote – Motion carried**
- b. December 14, 2020  
**Motion – Mark Thomas**  
**Second – Jordan Clark**  
**Item Approved by Vote – Motion carried**

4. Bureau of Labor Market Information and Strategic Initiatives (LMISI) Department of Technology, Management and Budget (DTMB) **Information Item**  
 Nick Gandhi, Economic Analyst, provided a presentation with an update on the Michigan and West Michigan Works! Regional labor markets and impacts from the COVID-19 pandemic. Nick covered the following topics: 1.) COVID-19 and the Labor Market, 2.) Education Outcomes, and 3.) Job Demands and Opportunities. The presentation can be found here: <http://www.westmiworks.org/wp-content/uploads/2021/02/WMW-Presentation.pdf>.
5. Virtual Dashboard **Information Item**  
 Angie Barksdale, Chief Operating Officer, reported that the COVID-19 pandemic has impacted the way WMW serves and interacts with the community, and that although our service centers have been unable to deliver in-person services, WMW has continued to respond to the needs of employers and jobseekers with innovative and virtual solutions. Angie reviewed the new virtual dashboard with WDB members which

included data from the months of March through December 2020. 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.

## 6. Solutions Driven Updates

### Information Item

Brittany Lenertz, Talent Solutions Director, 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. Brittany reviewed a few of the highlights from the packet.

#### a. Talent Survey

Brittany Lenertz, reported the current economic recovery has continued to make it challenging to fill open positions. WMW partnered with Center for Social Research at Calvin University to conduct a survey seeking to learn two things: (1) what circumstances or barriers are keeping people from pursuing employment opportunities, and (2) what solutions should employers implement to make it easier or more beneficial for people to return to work. Results with more complete analysis and potential solutions are likely at the end of March.

#### b. Clean Slate Navigator

Brittany Lenertz, reported that WMW received funding from the State of Michigan to hire a "clean slate navigator", who will be responsible for assisting individuals who qualify for conviction expungement with the complex process of expungement. Additionally, the funding will allow WMW to hire attorneys to perform the expungement work and pay the legal fees associated with the expungement process. WMW is in the process of hiring the navigator and soliciting bids for attorneys on retainer across our region. Staff are hopeful that the program will be operational by mid-March.

**Grants/Funding Opportunities:** Brittany 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. Future of Work

Brittany Lenertz, reported that WMW will receive tailored support and funding to pilot innovations that will help put more than 25,000 COVID-impacted workers back to work. Launched in June 2020, the Future of Work Grand Challenge was created through a collaboration between the social impact organizations New Profit, JFF, MIT Solve, Jobcase, and XPRIZE to identify and fund the most promising ideas and solutions to support a more equitable economic recovery and better meet the needs of low-income, middle-skill, and underserved workers at the local level.

WMW has partnered with Michigan Works! Southwest and Michigan Works! Berrien, Cass, and Van Buren to serve all of southwest Michigan. The collaborative will be paired with 2-5 solutions to pilot and is expected to recruit 100-350 individuals per solution. Solutions are currently being selected, and our solutions will be announced by the end of this month, when we will begin recruiting.

#### d. Grand Rapids Community College's One Workforce Grant

Amy Lebednick, Business Solutions Director, reported that WMW is partnering with GRCC on a \$9.8 million H1-B One Workforce Grant, focusing on advanced manufacturing. This grant 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.

- e. Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH)  
Amy Lebednick, reported that WMW has partnered with the Department of Labor and Economic Opportunity on a \$2.5 million USDOL H1-B Rural Healthcare Grant. This program 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.
- f. Going PRO Talent Fund (GPTF)  
Amy Lebednick, reported that this year employers in West Michigan (Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa) have been awarded over \$13 million in training funds. Statewide, \$39 million was awarded to over 859 Michigan businesses. WMW received award notifications for 287 employers, and applications are being funded in amounts ranging from \$1,500 to \$498,000. Amy reviewed the funding information provided in the board packet.
- g. State Apprenticeship Expansion (SAE)  
Amy Lebednick, reported that WMW has submitted a \$305,000 grant proposal to the State. If these funds are awarded they will help cover employer costs for 116 new registered apprentices and increasing diversity of Registered Apprenticeship Program (RAP) populations.
- h. Standards Recognition Entity (SRE)  
Amy Lebednick, reported that the United States Department of Labor (USDOL) has certified WMW as a Service Recognition Entity (SRE). The USDOL issued a Final Rule that established a system for advancing the development of high-quality Industry Recognized Apprenticeship Program (IRAP). An IRAP can be developed by DOL-recognized, industry-leading third-party entities such as trade groups, corporations, non-profits, educational institutions, unions, and joint labor-management organizations. SREs will in turn, evaluate and recognize IRAPs consistent with the USDOL's Office of Apprenticeship Standards.
- i. Industry Talent Council Initiatives:  
Amy Lebednick, reported that beginning February 22, and running through April 9<sup>th</sup>, each Industry Talent Council will host a weeklong campaign focused on to promoting the industry, recruiting job seekers, and supporting & engaging industry employers. Activities will include employer interviews aired on WZZM, live webinars, access to relevant workforce resources, and job fairs or networking events. Additional information is provided in board packet.
- j. MiCareerQuest  
Amy Lebednick, reported that this year's event will be held virtually on April 21, 2021. Registration will be open to 7<sup>th</sup>-12<sup>th</sup> grade students and up to 30,000 attendees can be accommodated. The platform being used is vFairs. There will be incentives to students engaging in the event this year, along with speaking and chat features with employers. Registration is open and additional information can be found here: <https://www.micareerquest.org/>.
- k. Retention Solutions Network (RSN)  
Amy Lebednick reported that THK Rhythm Automotive joined the RSN Central in November 2020. Shape Corp and Pliant Plastics (RSN Lakeshore) initially signed one-year member agreements, and both employers have renewed their network membership for another year. Hackley Community Care has committed to a one-year membership and its member services will begin in March 2021. With this additional employer, the RSN Lakeshore will now have 5 participating employers.  
  
Amy further reported that in January 2021, RSN Central convened its first network member meeting with its two participating employer members. These meetings provide an opportunity for employers to connect, collaborate and share best practices. Both networks meet on a bi-monthly

schedule and receive newsletters to keep them connected. WMW staff will continue to recruit additional employers to join until capacity is reached.

7. WMW WDB Subcommittees Updates **Information Item**

- a. Executive Leadership and Strategic Engagement Committee: Mark Bergsma, WDB Chairperson, reported that the Executive Committee met in January, reviewed strategic plan committee updates and that a charge statement and request for committee members will be sent out today.
- b. Career Educational Advisory Council (CEAC): Cindy Brown reported that the CEAC met in January 2021, and discussed Mavin platform, GIS Story Mapping, CTE updates, grants, WMW updates, CEAC metric updates, council member activities, and initiatives. The next meeting is scheduled for May 28, 2021.
- c. Legislative Committee: Jim Fisher reported that the committee met in January and discussed the future of meetings and getting legislative visits scheduled in early spring.

8. Other Business **Information Item**

- a. Jacob Maas reported that staff member Brenda Isenhardt, Chief Financial Officer, is planning to retire this coming spring. Jacob commended Brenda for her years of service and thanked her for being such an integral staff member to the organization. Jacob reported that the position is posted on the website and staff hope to begin the selection process within the next month or early March.

9. Public Comment- None.

10. Adjournment at 1:03 p.m. by Chairperson Mark Bergsma.

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

**ADMINISTRATIVE OFFICE**

Area Community Services  
Employment & Training Council  
1550 Leonard NE  
Grand Rapids, MI 49505  
(616) 336-4100

**SERVICE CENTERS****Allegan County**

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

220 East Main St  
Fennville, MI 49408  
(269) 561-2001

**Barry County**

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

**Ionia County**

301 W Main St  
Ionia, MI 48846  
(616) 389-8525

**Kent County**

121 Franklin SE  
Grand Rapids, MI 49507  
(616) 336-4040

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

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**

121 Clover St  
Holland, MI 49423  
(616) 396-2154

**MEMORANDUM**

**TO:** West Michigan Works! (WMW) Workforce Development Board (WDB)

**FROM:** Tawanna Wright, Staff Attorney

**DATE:** April 5, 2021

**RE:** WDB Bylaws, Conflict of Interest & Nepotism Policy, and Virtual Meeting Policy

**Background:**

The West Michigan Works! Workforce Development Board Bylaws were revised and approved in June 2020. However, after June 2020, revisions were made to the Michigan Open Meetings Act (OMA) and to the State's Policy Issuance (PI) 20-12 regarding Conflict of Interest and Nepotism. Due to the changes in the OMA and the State PI 20-12, the WDB Bylaws must now be revised again. Because of the changes in State PI 20-12, the ACSET Conflict of Interest Policy must also be revised.

**Additions:**

Proposed changes to the attached **WDB Bylaws** now include:

1. Article VI, Section 3 "Quorum and Voting" (page 11) – The word "present" is now being defined for quorum purposes.
2. Article VI, Section 4 "Conflict of Interest" (page 11) – All but one of the Conflict of Interest provisions have been deleted and will now be contained in a separate document.
3. Article VI, Section 7 "Virtual Meeting Attendance" (page 13) – The Virtual Attendance section has been revised in the bylaws and more detailed provisions will now be contained in a separate "Virtual Meeting Policy."

Proposed changes to the **Conflict of Interest (COI) and Nepotism Policy** include:

1. Section I.C.: The definition of "Immediate Family" has changed along with the definition/explanation of what COI means.
2. Section II: Language has been added that addresses COI of WDB members specifically. The majority of this language was the language that was previously contained in the June 2020 WDB Bylaws.
3. Section III: Language has been added that addresses COI of Subrecipients.
4. Section IV: Language has been added that addresses Nepotism for Officers and Agents.

The **Virtual Meeting Policy** is a new policy that is intended to house all of the background procedure that supports virtual meetings discussed in the bylaws. This new policy is consistent with the State OMA and its recent amendments.

**Requested Action:**

At its March 8<sup>th</sup> meeting, the WDB Executive Leadership and Strategic Engagement Committee approved the attached WDB Bylaws, Conflict of Interest Policy, and Virtual Meeting Policy. WMW staff is now requesting that the WDB approve the WDB Bylaws and two policies. Staff will seek further approval from the Governing Board on April 26, 2021.

Bylaws of the  
West Michigan Works! Workforce Development Board

ARTICLE I: IDENTITY

These Bylaws were originally established and effective on December 9, 2015, amended on June 22, 2020, and are again amended 2021 ~~and are amended as of this 22<sup>nd</sup> day of June 2020~~, for the West Michigan Works! Workforce Development Board (hereinafter referred to as WDB). WDB is recognized in accordance with the Workforce Innovation and Opportunity Act (WIOA) P. L. 113-128, by the Governor of the State of Michigan, the Interlocal Agreement of Area Community Services Employment and Training Council (ACSET), and the Agreement between the WDB and the Governing Board of ACSET. The WDB collaborates with ACSET, in accordance with the provisions thereof, and with any other entities or institutions provided by law.

ARTICLE II: ROLE AND FUNCTIONS

Section 1: Role. The WDB in collaboration with the Governing Board of the Area Community Services Employment and Training Council (ACSET) shall serve as conveners and catalysts of the many stakeholders within its service area to identify and resolve workforce development issues and opportunities. The WDB shall create and maintain comprehensive workforce investment plans for its service area and engage diverse constituents in the process. The WDB, in partnership with the Governing Board of ACSET, will oversee the local development, implementation, and evaluation of employment and training activities as detailed in the "Agreement Between the Workforce Development Board and the Governing Board of ACSET".

Section 2: Functions. The WDB will function in a manner which will increase private sector employment and training opportunities for eligible persons as defined in WIOA as it may be amended, as well as other publicly or philanthropically funded programs. The WDB's functions include but are not limited to the following:

- A. Providing policy and program guidance for all activities funded under any WIOA grant or Workforce Development Grant in the West Michigan Works! Service Delivery Area in collaboration with the Governing Board;
- B. Developing and submitting the local Four-Year Comprehensive Plan, or collaborate with other workforce development boards in the development of any regional plan, if required by section 108 of WIOA, in collaboration with the Governing Board;
- C. Collaborating with the Governing Board to conduct oversight over workforce investment activities for youth and employment and training activities for adults and dislocated workers under WIOA to ensure the appropriate use and management of funds for such activities, and to ensure the appropriate use, management and investment of funds to maximize performance outcomes under WIOA; and, in collaboration with the Governing Board, to oversee and monitor any other programs subject to its oversight administered by ACSET;



- D. Selecting the One-Stop Operator, with the agreement of the Governing Board. The responsibility of enforcing rules of conduct in One-Stop Service Centers in the West Michigan Works! MWA area is delegated to ACSET;
- E. Initiating Memoranda of Understanding (MOUs) with local partners in the workforce system, with the agreement of ACSET, including methods for funding the infrastructure costs of one stop centers, as provided by section 121 (h) of WIOA;
- F. Entering into an agreement with the Governing Board which describes the respective roles and responsibilities of the parties, together with such other issues permitted by law;
- G. Selecting the following providers in the West Michigan Works! area and, where appropriate, terminating such providers, in accordance with 2 CFR Part 200 and the Agreement between the WDB and ACSET:
  - 1. Providers of youth workforce investment activities;
  - 2. Providers of training services, consistent with the criteria and guidelines established by the Michigan **Labor and Economic Development-Workforce Development Agency (LEO-WDA)**, or any successor or designee agency, and section 122 of WIOA; and
  - 3. Providers of career services.
- H. Developing budgets for the purpose of carrying out the duties of the WDB, with the approval of the Governing Board;
- I. Negotiating and reaching agreement on local performance measures under WIOA with the Governing Board and the Governor;
- J. Making analyses and regular updates of economic conditions, needed knowledge and skills, workforce development (including education and training) activities, including an analysis of strengths and weaknesses of such services, to address identified education and skill needs of the workforce and workforce employers;
- K. Assisting the Governor in developing the statewide employment statistics system under the Wagner-Peyser Act;
- L. Engaging with employers and other entities in the region to:
  - 1. Promote business representation on the WDB, particularly from employers offering employment opportunities in existing or emerging businesses in the West Michigan Works! area;
  - 2. Develop linkages with employers in the West Michigan Works! area to support employer utilization of the local workforce development system and local workforce investment activities;
  - 3. Ensure that local workforce investment activities meet the needs of employers and support economic growth in the West Michigan Works! area by enhancing communication, coordination, and collaboration among employers, economic

- development entities and service providers; and
4. Develop and implement strategies for meeting the employment and skill needs of workers and employers that provide the skilled workforce needed by employers in the West Michigan Works! area and that expand employment and career advancement opportunities for participants in in-demand industries and jobs.
- M. With representatives of secondary and post-secondary education programs, lead efforts to develop career pathways within the area by aligning the employment, training, education and supportive services needed by adults and youth, particularly those with barriers to employment.
- N. Developing strategies for using technology to maximize the accessibility and effectiveness of local intake and case management systems for employers and customers by:
1. Facilitating connections between the intake and case management systems of the one-stop partner programs to support a comprehensive workforce development system in the West Michigan Works! area;
  2. Facilitating access to services provided through the one-stop system, including access in remote areas;
  3. Identifying strategies to better meet the needs of individuals with barriers to employment, and providing more access to services and programs, such as improving digital literacy skills; and
  4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.
- O. Coordinating activities with education and training providers in the West Michigan Works! area, including:
1. Reviewing applications to provide adult education and literacy activities under Title II of WIOA for the West Michigan Works! area to determine whether such applications are consistent with the local plan;
  2. Making recommendations to the eligible agency to promote alignment with such plan; and
  3. Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, including efforts at cooperation and coordination.
- P. Assessing, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the West Michigan Works! area;
- Q. Convening local workforce development stakeholders to assist in the development of the local plan and to identify non-Federal expertise and resources to leverage support for workforce development activities;
- R. Working with the **LEO-WDA**, or any successor or designee agency, to ensure that there are sufficient numbers and types of providers of career and training services serving the West Michigan Works! area and providing services in a manner that

maximizes consumer choice, as required by WIOA and its regulations;

- S. Approving additional, non-mandatory One-Stop Partners to provide services in the West Michigan Works! service system, with the approval of the Governing Board;
- T. Participating in the administration of funding for employment and/or training programs in the West Michigan Works! area, to the extent provided by law;
- U. Participating in the selection of the Chief Executive Officer of ACSET by having representation on a selection committee;
- V. Providing such recommendations as it wishes to the Governing Board regarding major personnel, organization and fiscal policies of ACSET; and
- W. Appointing the local members of the Career and Educational Advisory Council (CEAC), or its successor organization, for Prosperity Region 4, and participating in the appointment of its chairperson, as provided by law.

Section 3: Coordination. The WDB will, to the maximum extent possible, enhance the involvement of the private sector with related employment and training activities in order to increase the effectiveness of activities under WIOA and other programs designed to secure employment for eligible persons.

### ARTICLE III: MEMBERSHIP

Section 1: Geographic Representation. The Executive Committee shall attempt, to the maximum extent practicable, to ensure that all areas of the West Michigan Works! area are adequately represented when it makes recommendations to the ACSET Governing Board for appointment of members to the WDB.

Section 2: Appointment. The WDB shall be made up of members appointed by the Governing Board of ACSET, in accordance with law and the ACSET Interlocal Agreement. Members representing the following sectors must have been nominated prior to appointment as follows:

- A. **Business Sector:** Business sector representatives must be nominated by business associations and business trade associations in the West Michigan Works! agency area.
- B. **Organized Labor:** Organized labor representatives must be nominated by labor federations in the West Michigan Works! agency area.
- C. **Adult Education/ Literacy:** Eligible providers that administer adult education and literacy activities under Title II of WIOA. If there are multiple eligible providers administering such programs under Title II of WIOA serving the West Michigan Works! area, each

representative on the WDB shall be appointed from among persons nominated by such eligible providers. The adult education/literacy representative may be nominated by the CEAC, or any successor organization, for Prosperity Region 4, by majority vote, and the ACSET Governing Board shall give considerable priority to this nomination.

D. Higher Education. Institutions of higher education that provide workforce investment activities, including community colleges. If there are multiple such institutions of higher education in the West Michigan Works! area, each representative on the WDB shall be chosen from among individuals nominated by such institutions. The higher education representative may be nominated by the CEAC, or any successor organization, for Prosperity Region 4, by majority vote, and the ACSET Governing Board shall give considerable priority to this nomination.

E. Any member of the WDB who represents an organization or entity must have optimum policymaking authority, which means that the member may reasonably be expected to speak affirmatively on behalf of the organization or entity and have authority to commit the entity to a chosen course of action.

F. Nomination/Appointment Process:

1. Members will be appointed to a two-year term of office with the members being appointed to fixed and staggered terms. In the first year following the effective date of these bylaws, approximately one-half of the membership of the WDB shall have a term of three years, but all members shall have a two-year term of office thereafter. Those members whose term shall be three years shall be determined by lot.
2. The Chief Executive Officer of ACSET, or his or her designee, shall solicit nominations for membership on the WDB from the associations, federations, providers and institutions indicated in this section whenever the WDB needs to fill vacancies in the following sectors: (a) Business Sector; (b) Labor; (c) Adult Education/Literacy; and (d) Higher Education. The solicitations shall indicate that the nominations must be submitted to the Chief Executive Officer, or his or her designee, by the date indicated in the solicitation and shall describe any documentation that must accompany the nomination.
3. Other organizations eligible to be represented on the WDB may submit nominations for membership to the Chief Executive Officer, or his or her designee.
4. The Chief Executive Officer, or his or her designee, shall submit nominations received for membership of the WDB to the Executive Committee, which shall review the nominations and submit its recommendations to the ACSET Governing Board. If the Executive Committee has appointed a Nomination Committee to review such nominations, the Nomination Committee shall first review the nominations and submit its recommendations to the Executive Committee. When making its recommendations to the ACSET Governing

Board for membership of the WDB, the Executive Committee shall indicate which candidates, if any, have been nominated by the CEAC, or any successor organization.

5. The WDB shall exercise and embrace the principle of equal opportunity on the basis of race, color, religion, sex, age, national origin, disability, and political affiliation or belief in its membership, appointment to committees, and approval of programs.

### Section 3: Business Sector Representation.

- A. A majority of the members of WDB shall consist of persons who are owners, chief executives, chief operating officers, or other business executives, of private for-profit employers and major nongovernmental employers in the West Michigan Works! Agency area who
  1. Have optimum policymaking or hiring authority;
  2. Represent businesses, including small businesses, or organizations representing businesses, that provide employment opportunities in in-demand industry sectors or occupations, as defined by WIOA;
  3. Provide high-quality, work-relevant training and development opportunities to its workforce, or the workforce of others (in the case of organizations representing businesses); and
  4. Are appointed from individuals nominated as provided by Section 2.
- B. The business sector membership of the WDB shall reasonably represent the industrial and demographic composition of the business community. At least two (2) business sector members must be representatives of small businesses, as defined by the U. S. Small Business Administration.
- C. Businesses that have been certified as Disadvantaged Business Enterprises, as defined by the Small Business Administration, shall, to the extent possible, be represented on the WDB consistent with their representation in the business community, and the WDB shall strive to ensure that its private sector members reasonably represent, to the extent possible, the industrial/demographic composition of the business community of the West Michigan Works! Agency area.
- D. Private not-for-profit entities and public entities that operate as businesses and are employers may be represented on the WDB in the business sector if they align with the key industry sectors in the West Michigan Works! area, such as a nonprofit hospital or prison, if identified in the West Michigan Works! local plan. Representatives of proprietary schools may not be representatives of the business sector.

- E. ACSET must document how members of the WDB who represent the business sector qualify as representatives of businesses that provide employment opportunities in in-demand industry sectors or occupations and retain such documentation on file.

Section 4: Other Members. In addition to business sector membership, WDB shall include at least one member from each of the following groups, unless indicated otherwise:

- A. Organized labor (2);
- B. Representative of joint labor-management, or union affiliated, registered apprenticeship program who must be a training director or a member of a labor organization;
- C. Providers of Adult Education and Literacy activities under Title II of WIOA;
- D. Higher Education;
- E. Rehabilitation Agencies; and
- F. Economic/Community Development.

Section 5: Economic/Community Development. This representative may be a representative of an Economic Development Organization, a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.

Section 6: Community-Based/Youth Organizations.

- A. The WDB may also include one or more representatives of private nonprofit organizations, including faith-based organizations, that have demonstrated experience and expertise, as defined in WIOA regulations, in addressing the employment, training, or educational needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
- B. The WDB may also include one or more representatives of organizations that have demonstrated experience and expertise, as defined by WIOA regulations, in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

Section 7: Labor and Community-Based Organizations. The representation from Labor (Section 4 A and B) shall constitute at least 20 percent of the total WDB membership. However, any representatives of community-based or youth organizations on the WDB shall count toward meeting the 20 percent requirement for Labor representation.

Section 8: Dual Representation. An individual WDB member may represent more than one group or sector, provided that the member meets all the qualifications for each sector that he or she represents, including the nomination process.

Section 9: Representation of Sector. Members must be employed in the sector that they represent, except that:

- a. An educational representative can be a member of a school board and not

an employee of a school district.

- b. An organized labor representative may be a member of a labor organization or steward without being employed by a labor organization.

Section 10: Chambers of Commerce. Individuals representing local Chambers of Commerce may be appointed to the WDB as a representative of a community-based organization or, if the Chamber functions as the local economic development agency, as an Economic Development representative.

Section 11: Loss of Membership. A member will forfeit membership on WDB should that member no longer represent the sector or group from which he/she was originally selected. A resignation is not effective until it has been accepted by the ACSET Governing Board or a successor appointed. A vacancy on the WDB must be filled within 120 days from the time it was created. Persons missing two regularly scheduled consecutive meetings will be sent written notice from the Chair inquiring as to their interest in continued membership on WDB. Persons missing three regularly scheduled consecutive meetings, except persons who have attended two regularly scheduled meetings of a standing committee during the months in which they missed the three WDB meetings, will be removed from WDB by the Executive Committee at a regularly scheduled meeting. The Executive Committee will send written notice to a member of the time and place of the meeting at which his or her removal from membership on the WDB is proposed to be considered. Exceptions may be made by the Executive Committee based on information provided by the member.

#### ARTICLE IV: ORGANIZATION

Section 1: Officers. There shall be two Officers of WDB. These are:

- A. The Chairperson, and
- B. The Vice-Chairperson.

Section 2: Selection. The Chairperson and the Vice-Chairperson shall be elected by the WDB to a two-year term of office. Nominations for these offices will be sought by the Executive Committee prior to the meeting at which the elections shall take place. The Executive Committee will present such nominations to the WDB at the meeting at which officers are to be elected. If the Executive Committee has established a Nominations Committee, the Nominations Committee shall solicit nominations for these positions from the membership of the WDB and present the nominations to the Executive Committee. The Chairperson and Vice-Chairperson, by law, shall always be chosen from among members representing the business sector, and no local elected official may serve as chairperson or vice-chairperson. No officer may serve more than two consecutive terms in that position.

Section 3: Duties. The Chairperson shall preside at all WDB Council meetings, report to the Governing Board on WDB activities, and appoint members to committees. The Chairperson shall have the right to vote on matters as a member of the WDB. In the absence of the Chairperson, the Vice-Chairperson will perform these duties.

Section 4: Executive Committee. There shall be an Executive Committee composed of the WDB Chairperson and Vice-Chairperson, the Chairperson or his or her designee of all committees described herein (except ad hoc committees), together with any additional members of the WDB appointed by the Executive Committee; provided that the total membership of the Executive Committee shall not exceed eleven (11). To establish a quorum, a majority of the membership must participate in any decision made by the Executive Committee. The Executive Committee will perform two functions: to meet when urgent action is required by the WDB but circumstances do not permit a special meeting to be called; and to provide coordination and broad guidance to the work of the WDB,

- A. When circumstances require an emergency meeting, the Executive Committee is authorized to meet at such times as may be determined by the WDB chairperson and act on behalf of the WDB. All actions taken by the Executive Committee shall be reported to the WDB in writing and this communication shall be mailed to the members within two working days following the action of the Executive Committee.
- B. The Executive Committee will provide coordination and broad guidance to the WDB in the following areas:
  - 1. Recommend Bylaws for the WDB including procedures for selecting a chairperson and other officers, as well as determinations of the size of the WDB.
  - 2. Make recommendations for the standardization of procedures for initiating, evaluating and monitoring programs, and for orientation and in-service training of the WDB.
  - 3. Recommend the use of sub-committees and/or technical advisory committees.
  - 4. Initiate long-range planning for WIOA or any other federally funded programs in the West Michigan Works! Area.
  - 5. Review the nominations for membership on the WDB received from the Chief Executive Officer and submit its recommendations for membership on the WDB, from among those candidates properly nominated, to the ACSET Governing Board, pursuant to Section 2.F. of Article III. The Executive Committee may appoint a Nomination Committee to receive nominations for membership on the WDB received from the Chief Executive Officer, which Nomination Committee would make its recommendations for membership on the WDB to the Executive Committee. Any such Nomination Committee shall consider the principle of geographic representation described in Section 1 of Article III when making such recommendations.
  - 6. Develop meaningful system-wide metrics and monitoring indicators of progress toward demand-driven system goals and the results of employer-driven training programs.



Section 5: Ad-hoc Proposal Review Committee. Whenever ACSET receives proposals from potential service providers for programs administered by ACSET which are within the responsibility of the WDB, the Chairperson shall appoint an ad hoc proposal review committee for the purpose of reviewing and evaluating such proposals and making funding recommendations to the WDB.

A Proposal Review Committee shall consist of WDB members and ACSET staff and shall be discharged when the WDB has chosen a proposal from among those which the committee has reviewed and evaluated.

Section 6: Committees. The WDB may appoint standing committees to assist the WDB in dealing with its responsibilities. Any such committee must be chaired by a member of the Local Board, may include other members of the Local Board, and may include other individuals appointed by the Local Board who are not members of the Local Board and who have demonstrated experience and expertise in accordance with WIOA regulations and as determined by the WDB.

The Chairperson of WDB, as he/she deems it appropriate, may designate a special committee(s) to carry out a specific assignment. The Chairperson of any such special committee shall be a member of the Executive Committee, or their designee, during the term of the special committee's existence. Special committee(s) shall be given a specific charge and shall be discharged when their task is completed.

#### ARTICLE V: STAFF AND ADMINISTRATION

Section 1: Staff. Staff support for the work of WDB will be provided by the Chief Executive Officer of ACSET at a level commensurate with the responsibilities of WDB, and in accordance with the provisions of the ACSET Interlocal Agreement, and the WDB and ACSET Governing Board agreement. Staff support will be determined through mutual agreement between WDB and ACSET.

Section 2: Staff Coordination. The WDB will communicate with staff members who have been designated by the Chief Executive Officer of ACSET to coordinate WDB activities with those of the other elements of ACSET.

Section 3: Administration and Fiscal. The ACSET Administrative Unit will act as the administrative and fiscal unit for all activities of WDB. The WDB will neither receive nor disburse funds.

#### ARTICLE VI: MEETINGS

Section 1: Regular Meetings. At the first regular meeting after the annual appointment of new members by the Governing Board, the WDB shall set a day and time for the regular monthly meeting of WDB during the next 12 months. Meetings will be held at least once each quarter. An annual schedule of meetings must be submitted to the **LEO-WDA** and posted on ACSET's website by January 15 of each year.

Section 2: Special Meetings. At the discretion of the Chairperson, or upon the written request of five or more members of the WDB, a special meeting of WDB may be called, provided that written notice is mailed to each member at least seven calendar days prior to the day on which the special meeting shall be held. This written notice must state the time, place and purpose of the meeting, and the business of the special meeting must be confined to the items described in the notice.

Section 3: Quorum and Voting. A quorum shall exist when a majority of the current members of the WDB are present. A member is “present” for purposes of a quorum when he or she is either physically present at an in-person meeting or virtually present via electronic means in compliance with ~~the Open Meetings Act, (1976 P.A. 296 as amended, MCL 15.261 et seq.)~~ applicable Michigan statutory or case law and the ACSET West Michigan Works! Virtual Meeting Policy.. A motion shall be passed or defeated by a majority of those members voting at a meeting where a quorum has been established. Each member shall be entitled to one vote. No proxies or substitutes shall be permitted.

Section 4: Conflict of Interest. All WDB members and Committee members shall comply with the ACSET Code of Conduct and Conflict of Interest Guidelines Policy, which is applicable to all ACSET officers and agents. If it is established at a meeting of the WDB that a member knowingly violated this Policy, the Chief Executive Officer of ACSET will report that finding to the ACSET Governing Board at its next meeting and ACSET will terminate any contract or contracts which are the subject of the violation. The Chief Executive Officer of ACSET will also request that the Governing Board remove the offending member from the WDB. Notice of the alleged violation will be provided in the written agenda for the WDB meeting.

~~A. No member of the WDB may have an ownership interest in or be employed by any organization which receives funds under direct control of the WDB, or engage in any other activity that creates a conflict of interest or what would appear to a reasonable person to be a conflict of interest. However, this rule does not apply to a member who has an interest in or is employed by an entity that receives money under the partial or complete control of the WDB but~~

~~a. Does not hold a policy making position with the entity; and~~

~~b. Would not receive other than a remote or incidental benefit from the board's decisions.~~

~~This exception applies to members who are associated with:~~

~~1. Educational institutions which enroll students whose tuition is paid with such funds;~~

~~2. Employers who accept compensation for the extraordinary costs of providing employer-based training from funds under the control of the WDB;~~

3. ~~An organization which receives funds under the direct control of the WDB, if the member is not employed by, has no ownership interest in, and receives no compensation or income from the organization;~~
  4. ~~Government agencies required to be represented on the WDB; and~~
  5. ~~Other persons or organizations authorized by statutes, rules or exemptions established by the State of Michigan.~~
- B. ~~No person may be a member of the WDB who is an employee of an agency that is contracted by the WDB to provide coordination services or administrative functions.~~
- C. ~~If an organization does receive funds under the partial or complete control of the WDB, a representative of the organization authorized to sit on the WDB by subsection A may not cast a vote or participate in any decision-making capacity on any matter regarding the provision of services by the member or by the entity that the member represents, or that would provide direct financial benefit to the member or a member of his or her immediate family. The member must also refrain from influencing the votes of other WDB members on matters involving the member or entities which the member represents or that would provide direct financial benefit to the member or a member of his or her immediate family. “Immediate Family” is defined as spouse, child, parent, brother, brother in law, stepbrother, sister, sister in law, stepsister, son in law, daughter in law, mother in law, father in law, aunt, uncle, niece, nephew, grandparent, stepparent, stepchild and grandchild or any member of the household of the WDB member. However, all members of the WDB may vote upon the WIOA local Four Year Comprehensive Plan.~~
- D. ~~WDB members and WDB Committee members associated with agencies which are service providers to ACSET or which will be responding to Request For Proposals released by ACSET are not to be appointed to any WDB committee which can directly affect funding of the service provider or potential service provider. This rule is not applicable to employers involved in ACSET’s Employer Based Training Program.~~
- E. ~~Representatives of a government agency who are required by federal law to serve on the WDB, such as the Michigan Rehabilitation Services, which receive funds under the control of the WDB, may serve on the WDB without first obtaining a waiver from the WDA.~~
- F. ~~No WDB member will solicit or accept gratuities, favors, or anything of monetary value, except for unsolicited goods or services of nominal intrinsic value, from contractors, service providers, potential contractors, or service providers. Any good or service with a fair market value of \$25.00 or less shall be presumed to be of only nominal intrinsic value.~~
- G. ~~The WDB must file reports as required with the WDA describing the extent to which organizations with which members are affiliated received funds controlled by the WDB.~~

~~H. If any agency or organization represented on the WDB submits a proposal to ACSET for the delivery of program services funded with monies under partial or complete control of the WDB, any member of the board who represents that agency or organization, must assume inactive status, unless the member would be allowed to sit on the board by subsection A even if the proposal were accepted by WDB and ACSET. A member's designation as inactive shall be recorded in the minutes. A member in inactive status may not vote or participate in meetings of the WDB, nor may he or she receive any information from the WDB until the expiration of the deadline for the submission of proposals, except as provided by law. Members in inactive status are not prohibited from attending meetings of the WDB as members of the general public. If the agency or organization represented by the inactive member is not awarded a contract by ACSET, he or she is restored to active status; but if the agency or organization is awarded the contract, the member must resign immediately.~~

~~I. All WDB Member and Committee member shall comply with the ACSET Conflict of Interest. If it is established at a meeting of the WDB that a member knowingly violated this Policy, the Chief Executive Officer of ACSET will report that finding to the ACSET Governing Board at its next meeting and ACSET will terminate any contract or contracts which are the subject of the violation. The Chief Executive Officer of ACSET will also request that the Governing Board remove the offending member from the WDB. Notice of the alleged violation will be provided in the written agenda for the WDB meeting.~~

Section 5: Conduct of Meetings. The current edition of Robert's Rules of Order Newly Revised will be the official document governing the conduct of meetings of WDB, and all its committees except as it may conflict with these bylaws, special rules of order WDB may adopt, WIOA, and applicable federal or state statutes or regulations.

Section 6: Compliance with Open Meetings Act. The WDB and the Executive Committee will abide by the provisions of the State of Michigan's "Open Meetings Act." A notice of the date, time and place of meetings will be posted in advance.

Participation in meetings of WDB or its committees shall be limited to members except in the following cases:

1. Non-members specifically invited to give information to WDB;
2. Non-members who desire to address WDB and who are recognized for that purpose by the Chairperson at appropriate points during the meeting; and
3. Members of Committees who are not members of the WDB may participate in committee meetings.

Section 7:-Virtual Meeting Attendance Participation Options.

A. Any member of the Board may participate in a meeting of the Board or a committee thereof by virtual means when permitted by law and the ACSET/West Michigan Works Virtual Meeting Policy. ~~The WDB will make every effort and will pay attention to participation options made possible by advancements in electronics and telecommunications. The use of electronic means of communication will be made available for members to attend meetings and vote on~~

~~matters that come before the WDB. WDB member's participation in meetings by teleconferencing shall be consistent with the Open Meetings Act (1976 PA 267, as amended, MCL 15.261, et seq.).~~ Upon confirmation by the Chairperson that a board member's virtual attendance at a meeting is permissible pursuant to the State of Michigan Open Meetings Act and other applicable law, the Chief Executive Officer of ACSET, or his or her designee, will make accommodations will be made for that board member to attend the meeting via a two-way teleconferencing or videoconferencing device, which enables the board member attending virtually to hear and be heard by the in-person Board members(s) by virtual means, as defined herein. The Board member requesting virtual participation by teleconferencing must notify the Board Chairperson or the ACSET CEO in writing by 12:00 noon two (2) business days prior to the meeting so that teleconferencing and/or videoconferencing can be arranged. ~~Failure to establish a video/audio teleconference due to technical or other problems shall not preclude conducting of the meeting, if a quorum is present.~~ Any board member who attends a meeting virtually will be indicated on the meeting minutes as "Present via teleconferencing." Upon approval of the Chairperson, Board members may appear at a meeting via teleconferencing device, including speaker phone or interactive television, provided that a quorum is present at the meeting site and all individuals attending the meeting can hear, and be heard by, the Board member(s) attending via teleconferencing device. The Board member wishing to participate in meetings by teleconferencing must notify the Board Chairperson or the Agency CEO by 12:00 noon on the business day prior to the meeting that will be missed so the teleconferencing can be arranged. Failure to establish a video/audio teleconference due to technical or other problems shall not preclude conducting the meeting, as long as a quorum is present. In the event that a Board member participates via teleconferencing, this will be indicated on the meeting minutes as "Present via teleconferencing." Members present via teleconferencing shall be permitted to participate in Board deliberations and vote on matters before the Board, if there is a quorum physically present. However, where the WDB needs flexibility to meet its obligation to provide services in the West Michigan Works Service-Delivery Area, WDB members present at a meeting via electronic communication may be allowed to count toward a quorum if the WDB Chairperson approves.

B. Participation by virtual means is defined as a method of participation in the meeting from a remote location by telephonic, video conferencing, (s) other electronic methods that provides for:

1. Two-way communication, so that all members of the Board, including those physically present and those who are participating by electronic methods, can hear each other; and
2. Members of the public attending the meeting, either physically or by electronic means, can hear all members of the Board, including those who are physically present and those who are participating by electronic means, and be heard by all members of the Board participating in the meeting during the public comment period. If a meeting of the Board is being held electronically, the Board may use appropriate technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the Board and other participants to enable members of the public to be heard by others and be permitted to address the meeting during the public comment period.

Section 8: Minutes. Minutes of all meetings of the WDB and the Executive Committee shall be duly recorded and made available to all interested parties, as required by law. Members of the WDB and the Executive Committee shall review, amend as necessary, and approve the Minutes by formal action at their next meeting. Copies of minutes of meetings shall be posted on ACSET's Internet website within five (5) business days of their approval. Such minutes shall remain posted on the website for at least two (2) years.

## ARTICLE VII: AMENDMENT OF BYLAWS

Section 1: Amendments. The WDB shall have the authority to amend or repeal these Bylaws at any meeting by the affirmative vote of two-thirds of the members present; provided that a copy of any proposed amendment is mailed to each member at least seven (7) calendar days prior to the day of the meeting at which the changes are to be considered. The WDB may revise the proposed changes as they are debated at the meeting but may not alter any other section of the Bylaws not specified in the notice of meeting.

### Definitions:

The terms below shall have the following definitions as used in these bylaws:

1. Area Community Services Employment and Training Council (ACSET) is a Michigan Council formed in accordance with the Michigan Urban Cooperation Act of 1967 to administer programs under the Workforce Innovation and Opportunity Act (WIOA), Welfare Reform Programs, and similar state or federal social programs, for the West Michigan Works! Agency area.
2. West Michigan Works! Area is a geographical section of the State for which ACSET has been designated the Michigan Works! Agency (MWA) to operate programs under WIOA, Welfare Reform, and other similar state or federal social programs. ACSET represents the MWA area of the City of Grand Rapids and Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa Counties.
3. Governing Board refers to the elected representatives of the political territories of the West Michigan Works! MWA Area responsible for the operation of programs under WIOA and other Federal or State statutes or regulations within the West Michigan Works! Area.
4. Local Comprehensive Plan is a plan for the operation of WIOA programs, Welfare Reform Programs and the Employment Service funded under the Wagner-Peyser Act within the MWA Area required to be delivered by the WDB, approved by both WDB and the Governing Board, and submitted to the State for approval.
5. Fourth Amended and Restated Interlocal Agreement is an agreement between the City of Grand Rapids and the Counties of Allegan, Barry, Ionia, Kent, Montcalm,

Muskegon, and Ottawa to establish a Michigan Council, ACSET, under the Urban Cooperation Act of 1967. The Interlocal Agreement establishes ACSET as the recipient of funds and administrative entity under WIOA in the West Michigan Works! Area.

6. Agreement Between the Workforce Development Board and the ACSET Governing Board is an agreement between WDB and the Governing Board of ACSET. This agreement defines the respective roles and responsibilities of the WDB and ACSET Governing Board and is the framework for the collaboration between WDB and ACSET.

## **ACSET CONFLICT OF INTEREST AND NEPOTISM POLICY**

### **I. Conflict of Interest Provisions Applicable to All ACSET Officers and Agents**

A. This ACSET Code of Conduct and Conflict of Interest Guidelines Policy is applicable to each ACSET officer or agent. For the purposes of these Guidelines this Policy, the term "ACSET officer or agent" shall include a member of the ACSET Governing Board, a member of the West Michigan Works! Workforce Development Board (also referred to as board member), and the Chief Executive Officer of ACSET, the ACSET Human Resources Director, and the ACSET Attorney (also referred to as employee). Where specifically provided, this Policy also applies to non-board members who are committee members of either the ACSET Governing Board or Workforce Development Board.

B. No ACSET officer or agent shall engage in any activity create or allow to be created, any situation that causes a conflict of interest, or the appearance of a conflict of interest with the employee's job responsibilities or board member's duties, including the selection, award or administration of a subgrant or contract supported by public funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would exist when:

- 1) the officer or agent,
- 2) any member of the his officer or agent's or her immediate family,
- ~~3) his or her partner,~~ 3) a business partner of the officer or agent, or
- 4) an organization which employs or is about to employ, any of the above;
  - has a financial or other interest in, or a tangible personal benefit from, a firm or organization considered for award; or
  - would receive a direct financial benefit from the transaction.
 or
- 5) The officer or agent has a confidential or fiduciary relationship with a firm, person or organization considered for an award.

CB. The term "Immediate Family" is defined as spouse, child, parent, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent, stepparent, stepchild and grandchild, or any member of the household of the officer or agent. Includes, at a minimum, one party with any of the following relationships to another party:

1. Spouse, and parents thereof;
2. Children, and spouses thereof;
3. Parents, and spouses thereof;
4. Siblings, and spouses thereof;



5. Grandparents and grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
7. Any individual related by blood or affinity whose close association with the officer or agent is the equivalent of a family relationship.

~~DC.~~ No ACSET officer or agent will solicit or accept gratuities, favors, or anything of monetary value, except for unsolicited goods or services of nominal intrinsic value, from contractors or service providers or potential contractors or service providers. A good or service is presumed to be of nominal intrinsic value if it has a fair market value of \$25.00 or less.

~~ED.~~ The phrase "**financial or other interest**" in section ~~AB~~ means employment; agency; an ownership, partnership or membership interest in a sole proprietorship, co-partnership, limited liability company or other unincorporated association; the ownership of more than 1% of the total outstanding stock or any class, if not listed on exchange, or stock with a present market value or more than \$25,000, if listed on any exchange; the position of trustee or beneficiary of a trust; or the position of director or officer of any private corporation or public entity, except Allegan County, Barry County, Ionia County, Kent County, Montcalm County, Muskegon County, Ottawa County, or the City of Grand Rapids.

~~FE.~~ ACSET employees shall comply with ~~the~~ Sections ~~of the 2.11 and 2.22 of the~~ ACSET Merit Personnel System concerning conflict of interest ~~and nepotism~~ and shall be subject to discipline for violation thereof, as provided by the Merit Personnel System.

~~F. Members of the Workforce Development Board and the Youth Council (or another committee designated to serve area youth) and its subcommittees shall comply with Section \_\_\_ of Article VI of the ACSET Workforce Development Board Bylaws concerning conflict of interest and shall be subject to the penalties and sanctions provided therein for any violation thereof.~~

~~GG.~~ ~~Section 10.7 of Article II of the bylaws of both the ACSET Governing Board Bylaws and the CAA Governing Board provides~~ that if it is established at an ACSET Governing Board meeting ~~of either Board~~ that one of ~~its ts~~ members knowingly violated ~~such Guidelines~~ this Conflict of Interest Policy, ACSET will terminate any contract or contracts which are the subject of the violation. In addition, ACSET shall send a written notice to the Public Agency that appointed the member that describes the violation and requests that the offending member be replaced.

~~H. ACSET shall retain all legal and equitable remedies that it may have arising from the conduct that violated this Code of Conduct and Conflict of Interest Guidelines.~~

~~I. For the purposes of these Guidelines, the term "ACSET officer or agent" shall include a member of the ACSET Governing Board and the Chief Executive Officer of ACSET. Community Action Division Advisory Governing Board and a member of the CAA Governing Board.~~

~~J. Any officer or agent of ACSET must disclose any potential or actual conflict of interest, as defined by this policy, to ACSET in writing as soon as the officer or agent becomes aware of it.~~

~~HK. This Code of Conduct, and Conflict of Interest and Nepotism Policy Policy Guidelines shall be disseminated to all ACSET officers and agents subject to it, and ACSET shall obtain a signed receipt from the officer and agent that he or she has received and understands it.~~

~~I. ACSET Employees and WDB members only, are required to complete and sign a declaration that must either disclose any apparent conflict of interest or confirm that no conflict of interest exists. WDB Members and employees are required to complete this Conflict of Interest declaration on an annual basis.~~

~~J. Each Any ACSET officer or agent of ACSET must is required to disclose any potential actual or actual apparent conflict of interest, as defined by this policy Guidelines Policy, to ACSET in writing as soon as the officer or agent becomes aware of it. it.~~

~~JH. ACSET shall retain all legal and equitable remedies that it may have arising from the conduct that violated this Code of Conduct and Conflict of Interest Guidelines Policy.~~

~~KL. These Guidelines Policy is are promulgated pursuant to 2 CFR 200.318, Michigan Department of Labor and Economic Opportunity Growth Workforce Development Policy Issuance (LEO-WD) PI 20-12, and other applicable statutes and regulations.~~

## **II. Additional Conflict of Interest Provisions Applicable to WDB Members Only**

~~A. In addition to the provisions of Section I, the conflict of interest provisions of this Section II apply to WDB members only.~~

~~B. Section 4 of Article VI of the Workforce Development Board (WDB) Bylaws provides that if it is established that a WDB Board Member or WDB Committee member knowingly violated this Conflict of Interest Policy Guidelines, the Chief Executive Officer of ACSET will report that finding to the ACSET Governing Board at its next meeting and ACSET will terminate any contract or contracts which are the subject of the violation. The Chief Executive Officer of ACSET will also request that the Governing Board remove the offending member from the WDB and the Youth Council (or another committee designated to serve area youth)~~

~~C. No member of the WDB may have an ownership interest in or be employed by any organization which receives funds under direct control of the WDB, or engage in any other activity that creates a conflict of interest or what would appear to a reasonable person to be a conflict of interest. However, this rule does not apply to a member who has an interest in or is employed by an entity that receives money under the partial or complete control of the WDB but~~

- a. Does not hold a policy-making position with the entity; and
- b. Would not receive other than a remote or incidental benefit from the board's decisions.

This exception applies ONLY to members who are associated with:

1. Educational institutions which enroll students whose tuition is paid with such funds;
2. Employers who accept compensation for the extraordinary costs of providing employer-based training from funds under the control of the WDB;
3. An organization which receives funds under the direct control of the WDB, if the member is not employed by, has no ownership interest in, and receives no compensation or income from the organization;
4. Government agencies required to be represented on the WDB; and
5. Other persons or organizations authorized by statutes, rules or exemptions established by the State of Michigan.

D. No person may be a member of the WDB who is an employee of an agency that is contracted by the WDB to provide coordination services or administrative functions.

E. If an organization does receive funds under the partial or complete control of the WDB, a representative of the organization authorized to sit on the WDB by subsection A C may not cast a vote or participate in any decision-making capacity on any matter regarding the provision of services by the member or by the entity that the member represents, or that would provide direct financial benefit to the member or a member of his or her immediate family. The member must also refrain from influencing the votes of other WDB members on matters involving the member or entities which the member represents or that would provide direct financial benefit to the member or a member of his or her immediate family. "Immediate Family" is defined in Section I. C of this Policy. ~~as spouse, child, parent, brother, brother in law, stepbrother, sister, sister in law, stepsister, son in law, daughter in law, mother in law, father in law, aunt, uncle, niece, nephew, grandparent, stepparent, stepchild and grandchild or any member of the household of the WDB member.~~ **However, all members of the WDB may vote upon the WIOA local Four-Year Comprehensive Plan.**

F. WDB members and WDB Committee members associated with agencies, which are service providers to ACSET or which will be responding to Request for Proposals released by ACSET, ~~are~~ shall not ~~to~~ be appointed to any WDB committee that ~~which~~ can

directly affect funding of the service provider or potential service provider. **This rule is not applicable to employers involved in ACSET's Employer-Based Training Program.**

G. Representatives of a government agency who are required by federal law to serve on the WDB, such as the Michigan Rehabilitation Services, which receive funds under the control of the WDB, may serve on the WDB without first obtaining a waiver from the WDA.

H. No WDB member will solicit or accept gratuities, favors, or anything of monetary value, except for unsolicited goods or services of nominal intrinsic value, from contractors, service providers, potential contractors, or service providers. Any good or service with a fair market value of \$25.00 or less shall be presumed to be of only nominal intrinsic value.

I. The WDB must file reports as required with LEO-WD ~~WDA~~ describing the extent to which organizations with which members are affiliated received funds controlled by the WDB.

J. If any agency or organization represented on the WDB submits a proposal to ACSET for the delivery of program services funded with monies under partial or complete control of the WDB, any member of the board who represents that agency or organization, must assume inactive status, unless the member would be allowed to sit on the board by subsection A C even if the proposal were accepted by WDB and ACSET. A member's designation as inactive shall be recorded in the minutes. A member in inactive status may not vote or participate in meetings of the WDB, nor may he or she receive any information from the WDB until the expiration of the deadline for the submission of proposals, except as provided by law. Members in inactive status are not prohibited from attending meetings of the WDB as members of the general public. If the agency or organization represented by the inactive member is not awarded a contract by ACSET, he or she is restored to active status; but if the agency or organization is awarded the contract, the member must resign immediately.

### **III. Conflict of Interest Provisions Applicable to Employees of SUBRECIPIENTS OF ACSET**

A. No subrecipient or employee of any subrecipient of ACSET may shall create or allow to be created, any situation that causes a conflict of interest or the appearance of a conflict of interest with the subrecipient employee's job responsibilities. A conflict of interest is a situation where the individual's conduct or the personal or financial interests of an individual or member of the individual's immediate family may tend to impair the individual's independence of judgement or action in the performance of official duties or responsibilities. Any such employee shall also be required to complete a conflict of interest declaration drafted by ACSET on an annual basis.

B. "Immediate Family" is defined as spouse, child, parent, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent, stepparent, stepchild and grandchild, or any member of the household of the officer or agent. includes, at a minimum, one party with any of the following relationships to another party:

1. Spouse, and parents thereof;
2. Children, and spouses thereof;
3. Parents, and spouses thereof;
4. Siblings, and spouses thereof;
5. Grandparents and grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
7. Any individual related by blood or affinity whose close association with the subrecipient employee is the equivalent of a family relationship.

C. The term A-**subrecipient** is defined as a local government, Indian tribe, institution of higher education (IHE), for-profit entity, foreign public entity, foreign organization or nonprofit organization that receives a subgrant from ACSET that is funded through the Michigan Department of Labor and Economic Opportunity-Workforce Development (or any successor or designee agency), or the United States Department of Labor, to carry out part of the grant. However, for purposes of this section, the term "**subrecipient**" ~~for the purposes of this section, does not include:~~ (1) an employer that provides employer-based training to any participant in an employment and training program administered by ACSET or (2) a training institution that provides training to any participant whose tuition and/or educational costs are paid through a program administered by ACSET.

D. All subrecipients and subrecipient employees shall also be required to complete a conflict of interest declaration drafted by ACSET on an annual basis. The declaration must either disclose any apparent conflict of interest or confirm that no conflict of interest exists.

E. All subrecipients and subrecipient employees must disclose, in writing, any actual or apparent conflict of interest, as defined by this Policy, to ACSET as soon as subrecipient or subrecipient employee is aware of it.

**IVH. Nepotism Provisions Applicable to All ACSET Officers and Agents**

A. ACSET shall assure that local provisions are established and maintained to prevent persons in an administrative capacity from using their positions for a purpose that is, or gives the appearance of, being motivated by favoritism for themselves or others with whom they have a family relationship. There should not be even the slightest appearance of favoritism on the part of board members.

B. "Persons in administrative capacity" includes those persons who have overall administrative responsibility for a program, including all elected or appointed officials (such as members of the Governing Board, Workforce Development Board, and Workforce Development Board committees) as well as the Chief Executive Officer, ACSET Attorney, and Human Resources Director.

C. No individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.

The Governing Board Approved this Conflict of Interest and Nepotism Policy on



- Title:** ACSET/WEST MICHIGAN WORKS! VIRTUAL MEETING POLICY
- Effective Date:** XXX-2021
- Approved by:** West Michigan Works! Workforce Development Board on \_\_\_\_\_  
Area Community Services Employment and Training (ACSET) Governing Board on \_\_\_\_\_
- Programs Affected:** N/A
- Supersedes:** N/A
- Reference:** State of Michigan Open Meetings Act, MCL 15.261 et seq.
- Background:** Pursuant to the Michigan Open Meetings Act, this policy establishes the process to be followed for virtual meetings being held by the ACSET Governing Board, the West Michigan Works! Workforce Development Board, or any committees thereof.
- Policy:**
- A. Any member of the ACSET Governing Board or ACSET/West Michigan Works! Workforce Development Board (hereafter "Board") may participate in a meeting of the Board or a committee thereof by virtual means when permitted by law. Participation by virtual means is defined as a method of participation in the meeting from a remote location by telephonic, video conferencing, or other electronic methods that provides for:
1. Two-way communication, so that all members of the Board, including those physically present and those who are participating electronically, can hear each other; and
  2. Members of the public attending the meeting, either physically or by electronic means, can hear all members of the Board, including those who are physically present and those who are participating electronically, and be heard by all members of the Board participating in the meeting during the public comment period. The Board may use appropriate technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the Board and other participants to enable members of the public to be heard by others and be permitted to address the meeting during the public comment period.
- B. A member of the Board who wishes to participate in a meeting of the Board or a committee thereof by virtual means is required to send a written request to do so to the Chairperson

## Title of Policy

or Chief Executive Officer of ACSET by 12 noon two (2) business days prior to the scheduled date of meeting, and in which he or she indicates the reason for the request.

1. If the request is made on the basis of a medical condition, the request need not specify the medical condition;
  2. If the meeting must be held electronically because of a state of emergency or disaster declared pursuant to law that would legally justify a public meeting to be held electronically, the Chief Executive Officer of ACSET, or his or her designee, shall notify members of the Board, in writing, of the method for participating in the meeting at least [REDACTED] prior to the scheduled date of the meeting. Those members of the Board who wish to participate in the meeting by virtual means must still notify the Chairperson or Chief Executive Officer of ACSET as required by this section.
  3. Upon receiving a written request to participate in a meeting by virtual means from a member of the Board, the Chief Executive Officer of ACSET will confirm whether the request may be granted and, if so, notify the member in writing and facilitate the participation of the member by virtual means.
- C. If any member of the Board will be participating in a meeting of the Board or a committee by virtual means, the Chief Executive Officer of ACSET, or his or her designee, shall post information on the ACSET/West Michigan Works website, at least 18 hours prior to the scheduled date for the meeting, that notifies the public that the member will participate in the meeting by virtual means and indicates how to contact the member about business that will come before the Board or committee at the meeting. The notice may provide instructions on how to contact the member through a contact at ACSET.
- D. If a meeting of the Board or committee is to be held electronically, in whole or in part, the Chief Executive Officer of ACSET, or his or her designee, shall also post the following information on the ACSET/West Michigan Works! Website at least 18 hours before the meeting begins:
1. Notice that the meeting will be held electronically and the reason why;
  2. How members of the public may participate in the meeting electronically. The notice must include any telephone number or internet address necessary for members of the public to participate.
  3. How members of the public with disabilities may participate in the meeting.
  4. If an agenda exists for the electronic meeting, the agenda for the meeting must be posted at least 2 hours before the beginning of the meeting. The posting of the agenda does not prohibit subsequent amendment thereof at the meeting.
- E. Any member of the Board who participates in a meeting of the Board or committee by virtual means must publicly announce, at the commencement of the meeting, that he or she is participating by electronic means. If the reason for the member's participation by virtual means is for any reason other than military duty, the announcement must specifically identify the member's physical location by county, city, township or village, and state. If the member's participation is through a video means, the announcement may be included in the video image. Any such announcement by a member of the Board shall be included in the minutes of the meeting.



## Title of Policy

- F. The Board shall not require a member of the public to register or otherwise provide his or her name or other information or otherwise fulfill a condition precedent for attendance in an electronic meeting. The Board may establish procedures for a member of the public to participate in the public comment period of the meeting.
- G. Members of the public who attend an electronic meeting of the Board or committee may be excluded from participation in a closed session of the Board or committee that is held in compliance with law.
- H. If any member of the Board participates in a meeting by virtual means, the Chief Executive Officer of ACSET, or his or her designee, shall post any additional information about the meeting required by law on the ACSET/West Michigan Works website or otherwise.



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**MEMORANDUM**

**TO:** West Michigan Works! (WMW) Workforce Development Board (WDB)  
**FROM:** Brittany Lenertz, Talent Solutions Director  
**DATE:** April 5, 2021  
**RE:** Draft WMW 16-03c4 Welfare Reform Support Services Policy

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**Background**

In October of 2017, the Workforce Development Board approved a Supportive Services Policy for Welfare Reform programs to provide guidance for providing supportive services to job seekers enrolled in the PATH and FAE&T program. This policy seeks to broaden allowable support services to include internet services and electronic equipment such as laptops, tablets, chrome books etc. for job seeker use. Updates to include mileage reimbursement associated with home delivery self-employment services (such as Shipt, Doordash, GrubHub, etc.).

**Requested Action**

WMW staff is requesting that the WDB approve Draft WMW 16-03c4 Welfare Reform Support Service Policy to reflect these changes.



- Title:** WMW 16-03c4 Welfare Reform Supportive Services
- Effective Date:** XX-XX-2021
- Approved by:** West Michigan Works! Workforce Development Board on XX-XX-2021
- Programs Affected:** Partnership. Accountability. Training. Hope. (PATH)  
Food Assistance, Employment & Training (FAE&T)
- Supersedes:** WMW 16-03c3
- Background:** Michigan Works! Areas (MWA) are charged with managing payment of supportive services and are responsible for ensuring that the provision of supportive services are appropriate, with proper documentation on file. Supportive services are to be provided as appropriate through the first 180 days of a job seeker employment (the 180-day job retention period). MWAs shall respond in a timely manner when supportive services are requested.

**Policy:**

Support services need to be authorized by the West Michigan Works! Staff. The need and rationale for service provision must be documented in the job seeker's Individual Service Strategy (ISS). Vehicle purchase and all supportive services are dependent upon fund availability and are provided on an individually determined basis for all eligible PATH job seekers. This Support Service Policy does not create an entitlement.

**I. Eligibility**

- A. Welfare Reform Program guidelines allow for the provision of support services for Welfare Reform job seekers at any time during their participation.
- B. In an emergency, in which a job seeker would lose his or her employment without immediate action, West Michigan Works! (WMW) Staff will respond within 24 hours to a request for supportive services to prevent the loss of employment.

## Draft WMW 16-03c4 Welfare Reform Supportive Services

- C. A job seeker who requests a supportive service must provide documentation of his or her eligibility and need for the service, according to the criteria described below. Staff will evaluate the supportive service request and request approval.

**Supportive services do not constitute entitlements.**

## **II. PATH Support Service Types:**

Listed below are the Supportive Services that may be provided to PATH job seekers (subject to amendment by the Workforce Development Agency and approval of the West Michigan Works! Chief Executive Officer).

### **A. Clothing (\$500 limit within a 12-month period)**

Clothing as required for job seekers assigned to activities or needed for employment. Allowable items include:

- Clothing needed for interviews.
- Work gloves, work boots, work shoes, hard hats, and personal safety items.
- Other protective/special clothing, personal safety items, uniforms, or other clothing needed for training and employment.
- Appropriate clothing needed to successfully participate with PATH or other employment-related activity.

A maximum of \$500 in clothing supportive services may be provided to each job seeker per 12-month period. In a two-parent family, each parent who is contributing toward meeting the case's participation requirement is eligible.

### **B. Vehicle Repair**

Vehicle repairs are authorized for a job seeker for a vehicle that is their primary means of transportation, even if public transit is available. The total MDHHS/PATH program cost of repair may not exceed \$900.00 including any repair in the previous 12-months. Job seekers may contribute any amount over \$900 prior to WMW payment. In a two-parent family, each parent who is contributing towards meeting the case's work participation requirement may be eligible to receive up to \$900 towards the repair of an automobile, if the funding is directed towards separate automobiles for each parent, and the automobiles are used as the primary means of transportation for employment-related activities. With the repairs authorized, the vehicle must be determined to be safe and roadworthy.

The job seeker must provide the following information:

## Draft WMW 16-03c4 Welfare Reform Supportive Services

1. Registration showing the vehicle is registered in the name of an eligible family member. A member of the eligible family is defined as any adult who is receiving assistance and is included in the household FIP grant.
2. Verify that the vehicle was not purchased by PATH in the last 60 calendar days.
3. Proof of insurance for the vehicle showing it is insured in an eligible family member's name. A member of the eligible family is defined as any adult who is receiving assistance and is included in the FIP grant.
4. One (1) estimate for repair by a licensed mechanic.

### C. Vehicle Insurance

Assistance with vehicle insurance is limited to a \$2,000 maximum lifetime cap. **Any payments made prior to January 1, 2020 will be counted toward the \$2,000 maximum lifetime limit.**

Vehicle insurance coverage is limited to the time period in which the client is establishing income to allow for their ongoing payment of the insurance up to 90 days at one time.

The job seeker must provide the following information:

1. Registration showing the vehicle is registered in the name of a member of the eligible family. A member of the eligible family is defined as any adult who is receiving assistance and is included in the FIP grant.
2. One (1) estimate for vehicle insurance.

### D. Vehicle Purchase

PATH staff may authorize payment of up to \$4,000 toward the purchase of a vehicle if the vehicle will be used for a job seeker's primary means of transportation for employment-related activities and the job seeker does not already own a safe and roadworthy vehicle. The purchase must be approved in advance, and only one PATH **or MDHHS** Vehicle Purchase payment may be made to a job seeker during the job seeker's lifetime. In a two-parent family, if both parents are required to participate and need separate vehicles, an exception may be made prior to approving a vehicle purchase for a second parent. Before authorizing the purchase, all the following conditions must be met:

1. Public Transportation is not reasonably available (such as considering the location and hours of employment, childcare, or long commute) and the job seeker has no other means to reach the job site reliably as defined in the MDHHS Bridges Eligibility Manual 233A.
2. The job seeker can afford payments, insurance and other expenses associated with owning the vehicle.

## Draft WMW 16-03c4 Welfare Reform Supportive Services

3. The job seeker is active in employment-related activities. The job seeker must either be employed or in PATH activity for his/her required number of hours per week.
4. The job seeker must possess a valid driver's license.
5. Verification is obtained from the Secretary of State records that the client does not own an unusable vehicle.
6. The vehicle will be insured and registered in the job seeker's name or a member of the eligible family. A member of the eligible family is defined as any adult who is receiving assistance and is included in the FIP grant. If needed, PATH will provide the assistance to start up insurance (not to exceed 90 days coverage) and assist in registering the vehicle in the job seeker's name. Both services are already included under support services.
7. The cost of the vehicle will not exceed its retail value, and the vehicle is safe and roadworthy. PATH will check the Kelly Blue Book or NADA appraisal guide. A vehicle inspection by a licensed mechanic, who is not employed by or related to the seller, is required and is to be placed in the job seeker's file. The cost of the vehicle inspection is allowable in addition to the maximum \$4,000 purchase price.

**E. Moving/Relocation**

If a job seeker verifies employment outside of commuting distance, they may relocate, and the following services may be provided on a case-by case basis approved by West Michigan Works! The need must be well documented, including actual cost. \$1,500.00 max is allowed per move. In a two-parent family, both parents are eligible if they both obtain employment that requires relocation.

- Trailer or truck rental.
- Compensation for persons assisting in the move.
- Mileage allowance.
- Rental of moving equipment such as dollies.
- Security deposit and payment of the first month's rent at the new location.

**F. Medical Exams, Immunizations, and Test**

Certain services, which are not defined as medical services by the MDHHS, may be needed to overcome barriers to employment or training, and are allowable supportive service expenses. These services include:

- Employment related photocopies.
- The completion of an MDHHS Medical Needs form by a Medical Doctor (D), or Doctor of Osteopathic Medicine (DO) certifying that based on previous medical records or recent medical examination, the client is able (or unable) to participate in

## Draft WMW 16-03c4 Welfare Reform Supportive Services

employment-related activities, and whether or not there are limitations or restrictions on the types of activities in which the job seeker may be engaged.

- An employment or training-related general medical or physical examination by an MD or DO (including the completion of an MDHHS Medical Needs form).
- Immunizations or test when required to obtain, maintain, or enhance employment, and cannot be obtained free of charge.

The PATH supportive services may be used for dental services that are not covered under Medicaid, another health insurance plan, or by a community public health agency that normally covers medical and/or dental services for the diagnosis, prevention, and treatment of physical or mental diseases.

### G. Employment-Related Expenses Other

Employment-related expenses must be approved on a case-by-case basis. The need must be well documented, including actual cost.

- One-time work-related expenses (license, fees, purchased tools, etc).
- One-time Business start-up expenses.
- Equipment for employment (task/responsibility of employee clearly defined).
- Driver's Training – If driver's training is requested, it will be assessed on a case-by-case basis. The need for the training must be well documented, as well as the cost and period of training. Please include the entity providing the training when requesting approval.
- Any one-time employment related expenses as deemed appropriate by WMW.
- Internet Services and the purchase of tablets, laptops, chrome books, smart phones, etc. Job seeker must exhaust all free and low-cost resources before they are provided these supportive services.

### H. Identification

The following forms of identification may be purchased for a job seeker based on the need. They may be provided once in a 12-month period. NO fines, penalties or fees, such as those associated with driver's license reinstatement, may be paid as a supportive service.

- Michigan ID
- Birth Certificate
- Driver's License

### I. Transportation

## Draft WMW 16-03c4 Welfare Reform Supportive Services

PATH job seekers may be provided with transportation assistance to fulfill PATH program requirements, including orientation, or to participate in employment and training activities, or employment. The career coach will determine the need for transportation assistance allowance for public transit, Uber, Lyft or Taxi Service.

Stipends to job seekers who utilize private transportation will be paid according to the following policy, which considers the job seeker's geographic location and component assignment.

Mileage associated with self-employment connected to home delivery services is reimbursable from the PATH job seeker's home to the first delivery and from their last delivery order back home.

**Stipends for PATH allowable activities.**

West Michigan residents may receive a daily transportation allowance based on the total round trip distance miles to and from their home to their assigned allowable activities, which may include the distance to a childcare provider, according to the following table:

12 miles or less	\$3.00 per day
13 miles and up to 24 miles	\$9.00 per day
25 miles and up to 34 miles	\$12.00 per day
35 miles and up to 50 miles	\$17.00 per day
51 miles and up to 69 miles	\$20.00 per day
70 miles and over	\$.40 per mile

An additional stipend in the amount of \$5.00 a day may be provided to those participating in documented outside job search employer contact efforts (submitting applications, resumes and attending job interviews).

Listed below are the possible points for payment:

- To and from Orientation.
- To and from Job Search/Job Readiness Activities.
- To and from Community Service/Work Experience site.
- To and from Job interviews.
- To and from Child Care Provider.
- To and from Employment (up to 180 days of employment).
- To and from Training site.

If a job seeker is requesting a stipend for his or her transportation payment, in order to receive a full stipend, the job seeker must be able to show that:

- The vehicle is registered in his or her name or an eligible family member's name;



## Draft WMW 16-03c4 Welfare Reform Supportive Services

- The job seeker obtained a ride with another person; or
- The job seeker is using a vehicle owned by another person with that person's permission. However, no more than one stipend may be issued for a single trip using the same vehicle.
- Valid Driver's License if job seeker is not riding with another job seeker.

If the job seeker cannot document any of the above, he or she may be issued \$3.00 a day, in lieu of payment for public transportation or in lieu of payment for private mileage reimbursement.

#### J. Child Care

The MDHHS is responsible for payment of childcare for all eligible Family Independence Program (FIP) recipients. WMW CANNOT pay any payments related to childcare or fees associated with enrolling a child in daycare.

#### K. PATH Program Supportive Services by Category:

**Exceptions: State approval will be requested for all Policy Exceptions.**

##### Auto Other

- Plates/Tags.
- Title Transfer.
- Registration.
- Driver's License, including Enhanced.
- Drivers Training/Drivers Permit/Road Test.
- Vehicle Inspections (related to auto purchase).
- Diagnostics.
- Towing.
- Taxes (auto purchase)

##### Auto Repair – Any Supportive Service-related repair of a vehicle to make it road worthy.

- Tires.
- Maintenance.

##### Auto Purchase – Purchase cost of a vehicle

##### Auto Insurance

##### Clothing

- Interview.
- Employment.
- Protective.

## Draft WMW 16-03c4 Welfare Reform Supportive Services

- Uniforms.

**Other Supportive Services**

- State ID, including Enhanced.
- Birth Certificate.
- Tools/Equipment/Registration Fees.
- Internet Services.

**Pre-Employment Exam and Screening – Needed for a specific employment and if medical, not covered by Medicaid.**

- Pre-employment physical/immunizations.
- Drug testing.
- Professional Licensure/certifications.
- Background checks

**Private Vehicle Mileage – Allowances for transportation****Public Transportation**

- Bus passes.
- Taxi service.
- Uber.
- Lyft.

**Relocation – Must be related to an employment offer.**

- Moving expenses.

**III. Food Assistance Employment and Training (FAE&T) TLFA Support Services**

Support Services for FAE&T job seekers are designed to assist job seekers in overcoming barriers that prevent them from engaging in employment and training activities. The Support Services must be reasonable and necessary, and directly related to participation in activities, not for supporting job seekers' involvement in unsubsidized employment. Beginning with Orientation and during active participation, a job seeker may receive a maximum of \$960 of support services in a rolling 12-month period. The monetary limit does not apply to Plus job seekers served by FAE&T Plus Contractors.

Support services may include:

- Training materials, textbooks, and supplies.
- State of Michigan identification card, temporary driving instruction permit, driving skills

## Draft WMW 16-03c4 Welfare Reform Supportive Services

test, and a driver's license.

- Clothing (appropriate for job search activity or interviews).
- Drug test (required for employment).
- Fingerprinting (required for employment).
- Medical services (i.e., TB test, vision exam, eyeglasses, dental care or physical required for employment).
- Transportation.
- Public bus pass.
- Gas cards for mileage reimbursement (using same table as PATH).
- Taxi (including Uber and Lyft Services).
- Non maintenance vehicle repair (limited to \$350).
- Cellular phone service (limited to 3 months and no other source of free data or phone service is available or appropriate for the situation).
- Course registration fee (may qualify as a program delivery expense).
- Legal services (expunging a criminal record to secure employment).
- Fees (i.e., union dues, test fees, licensing and bonding fees, background checks needed for training or to support job search).
- Personal grooming supplies/services (i.e., personal hygiene products and services, including haircuts, to meet program or potential employer appearance standards).
- Student activity fee (if required to participate in class, may qualify as a program delivery expense).
- Work and training tools (i.e., equipment, tools, safety clothing, and uniforms necessary to complete E&T training).
- Housing assistance (limited to two months for rent & utilities only) applies only to Plus participants served by a Plus Contractor.

Support services may be provided in the form of prepaid allowances based on approximate costs, where the costs are reasonable and verifiable. Alternatively, support services may be provided through reimbursement to the participant for the actual cost of the service incurred.

Gas cards or vouchers can be provided, as a prepaid allowance, but their use will be restricted to a specific purchase or service allowed by the program. Any prepaid allowance will require the job seeker to provide a receipt to be returned to WMW to use as justification it was used for its intended support service.

The case file, action plan, and OSMIS case notes will contain information that explains why the supportive service is necessary for participation in the E&T activities.

**IV. FAE&T TLFA Job Retention Support Services  
(Entered in OSMIS as "Job Retention Supportive Services.")**

## Draft WMW 16-03c4 Welfare Reform Supportive Services

Job retention support services will be used to assist the job seeker in maintaining employment and will only be provided when a job seeker is enrolled in the Job Retention activity. The annual maximum of \$960 is the combination of regular supportive services and job retention support services.

The following support services are allowable if they are required to maintain employment:

- Clothing.
- Fees (i.e., union dues, test fees, licensing, and bonding fees).
- Personal Grooming Supplies/Services (i.e., personal hygiene products and services, including haircuts, to meet employer appearance standards).
- Transportation.
- Public bus pass.
- Gas cards for mileage reimbursement.
- Taxi (including Uber and Lyft Services).
- Non maintenance vehicle repair (limited to \$350).
- Work tools, (i.e., equipment, tools, safety clothing, uniforms).

#### V. Disallowed Support Services

The following are **not allowed** to be paid with FAE&T funds and do not qualify for reimbursement:

- Automobile insurance
- Automobile ownership/operator taxes (tags, title, license)
- Automobile purchase
- Drug/alcohol counseling therapy
- Living stipend
- Mental health treatment
- Personal computers
- Relocation expenses
- Student loans, fees, penalties, or fines
- Bad debt
- Food staples and groceries
- Expenditures to support employment that was obtained prior to enrollment in FAE&T

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**MEMORANDUM**

**TO:** West Michigan Works! (WMW) Workforce Development Board (WDB)

**FROM:** Amy Lebednick, Business Solutions Director

**DATE:** April 5, 2021

**RE:** Draft WMW 18-06c2 Work-Based Training Policy

**Background**

This updated policy supersedes the previously approved WMW 18-06c1 Work-Based Training Policy.

The updated 18-06c2 Work-Based Training Policy applies to agreements with public or private employers who will train participants pursuant to Work Based Training Agreements including: On-the-Job Training (OJT), Customized Training, Incumbent Worker Training (IWT), and Registered Apprenticeships under the Workforce Innovation and Opportunity Act (WIOA) and On-the-Job Training (OJT) and Subsidized Employment under the Partnership. Accountability. Training. and Hope. (PATH) program. The policy includes a strategy to implement Work-Based Training Agreements administered by West Michigan Works! and outlines the various work-based training agreements that may be executed in the region and the strategy used to implement them.

Two updates were made to this policy:

- **OJT Employer Eligibility:** Participants must be offered an hourly wage that is equal to, or higher than, 130% of the state's minimum wage, unless exemption is granted by Business Solutions Management.
- **IWT:** Up to 20 percent of the combined total of WIOA Adult and Dislocated Worker formula funds may be used to pay for the federal share of the costs of providing IWT.

**Requested Action**

WMW staff is requesting that the West Michigan Works! Workforce Development Board approve Draft WMW 18-06c2 Work-Based Training Policy.



**Title:** WMW 18-06c2 Work-Based Training Policy

**Effective Date:** xxx-2021

**Approved by:** West Michigan Works! Workforce Development Board on xx-2021

**Programs Affected:** WIOA Adult, Dislocated Worker, & Youth Programs and PATH Program

**Supersedes:** WMW 18-06c1 Work-Based Training Policy

**Reference:** Workforce Innovation and Opportunity Act (WIOA) Manual; Training & Employment Guidance (TEGL) 15-10; 20 CFR 680.700 et seq.; PATH Manual, Chapter 7: PATH Work Participation Requirements; 45 CFR 261.30 et seq.

**Background:** This policy applies to agreements with public or private employers who will train participants pursuant to Work-Based Training Agreements: On-the-Job Training (OJT), Customized Training, Incumbent Worker Training (IWT), and Registered Apprenticeships (RA) under the Workforce Innovation and Opportunity Act (WIOA) and On-the-Job Training (OJT) under the Partnership, Accountability, Training, and Hope (PATH) program. The policy includes a strategy to implement Work-Based Training Agreements administered by West Michigan Works! (WMW).

**Policy:** This policy outlines the various types of work-based training agreements that may be executed in the region and the strategy to implement them.

### **Strategy to Implement Work-Based Training Services**

Work-Based Training Services can be an effective training strategy to provide opportunities for participants and employers in both finding high quality work and in developing a high-quality workforce. Training is employer-driven and defined as Customized Training, On-the-Job Training (OJT), Incumbent Worker Training (IWT), and Registered Apprenticeships (RA).

The general goal is continued unsubsidized employment upon completion of training. Business Solutions will work directly with local employers to assess their training, recruiting and retention needs, and develop appropriate solutions as needed.

Work-based training may be appropriate to implement when:

- There is a reasonable expectation of continued employment with the employer following training completion.
- There is an opportunity for a participant to find or retain high-quality work and for the employer to develop a highly skilled workforce.
- The participant lacks the specific skills required for the job.

### Outreach Strategy

General outreach and awareness of activities leading to work-based programs is promoted through social media sites, local

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school boards, community colleges, community partners, industry talent councils, job fairs, on-site and community workshops, WMW Career Coaches, employer participation, and strategic events organized to target a larger audience such as MiCareerQuest, a region wide career exploration event for youth ([www.micareerquest.org](http://www.micareerquest.org)).

Outreach to employers is conducted both directly and indirectly. Through the demand-driven system, Business Solutions works directly with employers, as well as industry talent councils, to identify talent needs in West Michigan's high demand industry sectors. This approach allows for streamlined recruiting and training in relevant fields for jobs that are currently in high demand, as well as best utilizing Business Solutions' time and resources. Development of industry talent councils has allowed cohesive dialogue by employers and key workforce stakeholders within the same industry to express needs and concerns openly and address solutions appropriately. Direct outreach is conducted through one-on-one fact-finding meetings with a Business Solutions Representative (BSR) and an employer. Presentations and surveys are conducted in partnership with local chambers, human resource associations, state and local economic developers, community partners, and educators to further WMW's outreach.

In WMW's demand-driven system, employer engagement results in:

- Employers identifying industry demand and vacancies
- Employers providing direct input into the design of educational program offerings that directly respond to industry identified demand, and curriculum that addresses occupational skill requirements (work-based learning)
- Alignment of State and local services and programs with the industry's need for workers and skills
- Michigan Training Connect (MiTC) includes programs representing high-demand occupations based on input from employers
- Michigan Industry Cluster Approach (MICA Strategy) is being utilized to increase employer-sponsored trainings, obtain accurate data on in-demand jobs and skill gaps, and establish a strategic training fund to sustain the demand-driven workforce system.

Outreach to train job seekers and program participants in high demand occupations is conducted through a variety of methods. WMW provides a list of the fastest-growing, most in-demand jobs in West Michigan to individuals desiring a new career. Additionally, career exploration workshops are offered to help job seekers assess and navigate their career options. Program participants may receive career coaching on employment and training options made available to eligible individuals with priority of service given to adults who are identified as low income, basic skill deficient, or a qualified veteran or spouse of a veteran.

### **Customized Training**

Customized training is designed to ensure that training meets the unique needs of the jobseekers and employers or groups of employers. Customized training is to be used to meet the special requirements of an employer or group of employers and is conducted with a commitment by the employer to employ all participants upon successful training completion. Employers must pay 50% of the training costs.

For employed workers to qualify for customized training, the employee must not be earning a self-sufficient wage as determined by the Workforce Development Board (WDB) policy WMW 15-04, WIOA Adult and DW Eligibility. Additionally, the training must incorporate new technologies, processes/procedures, skills upgrade, workplace literacy, or other appropriate outcomes.

### **On-the-Job Training (OJT)**

OJT is ideal for employers looking to reduce new hire training costs, expand their business, and/or hire and train staff with specialized skills. Additionally, OJT is a critical tool that can help job seekers enter into successful employment. OJT is primarily designed to first hire the participant and then provide the participant with the knowledge and skills necessary for the full performance of the job. Business Solutions shall target occupations for OJT that are listed on the annual Hot Jobs report with wages that are equal to, or greater than, the current labor market occupational wage for the applicable job title. On-the-Job Training means training is provided by an employer to a paid worker engaged in productive work for a job that:

## WMW 18-06c1 Work-Based Training Policy

- Provides knowledge or skills essential to the full and adequate performance of the job.
- Provides reimbursement to the employer of up to 50% of the wage rate for WIOA participants and 75% wage rate for PATH participants. Reimbursement is for the extraordinary costs of providing the training and additional supervision related to the training.
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Employer Eligibility

All employers in public, private non-profit or private sector must be capable of providing the on-the-job training described in the OJT training plan. Prior to entering into an OJT agreement with an employer, the Business Solutions Representative shall conduct a fact-finding meeting to ensure that the employer can provide both training and long-term employment to an OJT participant employer and meets the following conditions:

- The business must be located in one of the following counties: Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, or Ottawa
  - If the business does not have a brick and mortar presence, the address associated with the FEIN number must be located in one of the counties listed above.
- Participants must be offered full time, permanent employment, receiving a W2. Full time employment is defined as a minimum of thirty (30) hours per week or an average of thirty (30) hours per week for each four (4) week period.
- Part time, permanent employment is allowable for:
  - USDOL Registered Apprenticeship (RA) programs in which the apprentice is employed at least 20 hours per week.
  - A participant with a documented disability, if their disability is related to the position, as defined by law, or if the reduced schedule is a bona fide accommodation to the disability.
- Participants must be offered an hourly wage that is equal to, or higher than, 130% of the state's minimum wage, **unless exemption is granted by Business Solutions Management.**
- Employers must offer wages, benefits, and working conditions that are at least equal to those provided to regular employees who have worked for a similar length of time and are doing the same type of work.
- The employer must comply with all applicable federal, state, and local laws and regulations providing safe and clean working conditions.
- The employer must certify that it has not relocated any part of its business from any location in the United States, in the last 120 days, in which relocation resulted in the unemployment of any of its employees at the former location.
- No participant shall be trained under an OJT training plan when the position is funded in whole or in part with other Federal or State funds. A participant may be trained under an OJT training plan when the position is funded in whole or in part with municipal funds only with the authorization from the Business Solutions Manager.
- The employer must agree to release all documentation as outlined in the OJT Agreement.
- The participant may not be trained for a position that was created by the displacement of employed workers in the same or similar position.
- Employers shall provide appropriate Workers Compensation protection, general liability, and unemployment insurance to OJT participants. Non-profit employers without an unemployment insurance number must provide official documentation confirming their exemption.
- After successful completion of the required training, the employer must agree to retain the participant, on the same terms as its other newly hired employees in similar positions.
- The position's compensation must not be dependent primarily upon commissions or tips.
- No OJT program may impair an existing contract for services or collective bargaining agreement. Any OJT contract for a position which is covered by a collective bargaining agreement must be authorized in writing by the labor organization involved.
- The employer must not be experiencing any abnormal labor conditions, such as a strike, lockout, or similar conditions.



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Participant Eligibility

Prior to approving an OJT, potential participants will be assessed by a career coach to ensure they are eligible for the program and suitable for the training. To qualify for OJT, the participant must meet eligibility requirements as outlined in the Workforce Development Board (WDB) policy WMW 15-04, WIOA Adult and DW Eligibility or be a participant in the PATH program administered by WMW.

A Business Solutions Representative, in conjunction with the employer, will assess an occupation's specific vocational preparation. Talent Solutions staff will assess the participant's academic and occupational skill level, prior work experience, and the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). The results will be used to determine the appropriateness of and suitability for the OJT, along with determining the duration of the training.

Participants must meet the employment criteria as outlined under the Employer Eligibility section and be a resident of Michigan.

Incumbent Worker Eligibility

Individuals currently employed may be eligible for an OJT when the Participant Eligibility criteria is met, and the following circumstances are true:

- The employee is not earning a self-sufficient wage and the OJT is for a self-sufficient wage, and
- The training relates to the introduction of new technologies, introduction to new production or service procedures, or upgrading to a new job that require additional skills or workplace literacy

Nepotism

No participant may be hired into an OJT component if he or she is a member of the Employer's immediate family; or if a member of the participant's immediate family is engaged in an administrative capacity for WMW or the Sponsor; or if the participant would supervise, or would be supervised by, a member of the participant's immediate family. "Immediate member of the family" includes spouse, child, parent, brother, brother-in-law, step brother, sister, sister-in-law, step sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent, stepparent, stepchild, grandchild, or a member of the participant's household.

- A person "in an administrative capacity" includes those persons who have administrative responsibility for or influence on OJT employees in the place of employment, including all elected or appointed officials who have any responsibility for the obtaining or approval of WMW training programs or the Job Training Plan between WMW and the LEO, and other officials who have influence or control over the administration of WMW training programs, including persons who have selection, hiring, placement, or supervisory responsibilities for OJT employees.

OJT Employer Agreement and Training Plan

An OJT contract includes an Employer Agreement and a Training Plan(s). The Employer Agreement sets the ground rules for OJT with an employer and functions as the non-financial agreement between the employer and WMW. Employer Agreements are valid for one year and cover all training plans approved with the employer. The Training Plan is an outline of the planned training activities to be accomplished during the training period and constitutes a financial obligation between the employer and the MWA. It authorizes the reimbursement of the agreed upon amount upon successful completion of the training plan period.

The training Plan includes the following elements:

- Training plans for each position are individually negotiated with the employer. Length of training time must be limited to the period required for the participant to become proficient in the occupation for which he or she is being trained, and will be determined based on the participant's current skills, previous work history, skills required for the position, level of job difficulty, participant's IEP or ISS.
- Each OJT Training Plan outlines the planned training activities to be accomplished and financial obligation between WMW and the employer. Skills and tasks listed must be observable and measurable. The participant's progress is documented on the training plan.

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If an employer fails to exhibit a pattern of successfully completing OJTs and retaining participants, the employer may be prohibited from the OJT program for one (1) year. After one-year, the employer may again be evaluated for OJT program participation if a good faith effort has been made to correct previous problems. In determining employer eligibility for multiple contracts, the following circumstances should be considered:

- The employer has demonstrated satisfactory performance in previous OJT or other training programs.
- If the employer has failed to exhibit a pattern of providing participants with long-term employment and/or comparable labor market wages the employer may be prohibited from the OJT program for one (1) year. After one-year, the employer may again be evaluated for OJT program participation if a good faith effort has been made to correct previous problems.

Training Plan Modifications

Modifications must be approved by the Business Solutions Manager and a modification to the training plan will be issued by WMW and signed by WMW, the employer, the collective bargaining agent, and staffing agency, if applicable.

Extensions may be granted for either of the following circumstances and if the extension of the original training plan does not exceed the allowable length of training for the occupation as specified in the USDOL O\*NET Specific Vocational Preparation guidelines:

- the participant did not obtain necessary skills during the original training period.
- the participant did not complete the full number of training hours specified in the original training plan due to extenuating circumstances such as, but not limited to, medical leave or worksite closure of 12 weeks or less.

OJT Staffing Agency Agreements and Training Plans

A participant may be placed in an OJT position through personnel or staffing agency, provided that the criteria listed under OJT Employer Agreement and Training Plan section is met, and:

- The Business Solutions Representative conducts a fact-finding meeting with the host employer and reviews turnover patterns in such positions of the host employer and determines that there is a good chance of long-term continued employment at the worksite;
- The pay rate for the OJT participant meets State and local requirements, and benefits for the OJT employee would be equal to similarly employed persons;
- The host employer, the staffing agency, and eligible participant all must sign the OJT employer agreement and training plan; and
- The reimbursement check is payable to the employer that provides the training and is exclusive of any fees paid to the staffing agency.

Reimbursement

Employers shall be reimbursed for the costs associated with training the participant at the rate indicated in the training plan, which shall not exceed an amount equal to 50% of the straight-time hourly wages paid to the employee for hours actually worked. In addition:

- Reimbursement will not be made for costs associated with overtime pay, holiday, sick pay, or commissions (from start date until completion of training period).
- Partial reimbursement may be issued if a participant quits or is fired for just cause and all required trainee documentation and signatures are obtained
- Employers must provide clear documentation of the following:
  - number of hours worked each day by the participant
  - rate of pay for the time period
  - supporting documents must be signed by both the participant and the employer or only by the employer if accompanying documentation (timesheets/timecards) is signed by the participant.

Monitoring

- Business Solutions Representatives review OJT Agreements with employers, particularly with respect to wages, eligibility, training length, and training outline.
- All OJT worksites are monitored by a Business Solutions Representative with the employer prior to execution of the OJT Employer Agreement using the OJT Pre-Award Checklist. Worksites are monitored at least once per year. Monitoring visits include review of the worksite for health and safety issues and working conditions; review of and assistance with billing and record-keeping procedures; and review of the participant's progress utilizing the training outline. Any problem areas identified as needing corrective action will be written into the report and appropriate follow up to ensure the issue has been corrected will be conducted.
- WMW shall make record of OJT employers which do not comply with their contracts and require corrective action when necessary.
- Follow up evaluations with the employer to ensure that training is successfully being delivered will be completed by the Business Solutions Representative at the mid and end point of the training period.

Incumbent Worker Training (IWT)

In an effort to be more responsive to the needs of local employers, WMW utilizes WIOA funding to provide incumbent training solutions to employers of West Michigan Region 4b. IWT is designed to ensure that employees of a company can gain the skills necessary to retain employment or avert a layoff and must increase both the participant's and an employer's competitiveness. IWT is designed to meet the special requirements of an employer (including a group of employers in partnership with other entities) to retain a skilled workforce, or to avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. This policy includes a description of local and/or regional layoff aversion strategies and services being utilized in our region. It addresses the requirement of using IWT as part of the demand-driven strategy.

Business Solutions Representatives from WMW will conduct fact finding sessions with employers to determine pre-eligibility of training grant request(s). Business Solutions encourages the use of this grant for employers needing to advance the skills level of their employees or avoid layoffs. Promotion of the grant is conducted through continuous outreach with WMW industry talent councils, existing and new employers, and via partnerships and networking opportunities in the region. Employers may receive up to \$25,000 reimbursement per program year with a matching 50% employer contribution (non-federal share) towards the cost of training for eligible IWT. **Up to 20 percent of the combined total of WIOA Adult and Dislocated Worker formula funds may be used to pay for the federal share of the costs of providing IWT.**

Employer Eligibility

- Located in one of the WMW counties of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa
- Has at least one full-time employee
- Is financially viable and current on all state tax obligations
- Commitment by the employer to retain or avert the layoffs of the workers being trained
- Priority will be given to employers in West Michigan's high demand industries where additional training will represent a significant upgrade in employee skills, and/or employers whose request for training represents a layoff avoidance strategy.

Employee Eligibility

Eligible workers employed by local companies are defined as workers who are:

- Residents of Michigan, and
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship, and
- Currently on the payroll of the employer for six months or more
  - In the event that the IWT is being provided to a cohort of employees, not every employee in the cohort must have an established employment history for six or more months, as long as the majority of employees within the cohort do meet the requirements.

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An Incumbent Worker does not necessarily have to meet eligibility requirements for career and training services for adults and dislocated workers under the WIOA, however, a WIOA registration form and documentation verifying that the worker meets program eligibility criteria of identity, age, citizenship/right to work, and compliance with Selective Services registration requirements must be obtained.

### Training Eligibility

The following criteria must be examined to qualify for IWT funding:

- Characteristics of the participants in the program
- Relationship of the training to the competitiveness of the participant and the employer
- Training must increase both the participant and employer's competitiveness and productivity
- Training is limited to skill attainment activities that directly benefit the worker(s) receiving the training by making them more qualified in their field of employment and/or provide new skills for new product lines or processes that avert layoff.
- Completion of training must result in a certificate, certification, or credential issued to a participant by a third party in recognition of a participant's attainment of measurable technical or occupational skills. These technical or occupational skills are generally based on standards developed or endorsed by employers.
  - This requirement will be waived in instances where the training will avert a layoff or the training prepares an individual to be laid off, for entry into a new occupation within the targeted workforce. Training must include skill attainment activities.
- Training must not be a normal cost of doing business for the employer, examples include: Diversity and Sexual Harassment training, CPR/First Aide, New Hire Orientation, and Lock Out/Tag Out.

Ineligible trainings and costs include, but are not limited to, the following:

- Leadership/Management
- Equipment (such as iPads or other equipment/supplies/devices) that can be used outside of training
- Compensation or consultant fees not directly related to the provision of training
- Costs incurred prior to the application approval date
- Capital improvements
- Travel or food
- Membership fees/dues
- Conferences with breakout sessions
- Company web site design and development, web site hosting, and maintenance, software upgrade, advice on computer selection for purchase and upgrade
- Purchase of employee assessment systems, systems usage licenses, and/or subscriptions

### IWT Agreement, Application, and Training Plan

An agreement, application, and training plan are completed by the employer as a single point of reference to establish the company's training needs. It will document details of the training being requested, name of training provider(s), trainees, training period, and cost. The IWT agreement, application, and training plan are submitted to WMW and reviewed for approval at least once per month. Because incumbent worker participants are subject to selection for the federally mandated data validation, all required WIOA documentation is to be collected and verified prior to the start of training.

Employer(s) are required to contribute 50% non-federal share towards the cost of training, not to exceed \$25,000 per program year. Calculation of non-federal employer share of the training may be cash or approved in-kind.

Documents required prior to employer reimbursement include:

- A certificate, certification, or credential issued to a participant(s) by a third party in recognition of attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation.
- A copy of the training provider invoice and proof that payment was received from the employer.

Training Modifications

Modifications must be approved by the Business Solutions Manager and a modification to the application and training plan will be issued by WMW and signed by WMW, the employer, and the collective bargaining agent, if applicable.

Layoff Aversion

Layoff aversion is a comprehensive approach that allows an assessment of the economic situation in a given area. Layoff aversion strategies and activities will be offered to employers to prevent, or minimize the duration of, unemployment resulting from layoffs. Strategies will be customized to allow for quick deployable tactics that are informed by economic data and inclusive of multiple partners. When appropriate, WMW will assist the employer with the IWT program or other work up-skilling approaches.

WMW Business Solutions will maintain a strong and diverse network with local economic developers, education providers, business associations, and other State and local government organizations in order to continue to effectively service employers. This Rapid Response network will be committed to ongoing strategic planning and data gathering that will play a key role in the management of economic transition. The widest array of services possible will be provided based on the needs of the workers and employers. These services include:

- Access to real-time information on layoffs and growth, as well as information on available skilled workers for growing companies.
- Early warning networks and systems to understand economic transition trends within industries, communities, or at specific employers, and plan strategies for intervention when necessary and appropriate.
- Informational and Direct Reemployment Services offered for affected workers.
- Provision of information and access to unemployment compensation benefits and programs, comprehensive one-stop services, and employment and training activities (including information on the Trade Adjustment Assistance Program, Pell Grants, the GI Bill and other resources).
- Solutions for Businesses in Transition; Growth and Decline.
- Adjustment Retraining Notification (WARN) Act notice.

Targeting and Aligning Layoff IWT within a Demand-Driven Strategy:

Providing IWT is one of the most common strategies employed by practitioners to assist companies in regaining economic health. Small to mid-sized companies or businesses unable to provide resources toward training required as a result of technology or workforce changes(s) may become vulnerable or “at-risk.” Demand-driven strategies can provide the linkages with and resources to assist with job retention and lay off aversion efforts. Partners include community based organizations, economic developers, rapid response staff, financial institutions, chambers of commerce, educational institutions, trade organization, councils, or associations. The objective of the demand driven system is to adapt the workforce to help ensure the supply of workers with skills and competencies that better align with industry, and thus increase employment and retention.

USDOL Registered Apprenticeships

USDOL Registered Apprenticeship is a national training system that combines paid learning on-the-job and related technical and theoretical instruction in a skilled occupation. USDOL Registered Apprenticeships offer job seekers immediate employment opportunities that usually pay higher wages and offer continued career growth. Certifications earned through Registered Apprenticeship programs are recognized nationwide as portable industry credentials. The primary apprenticeship certification is a certificate of completion, awarded at the end of the apprenticeship. Many programs also offer interim credentials and training certificates based on a competency model that leads to a certificate of completion.

WMW is dedicated to increasing the skilled labor market in West Michigan through development of Registered Apprenticeships. Building apprenticeships in which the WIOA agency/workforce intermediary is the backbone organization positioned in the region is critical to collaborative work among area employers/competitors. WMW acts as the “sponsor” for employer demand apprenticeship program development by allowing for more employer participation across the region.

## WMW 18-06c1 Work-Based Training Policy

- As the program Sponsor, WMW is the liaison between employers and the Department of Labor, making program development and administration seamless for employers.
- WMW facilitates collaboration with employers, local community colleges, and training providers to develop the best supporting curriculum with flexibility to meet individual employer needs.
- WMW's connections with high school apprenticeship feeder programs and other community resources assist in development of a talent pipeline.
- WMW can provide recruitment and assessment of candidates so they are apprenticeship ready.
- Our industry apprenticeship consortiums provide a forum to collaborate and share best practices with other employers in each industry.
- Employers have access to funding to help support their apprenticeship program.

WMW Business Solutions staff and the Apprenticeship Coordinator have created a robust engagement between USDOL Registered Apprenticeship and the public workforce system to include the incorporation of USDOL Registered Apprenticeship into strategic planning, service design, and service delivery. The development of apprenticeship programs with WMW as the program sponsor has led to an accelerated advancement and growth of the industry sector councils.

Eligible participants may use Individual Training Accounts (ITAs) to pay tuition for USDOL Registered Apprenticeships. OJT contracts may be written with USDOL Registered Apprenticeships or participating employers in USDOL Registered Apprenticeship programs for the OJT portion of the program, consistent with the requirements under the 20 Code of Federal Regulations (CFR) 680.710 and 680.740(b).

There is no federal prohibition on using both Individual Training Account (ITA) and OJT funds when placing participants into a USDOL registered apprenticeship program. 20 CFR 680.330 provides further information on using ITAs to support participants in registered apprenticeships.



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130 E State St  
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316 Morris Ave  
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121 Clover St  
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(616) 396-2154

**MEMORANDUM**

**TO:** West Michigan Works! (WMW) Workforce Development Board (WDB)  
**FROM:** Amy Lebednick, Business Solutions Director  
**DATE:** April 5, 2021  
**RE:** Draft WMW 21-XX: Time-Limited Work Activities Policy

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**Background**

This new policy applies to agreements with public or private employers who will train participants pursuant to Time-Limited Work Activities including Transitional Jobs, Work Experience, and Internships under the Workforce Innovation and Opportunity Act (WIOA) and Subsidized Employment under the Partnership, Accountability, Training, and Hope (PATH) program. This policy outlines the various types of Time-Limited Work Activities including Transitional Jobs, Subsidized Employment, Work Experience, and Internships that may be executed in the region and the strategy to implement them.

**Action**

WMW staff is requesting that the West Michigan Works! Workforce Development Board approve Draft WMW 21-XX Time-Limited Work Activities Policy.



- Title:** WMW 21-XX Time Limited Work Activities Policy
- Effective Date:** xxx-2021
- Approved by:** West Michigan Works! Workforce Development Board on xx-2021
- Programs Affected:** WIOA Adult, Dislocated Worker, Youth Program, and PATH Program
- Reference:** Workforce Innovation and Opportunity Act (WIOA) Manual; Training & Employment Guidance (TEGL) 19-16; 20 CFR 680.150 et seq.; PATH Manual, Chapter 7: PATH Work Participation Requirements
- Background:** This policy applies to agreements with public or private employers who will train participants pursuant to Time-Limited Work Activities including Transitional Jobs, Work Experience, and Internships under the Workforce Innovation and Opportunity Act (WIOA) and Subsidized Employment under the Partnership, Accountability, Training, and Hope (PATH) program. The policy includes a strategy to implement Time-Limited Work Activities administered by West Michigan Works! (WMW).
- Policy:** This policy outlines the various types of Time-Limited Work Activities including Transitional Jobs, Subsidized Employment, Work Experience, and Internships that may be executed in the region and the strategy to implement them.

### **Strategy to Implement Time-Limited Work Activities**

Time-Limited Work Activities (also known as Transitional Jobs, Subsidized Employment, Work Experience, and Internships) are work experiences that provide participants with valuable on-the-job experience and opportunities to develop critical workplace skills. While enrolled in Time-Limited Work Activities, participants are supervised on an ongoing basis and provided with the necessary supportive services to ensure employment is retained for the duration of the agreement period. Although Time-Limited Work Activities are designed to establish a work history leading to entry in and retention of long-term employment, there is no requirement for employers to retain participants upon completion of Time-Limited Work Activities.

### **Outreach Strategy**

General outreach and awareness of Time-Limited Work Activities is promoted throughout program participation. An assessment of the participant's abilities and occupational goals is completed and documented in the individual service strategy (ISS), and Time-Limited Work Activities may be recommended based on the employment needs of the participant.

Career coaches and business solutions representatives work in conjunction to place participants into Time-Limited Work Activities. Program participants may receive career coaching on employment and training options made available to eligible individuals with priority of service given to adults who are identified as low income, basic skill deficient, or a qualified veteran or spouse of a veteran.

Below is a description of each Time-Limited Work Activity to include eligibility requirements and agreement terms and conditions.

*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/](http://westmiworks.org/about/).*



## **Transitional Jobs**

Transitional Jobs are individualized career services under the WIOA for individuals who are chronically unemployed and/or have limited or an inconsistent work history. To qualify for Transitional Jobs, participants must be enrolled in WIOA and meet eligibility requirements as outlined in the Workforce Development Board (WDB) policy WMW 15-04, WIOA Adult and DW Eligibility. Up to 10% of the combined total of Adult and DW funds may be used to provide Transitional Jobs opportunities.

### Participant Eligibility

Criteria for determining participants with chronic unemployment or an inconsistent work history are defined as those who:

- Have been unemployed for 13 weeks or longer; or
- Were unemployed for 26 of the past 52 weeks; or
- Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

### Career Coaching & Support Services

Job seekers participating in Transitional Jobs opportunities will have access to continued career coaching and eligible support services as documented in the ISS.

### Employer Eligibility

- All employers in public, private non-profit or private sector must be capable of providing Transitional Jobs services and workplace skills pursuant to the occupation.
- The business must be located in one of the following counties: Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, or Ottawa. If the business does not have a brick and mortar presence, the address associated with the FEIN number must be located in one of the counties listed above.
- Employers must offer wages, benefits, and working conditions that are at least equal to those provided to regular employees who have worked for a similar length of time and are doing the same type of work.
- The employer must comply with all applicable federal, state, and local laws and regulations providing safe and clean working conditions.
- The participant may not be placed in a position that was created by the displacement of employed workers in the same or similar position.
- Employers shall provide appropriate Workers Compensation protection, general liability, and unemployment insurance to participants. Non-profit employers without an unemployment insurance number must provide official documentation confirming their exemption.

### Employer Agreement and Evaluations

The employer agreement outlines the training information, sets the ground rules with the employer, and functions as the financial agreement between the employer and WMW. The length of the agreement may be individually negotiated between the employer, participant, and WMW staff. Transitional Jobs is to be used only on a limited basis and must not exceed 14 weeks. Participants will be periodically evaluated, by the employer, for the duration of the training period, and completed evaluation forms will be obtained by WMW staff for follow-up and monitoring purposes. No employer agreement may impair an existing contract for services or collective bargaining agreement. Any employer agreement for a position which is covered by a collective bargaining agreement must be authorized in writing by the labor organization involved.

### Staffing Agency Agreements

A participant may be placed in a position through a staffing agency, provided that the criteria listed under the employer agreement is met, and:

- The Business Solutions Representative (BSR) conducts a fact-finding meeting with the host employer;
- The pay rate for the participant meets state and local requirements, and benefits for the employee would be equal to similarly employed persons;
- The host employer and the staffing agency must sign the employer agreement; and
- The reimbursement check is payable to the employer that provides the work experience and is exclusive of any

fees paid to the staffing agency.

### Modifications

Modifications must be approved by the Business Solutions Manager and a modification to the agreement will be issued by WMW and signed by WMW, the employer, the collective bargaining agent, and staffing agency, if applicable.

### Reimbursement

Employers shall be reimbursed for the costs associated with training participants at 100% of the straight-time hours actually worked. In addition:

- Reimbursement will not be made for costs associated with overtime pay, holiday, sick pay, or commissions (from start date until completion of training period).
- Partial reimbursement may be issued if a participant quits or is fired for just cause and all required documentation is obtained.
- Employers must provide clear documentation of the following:
  - number of hours worked each day by the participant
  - rate of pay for the time period

### Monitoring

- Business Solutions Representatives review employer agreements with employers, particularly with respect to wages, eligibility, and training length.
- All worksites are monitored by a BSR with the employer prior to execution of the employer agreement using the Worksite Monitoring Form. Monitoring visits include review of the worksite for health and safety issues and working conditions and review of, and assistance with, billing and record-keeping procedures. Any problem areas identified as needing corrective action will be written into the report and appropriate follow-up to ensure the issue has been corrected will be conducted.
- WMW shall make record of employers which do not comply with their agreements and require corrective action when necessary.
- Participant evaluations are conducted periodically to ensure that training is successfully being delivered and completed evaluation forms will be obtained by WMW staff for follow-up and monitoring purposes.

### **Subsidized Employment**

Subsidized Employment is an employment activity designed to assist participants in gaining work experience and workplace skills while being trained to the employer's job performance standards. To qualify for Subsidized Employment, participants must be enrolled in the Partnership, Accountability, Training, and Hope (PATH) program.

### Career Coaching & Support Services

Job seekers participating in Subsidized Employment opportunities will have access to continued career coaching and eligible support services as documented in the ISS. If the Michigan Department of Health and Human Services (MDHHS) closes the participant's Michigan Family Independence Program (FIP) case, and the placement of the participant into this activity was the result of efforts made by WMW, the participant may remain in the activity for the remaining balance of their subsidized employment agreement.

### Employer Eligibility

- All employers in public, private non-profit or private sector must be capable of providing Subsidized Employment and workplace skills pursuant to the occupation.
- The business must be located in one of the following counties: Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, or Ottawa. If the business does not have a brick-and-mortar presence, the address associated with the FEIN number must be located in one of the counties listed above.
- Employers must offer wages, benefits, and working conditions that are at least equal to those provided to regular employees who have worked for a similar length of time and are doing the same type of work.
- The employer must comply with all applicable federal, state, and local laws and regulations providing safe and clean working conditions.

- The participant may not be placed in a position that was created by the displacement of employed workers in the same or similar position.
- Employers shall provide appropriate Workers Compensation protection, general liability, and unemployment insurance to participants. Non-profit employers without an unemployment insurance number must provide official documentation confirming their exemption.

### Employer Agreement and Evaluations

The employer agreement outlines the training information, sets the ground rules with the employer, and functions as the financial agreement between the employer and WMW. The length of the agreement may be individually negotiated between the employer, participant, and WMW staff. While there is no time limit to Subsidized Employment, it is to be used only on a limited basis. Participants will be periodically evaluated, by the employer, for the duration of the training period, and completed evaluation forms will be obtained by WMW staff for follow-up and monitoring purposes. No employer agreement may impair an existing contract for services or collective bargaining agreement. Any Subsidized Employment agreement for a position which is covered by a collective bargaining agreement must be authorized in writing by the labor organization involved.

### Staffing Agency Agreements

A participant may be placed in a position through a staffing agency, provided that the criteria listed under the employer agreement is met, and:

- The Business Solutions Representative (BSR) conducts a fact-finding meeting with the host employer;
- The pay rate for the participant meets state and local requirements, and benefits for the employee would be equal to similarly employed persons;
- The host employer and the staffing agency must sign the employer agreement; and
- The reimbursement check is payable to the employer that provides the work experience and is exclusive of any fees paid to the staffing agency.

### Modifications

Modifications must be approved by the Business Solutions Manager and a modification to the agreement will be issued by WMW and signed by WMW, the employer, the collective bargaining agent, and staffing agency, if applicable.

### Reimbursement

Employers shall be reimbursed for the costs associated with training participants at 100% of the straight-time hours actually worked. In addition:

- Reimbursement will not be made for costs associated with overtime pay, holiday, sick pay, or commissions (from start date until completion of training period).
- Partial reimbursement may be issued if a participant quits or is fired for just cause and all required documentation is obtained.
- Employers must provide clear documentation of the following:
  - number of hours worked each day by the participant
  - rate of pay for the time period

### Monitoring

- Business Solutions Representatives review employer agreements with employers, particularly with respect to wages, eligibility, and training length.
- All worksites are monitored by a BSR with the employer prior to execution of the employer agreement using the Worksite Monitoring Form. Monitoring visits include review of the worksite for health and safety issues and working conditions and review of, and assistance with, billing and record-keeping procedures. Any problem areas identified as needing corrective action will be written into the report and appropriate follow-up to ensure the issue has been corrected will be conducted.
- WMW shall make record of employers which do not comply with their agreements and require corrective action when necessary.
- Participant evaluations are conducted periodically to ensure that training is successfully being delivered and

completed evaluation forms will be obtained by WMW staff for follow-up and monitoring purposes.

### **Work Experience**

Work Experience is a service under the WIOA that provides planned, structured learning experiences that take place in a workplace and may be paid or unpaid. Work experience provides youth participants with opportunities for career exploration and skill development. To qualify for Work Experience, participants must be enrolled in the WIOA Youth program and meet eligibility requirements as outlined in the Workforce Development Board (WDB) policy WMW 15-03, WIOA Youth Eligibility. Work Experience must include academic and occupational education providing contextual learning that accompanies the Work Experience. WIOA requires that a minimum of 20% of Youth funds be spent on allowable Work Experience expenditures.

### Participant Eligibility

Based on objective assessment results of the active, enrolled youth and the Individual Service Strategy, the career coach will determine youth who will benefit from a work experience activity. Interested youth may be placed into 1) summer or year-around work experience, 2) pre-apprenticeship program 3) internship or job shadow or 4) \*on-the-job training. Youth may participate in more than one work experience per program year.

*\*On-the-Job Training (OJT) work experience for youth will follow the WMW 18-06 Work-Based Training Policy and procedures developed for all OJT programs.*

### Career Coaching & Support Services

Youth placed in a work experience activity benefit from continued worksite evaluations and support of the career coach, as the youth applies and refines their employability skills and knowledge. Supportive services will continue to be provided, based on the ISS, to help remove barriers to a successful work experience.

### Employer Eligibility

The work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Funds provided for work experiences will not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike or is being locked out in a labor dispute involving a work stoppage.

### Employer Agreement and Evaluations

Participating employers will be recruited and vetted through the Business Solutions department. Employers who elect to participate in the work experience aspects of youth services will be provided an orientation regarding the program and expectations which are more formally outlined in the Employer Agreement. Supervision, job training, timesheet accuracy and youth evaluations will be the responsibility of the employer.

### Staffing Agency Agreements

Eligible youth placed in a paid work experience activity will be screened, hired and onboarded through a third-party payroll company. This third-party agency will ensure all proper payroll documentation is collected, worker's compensation coverage is provided, medical emergency procedures are in place and the youth are paid accurately and timely based on timesheet submissions. This agency will also be responsible for issuing W-2s and potential unemployment compensation claims or disputes.

### Modifications

Modifications must be approved by the Business Solutions Manager and a modification to the agreement will be issued by WMW and signed by WMW, the employer, the collective bargaining agent, and staffing agency, if applicable.

### Reimbursement

Participating youth are compensated at 100% of their wages, which will be at or above minimum wage. Increased hourly

wages are dependent on the youth's previous work experience background and economic conditions within the county/region.

### Monitoring

- Business Solutions Representatives review employer agreements with employers, particularly with respect to wages, eligibility, and training length.
- All worksites are monitored by a BSR with the employer prior to execution of the employer agreement using the Worksite Monitoring Form. Monitoring visits include review of the worksite for health and safety issues and working conditions and review of, and assistance with, billing and record-keeping procedures. Any problem areas identified as needing corrective action will be written into the report and appropriate follow-up to ensure the issue has been corrected will be conducted.
- WMW shall make record of employers which do not comply with their agreements and require corrective action when necessary.
- Evaluations are conducted to ensure that training is successfully being delivered.
- Youth participating in a paid work experience are evaluated weekly during timesheet submission to ensure the youth is successfully participating in the activity and address any concerns that may arise.

### **Internships**

Internships and paid or unpaid work experiences, under the WIOA, that are linked to careers, internships, and work experiences may be arranged within the private for-profit sector, the non-profit sector, or the public sector. To qualify for Internships, participants must be enrolled in WIOA and meet eligibility requirements as outlined in the Workforce Development Board (WDB) policy WMW 15-04, WIOA Adult and DW Eligibility. WMW will refer to the specific funding source for requirements pertaining to this type of Time-Limited Work Activities opportunity.

**ADMINISTRATIVE OFFICE**

Area Community Services  
Employment & Training Council  
1550 Leonard NE  
Grand Rapids, MI 49505  
(616) 336-4100

**SERVICE CENTERS****Allegan County**

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

220 East Main St  
Fennville, MI 49408  
(269) 561-2001

**Barry County**

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

**Ionia County**

301 W Main St  
Ionia, MI 48846  
(616) 389-8525

**Kent County**

121 Franklin SE  
Grand Rapids, MI 49507  
(616) 336-4040

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

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**

121 Clover St  
Holland, MI 49423  
(616) 396-2154

**MEMORANDUM**

**TO:** West Michigan Works! (WMW) Workforce Development Board (WDB)

**FROM:** Amy Lebednick, Business Solutions Director

**DATE:** April 5, 2021

**RE:** Career & Educational Advisory Council Membership

**Background**

Lisa Hungerford is currently the Director of Education Innovation for Talent 2025. She would be appointed as an "Other Member" representative on the CEAC, replacing former member Kevin Stotts.

Attached is Lisa Hungerford's application and the current CEAC roster.

**Requested Action**

WMW staff is requesting approval from the Workforce Board to appoint Lisa Hungerford to the Career & Educational Advisory Council.

*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/](http://westmiworks.org/about/).*

**CAREER & EDUCATIONAL ADVISORY COUNCIL (CEAC) ROSTER  
August 2020 - July 2022**

WDB: West Michigan Works! 4b						E. SECTOR/CATEGORY(S)								
CEAC Lead Contact: Kiosha Jeltema						5. EDUCATION								
Name & Title: Kiosha Jeltema - Business Solutions Manager														
Telephone Number: 616-336-3590														
Email Address: kjeltema@westmiworks.org														
A. NAME & TITLE OF MEMBER (Indicate Voting or Ex Officio)	B. NAME AND TYPE OF ORGANIZATION (or School District for Public School Parent)	C. MAILING ADDRESS, PHONE, AND EMAIL	D. CHAIR	D. VICE CHAIR	1. WDB Member	2. Non-WDB Employer	3. Labor	4. Other Member	Local District	Postsecondary Institution	CTE Administrator	Academic Educator	ISD	Parent
Rich Okoniewski - CEPD 50 Director/Principal	Allegan County Technical and Education Center	Address: 2891 116th Ave, Allegan MI 49010 Phone: 269-512-7807 Email: rich.okoniewski@alleganaesa.org											x	
Dave Searles - Director of Career and Tech Education	Careerline Tech Center (Ottawa)	Address:13663 Port Sheldon St., Holland, MI 49424 Phone: 616-796-1302 Email: dsearles@oaisd.org									x			
Mike Schneiderhan - Coordinator	Barry Career Access Network	Address: 535 W. Woodlawn Ave, Hastings, MI 49058 Phone: 269-838-8411 Email: mschneiderhan@barryisd.org											X	
Ted Paton - Associate Superintendent	Ionia County ISD	Address: 250 E Tuttle Rd. Ionia, MI 48846 Phone: 616-527-6540 Email: tpaton@ioniaisd.org											X	
Patricia Walstra - Region 4 Adult Education Consultant	Kent ISD (Adult Ed.)	Address: 2930 Knapp NE Grand Rapids, MI 49525 Phone: 231-740-1893 Email:patriciawalstra@kentisd.org											X	
Kyle Fiebig - Principal/CTE Director	Muskegon Area ISD	Address: 200 Harvey St, Muskegon, MI 49442 Phone: 231-767-3605 Email: kfiebig@muskegonisd.org		X							x			
Shannon Tripp - Associate Superintendent for CTE and Career Center Principal	Montcalm Area ISD	Address: 1550 W. Sidney Rd., Sidney, MI 48885 Phone: 616-225-5706 Email: stripp@maisd.com									X			
Cary Stamas - Director of Career Readiness and Director of Career & Tech Education CEPD 32	Kent ISD	Address: 7246 Cascade Woods SE, Grand Rapids, MI 49546 Phone: 616-365-2385 Email: carystamas@kentisd.org									x			
Michael O'Connor - Director of Adult Education	Zeeland Adult Education	Address: 96 W. 15th St., Holland, MI 49423 Phone: 616-915-1881 Email: moconnor@zps.org							X					
David Tebo - Superintendent	Hamilton Community Schools	Address:4815 136th Ave. Hamilton, MI 49419 Phone: 269-751-5148 Email: dtebo@hamiltonschools.us							X					







West Michigan Works! Career & Educational Advisory Council Application

<b>1. APPLICANT INFORMATION</b>			
Last Name	First	M.I.	Date of app:
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
<b>2. EMPLOYMENT</b>			
Company		Address	
Position			
Responsibilities			
<b>3. WHICH SECTOR DO YOU REPRESENT (YOU MUST BE EMPLOYED IN THE SECTOR YOU ARE REPRESENTING)?</b>			
Workforce Development Board			
Labor Organization			
Local Employer			
Local School district- offering Career & Technical Education or Adult Education Programs			
Postsecondary Institution			
Intermediate School District- offering Career & Technical Education or Adult Education Programs			
Career & Technical Educator			
Public School Parent			
Academic Educator- Teacher at K-12, college or University			



West Michigan Works! Career & Educational Advisory Council Application

**4. WHAT IS YOUR PAST EXPERIENCE IN SERVING ON A BOARD OR ADVISORY COMMITTEE?**

**5. WHY DO YOU WANT TO BE CONSIDERED FOR THIS APPOINTMENT?**

**6. WHICH COUNTY/COUNTIES DO YOU REPRESENT? PLEASE CHECK ALL THAT APPLY (drop down box or write-in).**

<input type="checkbox"/> Allegan	<input type="checkbox"/> Kent	<input type="checkbox"/> Ottawa
<input type="checkbox"/> Barry	<input type="checkbox"/> Montcalm	<input type="checkbox"/> Regional
<input type="checkbox"/> Ionia	<input type="checkbox"/> Muskegon	

**7. DOES ACSET WEST MICHIGAN WORKS! EMPLOY ANY MEMBERS OF YOUR FAMILY?**

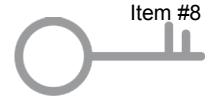
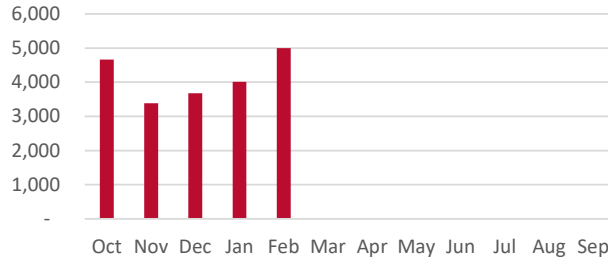
Yes       No

Please submit completed application to [kjeltema@westmiworks.org](mailto:kjeltema@westmiworks.org).



Service center calls and online chats (employers & job seekers)

20,741



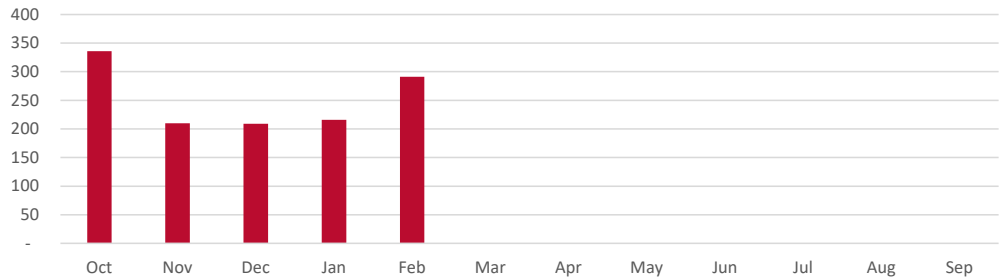
PY	Program Year
WIOA	Workforce Innovation and Opportunity Act
AD	Adult Worker
DW	Dislocated Worker
TAA	Trade Adjustment Act
FAE&T	Food Assistance Employment & Training
PATH	Partnership. Accountability. Training. Hope.
OJT	On-the-Job

## Job Seekers Served



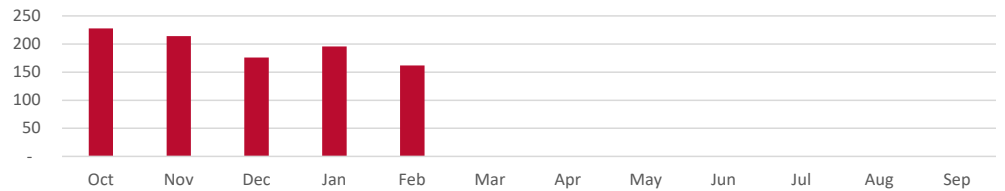
In-Person Appointments

1,262



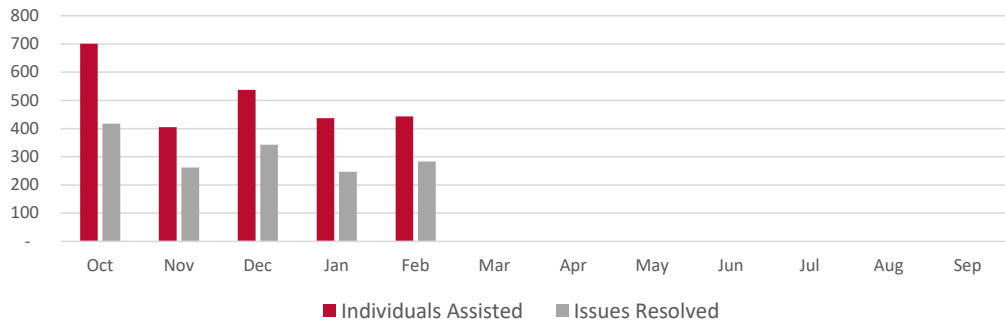
Orientations

976

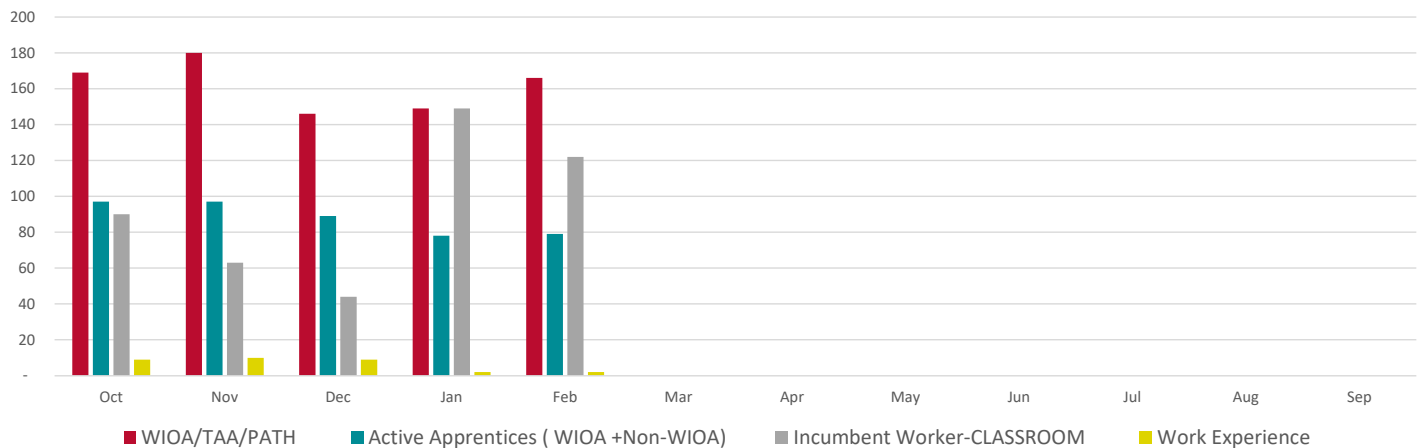


Unemployment Insurance Assistance

2,523

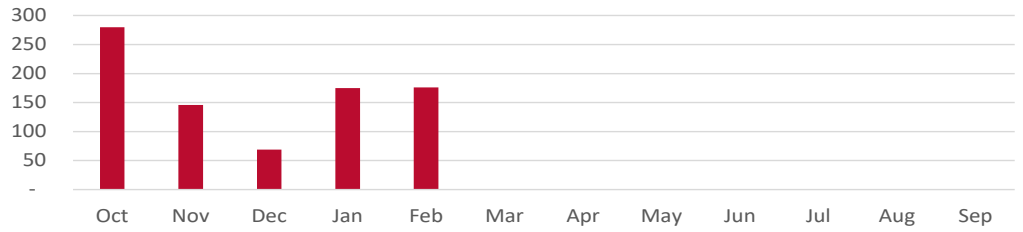


## Training (Continued and New)





Employers Served  
**846**

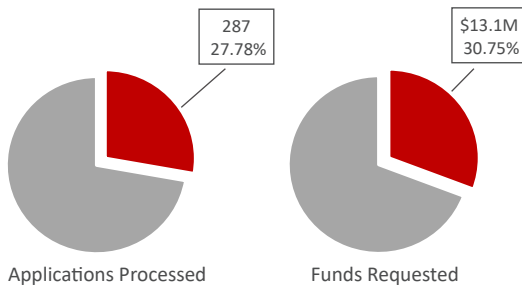


Virtual Hiring Events

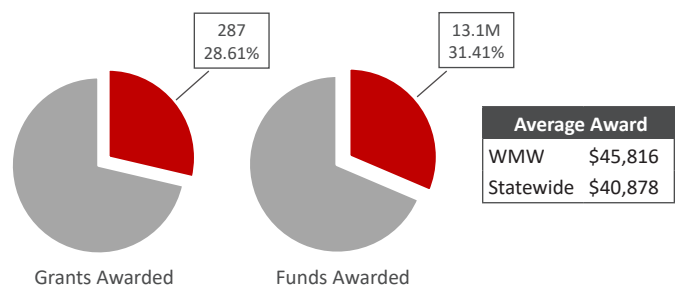
22 17 0 1 3

## Going PRO Talent Fund

### Applications



### Awards



■ All Other MWA's ■ West Michigan Works!

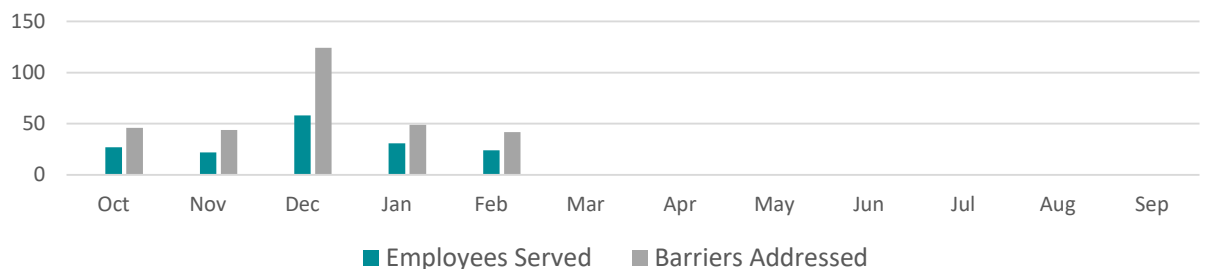
### Training

	Apprenticeships		New Hire		Classroom		TOTAL		Billed by Industry
	Planned	Completed	Planned	Completed	Planned	Completed	Planned	Completed	
Agribusiness	10		266		192		468		
Construction & Transportation	165		410		407		982		
Health Care	60		632		290		982		
Information Technology	1		225		241		467		
Manufacturing	206		2259		2304		4,769		
Other	56		350		590		996		
<b>TOTAL</b>	<b>498</b>		<b>4,142</b>		<b>4,024</b>		<b>8,664</b>		

## Retention Solutions Network

Member Employers  
**6**

Total Success Coach Hours  
**624.75**



**ADMINISTRATIVE OFFICE**

Area Community Services  
Employment & Training Council  
1550 Leonard NE  
Grand Rapids, MI 49505  
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**SERVICE CENTERS****Allegan County**

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**Barry County**

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121 Clover St  
Holland, MI 49423  
(616) 396-2154

**MEMORANDUM**

**TO:** West Michigan Works! Workforce Development Board

**FROM:** West Michigan Works! Staff

**DATE:** April 5, 2021

**RE:** Solutions Driven Updates

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West Michigan Works! (WMW) continues to provide virtual services to both employers and job seekers, as well as in-person appointments in our Service Centers for employment-related services.

**Clean Slate Navigator:**

WMW has hired a Clean Slate Navigator and will begin a soft launch of expungement services by April 1. These services will allow certain criminal records to be “set aside”, allowing greater employment opportunities for many residents in West Michigan.

**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, customer service (including sales), and probably machining. Each training will be less than 90 days and serve between 100 and 350 individuals. The solutions are competing for a grand prize, allowing them to scale and expand their solution nationwide.

**Digital Literacy and Education:** WMW is partnering with Samaritas on The Refugee Digital Literacy and Learning (DLL) program, which will provide support to refugee families as they transition into the American workforce and American school system. The goal of the program is two-fold: to provide a bridge to a broader array of career preparation services; and to lead to self-sufficiency through improved English language acquisition, trainings, skill development, social integration, job placement, job retention, and job upgrades. WMW and Samaritas will have a formal two-way referral process to best support the eligible individuals as they take steps into career opportunities in the US.

**State Apprenticeship Expansion (SAE):** 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.

### Industry Talent Council Initiatives:

#### **Agribusiness Talent Council (ATC)**

- In partnership with the Michigan Department of Agriculture & Rural Development (MDARD), ATC held a virtual job fair specifically for agribusiness employers on March 25. Job seekers could discuss their skills and qualifications with hiring managers over video chat.
- In collaboration with the West MI Tech Talent Council, employer council members spoke with Catherine Behrendt in a featured [on-air segment on WZZM's The Exchange](#) about the wealth and variety of career options in West Michigan's Ag and I.T industries.
- As part of Agribusiness Spotlight Week, the ATC supported six live career exploration workshops that took place between March 15 - 25
- Worked with a professional production company to produce a [video focused on the Agribusiness Industry](#), showcasing great careers in the field, from farm to food production. This video will be used to showcase the industry to WMW participants and will also be made widely available to all partners on the ATC website.
- Recorded an [Agribusiness Industry 101 video](#) for West Michigan students to learn more about the diverse opportunities available in the industry.

#### **Construction Workforce Development**

- Held an industry job fair specifically for construction employers on March 11. Job seekers could register for 15-minute phone conversations with construction employers with immediate openings.
- Industry employer executives from Feyen Zylstra, an innovative electrical contractor headquartered in Grand Rapids, and EV Construction a building contractor located in Holland, spoke with Catherine Behrendt in a featured [on-air segment on WZZM's The Exchange](#) about the wealth and variety of career options in West Michigan's construction industry.
- Worked with a production company to professionally produce a [video focused on the construction industry](#). This video will be used to highlight the industry to WMW participants and will also be made widely available to all partners on the WMW website.

- Created a [construction industry 101 video](#) for West Michigan students learn more about the diverse opportunities available in construction and dispel common misconceptions of the industry.
- In collaboration with the Professional Women in Building organization, developed a video to highlight [women in construction](#). The video is a culmination of interviews and film of women working on the job. This project is part of a joint effort to create a more diverse workforce in the construction industry.

#### **Discover Manufacturing (DM)**

- DM will host a virtual job fair for advanced manufacturers on April 7. This will give job seekers the opportunity to chat live with company representatives that have current job openings.
- DM council members talk with Catherine Behrendt on The Exchange about the wealth and variety of career options in West Michigan's manufacturing industry.
- Will host a live virtual webinar on April 8 with employer and educator experts to discuss the benefits of automation from a talent perspective, productivity, cost savings and messaging to the existing workforce. The webinar will provide perspectives from the experts and outline resources for manufacturers looking to implement automation.
- Added ten manufacturing career focused videos to the [DM YouTube channel](#). Each video is 2 to 3 minutes long and includes some great footage from employees speaking to how, and why, they were attracted to the industry.
- DM is working with a production company to professionally produce a video focused on the manufacturing industry in West Michigan. This video will be used to highlight the industry to WMW participants and will also be made widely available to all partners on the DM website. The video content will be made available later in the week.
- Created a [manufacturing industry 101 video](#) for West Michigan students learn more about the diverse opportunities available in the manufacturing industry.

#### **West Michigan Health Careers Council (WMHCC)**

- WMHCC hosted a virtual job fair for health care employers on February 25. Job seekers had the opportunity to chat over the phone with company representatives that have current job openings.
- WMHCC council members Charolotte Bindas from Spectrum Health and Julie Parks, from Grand Rapids Community College spoke with Catherine Behrendt in a featured [on-air segment on WZZM's The Exchange](#) about the wealth and variety of career options in West Michigan's health care industry.
- WMHCC hosted a webinar on February 23 for job seekers to learn about the [benefits and opportunities in healthcare](#). Job seekers heard from educators and health care providers about the benefits of working in the industry and how to take their first step to a great career.
- WMHCC hosted a webinar for employers on February 26 to discuss [regional trends in attraction and retention in healthcare](#). Local health care providers

discussed what they are doing to recruit and retain employees, given these challenging times.

- WMHCC worked with a production company to professionally produce a [video focused on the healthcare industry](#) in West Michigan. This video will be used to highlight the industry to WMW participants and will also be made widely available to all partners on the WMHCC website.
- Created a [healthcare industry 101 video](#) for West Michigan students learn more about the diverse opportunities available in the health care industry.

#### **West Michigan Tech Talent (WMTT)**

- WMTT hosted a first-of-its-kind virtual networking & recruiting event on March 25, in partnership with Hello West Michigan to introduce both local and out-of-state tech talent with great West Michigan Employers (IT's Happening In West Michigan). There were 6 employers, 35 job seekers in attendance.
- In collaboration with the Agribusiness Talent Council, employer council members spoke with Catherine Behrendt in a featured [on-air segment on WZZM's The Exchange](#) about the wealth and variety of career options in West Michigan's Ag and I.T industries.
- WMTT hosted a webinar for employers on March 23 to discuss [The Future of Work: How to Manage Remote Teams & Projects](#). Attendees heard from a panel of local I.T. professionals as they discussed lessons learned from working remotely over the past year.
- WMTT worked with a production company to professionally produce a [video focused on the I.T. industry](#) in West Michigan. This video will be used to highlight the industry to WMW participants and will also be made widely available to all partners on the WMTT website.
- Created an [I.T. industry 101 video](#) for West Michigan students learn more about the diverse opportunities available in the I.T. industry.

**Multi Industry Talent Council Leadership Meeting, Collaborative Solutions:** The Chair and Vice Chair from all five Industry Talent Councils (ITCs) were invited to a meeting on April 2<sup>nd</sup>, to learn about the initiatives each council is working on, as well as discuss collaborative projects for future endeavors. At this meeting, Neil Carlson from Calvin University presented the results and analysis of the WMW Talent Survey that aimed to identify what may be keeping individuals from work. Each ITC will bring this information back to their council to discuss what solutions may be beneficial to returning more people to work. ITC leadership will then reconvene and share the highlights of those discussions across industry.



**MiCareerQuest 2021:** MiCareerQuest will be held virtually on April 21, 2021. WMW workforce development board members will have the opportunity to register for the virtual event.

**Retention Solutions Network (RSN):**

In February, WMW's RSN Manager left the organization to take another position, and we are using this as an opportunity to somewhat restructure internally to better meet the needs of the RSN, based what we know after two years of operation. One of the things we will focus on is better integration of all Business and Talent Solutions services to our RSN employers, including work-based learning opportunities and work readiness services for employees.

RSN Employers continue to renew their contracts, and West Michigan Works! will continue to recruit additional employers to join both networks until capacity is reached.