



**Executive Leadership and Strategic Engagement Committee  
of the West Michigan Works! (WMW) Workforce Development Board (WDB)  
Westside Service Center ▪ 215 Straight Ave. N.W. ▪ Grand Rapids, MI 49504**

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

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**Monday, May 8, 2023 ▪ 11:30 a.m. – 1:00 p.m.**

**AGENDA**

1. Call to Order and Attendance
2. Public Comment – Agenda Items
3. Approval of the March 13, 2023 Minutes **Action Required**
4. Report on Financial Activities **Information Item**  
*Bob Perkins, Chief Financial Officer*
  - a. ACSET Financial Report- Notes to March 2023 Board Financials
  - b. FYE 2024 Budget
5. WDB Activities **Action Required**  
*Jacob Maas, Chief Executive Committee*
  - a. Designation of Nomination Committee for Terms of Office and Vacancies **Discussion Item**
  - b. WDB Meeting Agenda: June 12, 2023 Meeting **Discussion Item**
    - i. Call for Nominations: Election of Officers
    - ii. Speaker/Presentation
6. WDB Committee/Council Updates **Information Item**
  - a. Career Educational Advisory Council (CEAC): *Tonia Castillo, Committee Chairperson*
  - b. Legislative Committee: *Jim Fisher, Committee Chairperson*
  - c. Solutions Driven Committee: *Jordan Clark, Committee Chairperson*
7. Other Business **Information Item**  
*Jacob Maas*
  - a. National Association of Workforce Development Professionals (NAWDP): May 8-10
  - b. Michigan Works! Association (MWA) Impact Awards: May 10
  - c. Wagner-Peyser (WP) Proposed Rule
8. Public Comment
9. Adjournment

**Next Scheduled Executive Leadership and Strategic Engagement Committee Meeting:  
September 18, 2023**



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**Monday, March 13, 2023 ▪ 11:30 a.m. – 1:00 p.m.**

## MINUTES

**Members/Alternates Present:** Mark Bergsma (Chairperson), Tonia Castillo, John Buchan, Jordan Clark, Jay Dunwell, Jim Fisher, Jon Hofman, Shana Lewis (virtual)

**Members/Alternates Absent:** Heather Daniel (Vice-Chairperson), Scott McLean

**Staff Present:** Jacob Maas, Angie Barksdale, Bob Perkins, Janette Monroe, Amy Lebednick (virtual), Chad Patton (virtual), Malinda Powers (virtual), Melanie White (virtual), Vanessa Amon (virtual)

### **Guests Present:**

1. Call to Order, Chairperson Mark Bergsma at 11:42a.m.
2. Public Comment – Agenda Items – None.
3. Approval of the January 9, 2023 Minutes **Action Required**

**Motion – Jim Fisher**

**Second – Jordan Clark**

**Item Approved – Motion approved**

4. Report on Financial Activities **Information Item**  
*Bob Perkins, Chief Financial Officer*
  - a. ACSET Financial Report- Notes to January 2023 Board Financials  
Bob Perkins, Chief Financial Officer reviewed ACSET’s statement of revenue and expenditures for the seven months ending January 31, 2023. Staff answered board members’ questions.
  - b. FYE 2023 Budget – First Modification

5. WDB Member Nomination **Action Required**  
Jacob Maas, Chief Executive Officer, reported that GRCC has selected its new president, Dr. Charles Lepper. Dr. Lepper has applied to join the WDB. Jacob requested the Executive Committee to approve the nomination of Dr. Charles Lepper to fill the higher education seat on the WDB with a term of office through October 31, 2023. Formal appointment will be requested from the ACSET Governing Board on April 24, 2023.

**Motion – Jim Fisher**

**Second – Jay Dunwell**

**Item Approved – Motion approved**

After the vote, the committee discussed that there are still two (2) vacant seats on the WDB. The application is posted on the WMW website.

6. **WDB Meeting Agenda: April 10, 2023** **Discussion Item**  
 Janette Monroe, Executive Assistant, requested agenda suggestions from the Committee for the upcoming WDB meeting, and she informed the committee that staff will have another success story to share. The committee suggested potential presentation options on legislative priorities and the labor force for the next couple of meetings.
7. **WMW WDB Subcommittees Updates**
- a. Career Educational Advisory Council (CEAC) **Discussion Item**  
 Tonia Castillo, WDB Member and Council Chairperson, reported that CEAC met at the end of January. Tonia reported that CEAC discussed updates on grants, career exploration, adult education, council member activities and initiatives, and metric updates. The next CEAC meeting is scheduled for Friday, May 26, 2023.
  - b. Legislative Committee **Information Item**  
 Jim Fisher, WDB Member and Committee Chairperson, reported that the committee met on January 17, 2023, to discuss the Michigan Works! Association (MWA) Legislative Day, which is taking place in Lansing, MI on March 15<sup>th</sup>. A few committee members plan to join staff for this initiative. The next meeting is scheduled for April 18, 2023.
  - c. Solutions Driven Committee **Information Item**  
 Jordan Clark, WDB Member and Committee Chairperson, reported that the committee will meet on March 20, 2023, and that the committee will continue its discussions on career pathways, partnerships, and retention.
  - d. Added: Ad-hoc Committee-Essential Service Awards Update  
 Mark Bergsma provided a brief update on the Essential Service Awards, which were presented to awardees at the February 27, 2023, Economic Club of Grand Rapids luncheon. Staff and members thanked Mark for his leadership on the committee, and for his time devoted to interviews and the awards presentation.
8. **Other Business** **Discussion Item**
- a. National Association of Workforce Boards (NAWB) Forum: March 25-28  
 Jacob reported that staff members and other MWAs are attending the NAWB Forum. A few staff members will be conducting a presentation and are planning to meet with a few key legislators.
  - b. National Skills Coalition Summit: May 1-3  
 Jacob reported that Angie Barksdale (Chief Operating Officer), Amy Lebednick (Business Solutions Director), Tasha Evans (Talent Solutions Director,) and Chad Patton (Director of Development and Innovation) will be attending this summit. At the summit they will learn about critical federal skills policy and its ties to racial equity, job quality, how to build a people-centered infrastructure, and making higher education work for working people. They will also have the opportunity to meet with legislators.
  - c. National Association of Workforce Development Professionals (NAWDP): May 8-10  
 Jacob reported that Angie Barksdale and Amy Lebednick will attend this conference and that West Michigan Works! will receive the 2022 Best Practice Award. This conference brings together workforce development professionals from across the nation to receive professional development, share best practices, develop new partnerships, and much more.
  - d. Michigan Works! Association (MWA) Impact Awards: May 10  
 Jacob reviewed that every year, West Michigan Works! submits nominations for the MWA Impact Awards. The Impact Awards honor those who have contributed to strengthening Michigan's economy by actively creating jobs and developing fresh talent in their communities. Jacob

reviewed that WMW honored these awardees at the 2022 Annual Board meeting held last December. The MWA awards ceremony is scheduled to take place in the presence of local State legislators on May 10, 2023, in Lansing, MI. Jacob reviewed that Gul Aqu Ghaznawi, AC Sewing, Inc., and Bethany Christian Services of Michigan are West Michigan Works! awardees.

9. Public Comment- None.

10. Adjournment at 12:43 p.m. by Chairperson Mark Bergsma.

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



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**MEMORANDUM**

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

**FROM:** Bob Perkins, Chief Financial Officer

**DATE:** May 8, 2023

**RE:** March 2023 Board Financials

**Revenue**

Revenues for the nine months ending March 31, 2023 total \$26.7 million which is \$2.4 million higher than last year’s revenue. The increase is due mainly to the Going Pro Talent Fund (GPTF).

**Expenditures**

Operating expenses are under the proposed budget by 3.3%.

- Consumables are \$146K less than the prior year. The difference is due to having \$48K in Consumables last year in the DeVos – Talent Career Coaching Fund and zero dollars in the current year since the fund was not renewed. There was also a decrease in spending on Consumables in Path, WIOA and ES (Wagner Peyser) funds.
- Outside Services are down by \$590K. The following funds were fully spent last year and were not renewed for the current year: Kellogg – Hiring Model incurred \$122K in outside costs, DeVos - Talent Career Coaching had \$55K, and DeVos – HireReach had \$49K. The ES (Wagner Peyser) had a net reduction of \$327K. The remainder is due to timing differences.
- Equipment purchases are down by \$160K from the prior year due to timing differences in computer purchases.
- Other expenses are up by \$105K when compared to last year. The increase is due mainly to increases in spending in the PATH Funds and WIOA Funds.

Subcontractor expenses are down by \$124K compared to the prior year.

Decrease in youth spending YTD of \$118K, Future of Work ended in the prior year with \$81K of subcontractor expenses plus an increase in spending in Michigan Learning & Education Advancement Program of \$78K.

Training expenses increased by \$1,932K over the previous year. This is due to the increase in training of \$1,625K related to the Going Pro Talent Fund (GPTF), increase of \$328K in Michigan Learning & Education Advancement Program.

Direct Client Expenses are greater than last year by \$943K due to an increase in spending in PATH of \$640K, State Apprenticeship (MIRAIN, MIYARN, and MEWDC) of \$229K, another year of funding of the BRES Fund money with an increase of \$85K. There was a reduction of \$126K from Community Ventures that was not renewed in the current year. The difference is due to timing.

*West Michigan Works! is a division of ACSET, an equal opportunity employer/program and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. West Michigan Works! is supported by state and federal funds; more details at westmiworks.org/about/. TTY 711.*

**Area Community Services Employment and Training Council**  
**Michigan Works Agency Programs**  
**Statement of Revenue & Expenses**  
**For the Nine Months Ending March 31, 2023**

	YTD Thru March 2023 Actual	YTD Thru March 2022 Actual	YTD 2022/2023 Budget	Budget Variance	Budget Variance %
<b>Total Revenue</b>	\$ 26,714,799	\$ 24,283,268	\$ 27,443,934	\$ (729,135)	-2.66%
<b>Expenses</b>					
<b>Operating Expenses</b>					
<b>Wages</b>	\$ 8,250,556	\$ 8,001,084	8,429,191	\$ 178,635	2.12%
<b>Fringe Benefits</b>	2,913,604	2,861,094	2,990,241	76,637	2.56%
<b>Consumable supplies</b>	822,407	968,005	800,456	(21,951)	-2.74%
<b>Transportation</b>	106,650	47,567	144,075	37,425	25.98%
<b>Outside services</b>	590,468	1,008,691	629,175	38,707	6.15%
<b>Space and communications</b>	1,264,522	1,314,793	1,333,506	68,984	5.17%
<b>Equipment rent and maint</b>	36,583	48,258	44,250	7,667	17.33%
<b>Equipment purchases</b>	11,647	172,025	184,000	172,353	93.67%
<b>Other expense</b>	545,927	440,426	483,878	(62,049)	-12.82%
<b>Total operating expense</b>	<u>14,542,364</u>	<u>14,861,943</u>	<u>15,038,772</u>	<u>496,408</u>	<u>3.30%</u>
<b>Subcontractors</b>	\$ 530,976	\$ 655,415	\$ 687,450	\$ 156,474	22.76%
<b>Training</b>	\$ 9,841,675	\$ 7,909,594	\$ 9,884,146	\$ 42,471	0.43%
<b>Direct Client Expenses</b>	<u>\$ 1,799,784</u>	<u>\$ 856,316</u>	<u>\$ 1,833,566</u>	<u>\$ 33,782</u>	<u>1.84%</u>
	<u>\$ 12,172,435</u>	<u>\$ 9,421,325</u>	<u>\$ 12,405,162</u>	<u>\$ 232,727</u>	<u>1.88%</u>
<b>Total Expenses</b>	<u>26,714,799</u>	<u>24,283,268</u>	<u>27,443,934</u>	<u>729,135</u>	<u>2.66%</u>
<b>Excess of Revenue over Expense</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited

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**MEMORANDUM**

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

**FROM:** Bob Perkins, Chief Financial Officer

**DATE:** May 8, 2023

**RE:** FYE 2024 Budget

The budget for the fiscal year ending June 30, 2024 was approved by the ACSET Governing Board on April 24, 2023.

**FYE 2024 Budget**

The 2023-2024 budget plans for \$34,710,000 of total revenue. This represents a 14.8% decrease over the proposed (mod 1) 2022-2023 budget. West Michigan Works! has not yet received planning allocations for the 2023-2024 year. The budget was prepared with the following assumptions: flat funding for the WIOA, Wagner Peyser, PATH and FAE&T programs, Trade, and a decrease in the Going Pro Talent Fund (GPTF) awards due to the unknowns of the GPTF 2023 Cycle 2 awards. The decrease in revenue for the 2024 budget for GPTF is \$8.65 million.

There is a \$2.6 million net increase from Grants when excluding the impact GPTF. WIOA fund timing of \$472K, PATH timing of \$453K, BRES increase of \$759K, SAE MEWDC increase of \$674K One Workforce increase of \$316K, and MILEap increase of \$240K. The remaining difference is due to no longer having funding for Learn and Earn Pilot, Rise Up, Rural Health Care, Kellogg Funding, and Future of Work as well as a decrease in SAE MIRAIN.

**Expenditures**

Wages are expected to increase by an additional \$494K as a result of additional funding.

Consumables is estimated to increase by \$140K to cover the increased costs related to the new programs as well as underestimated the costs in the original budget.

Transportation is increased due to the increased need for Transportation services post COVID. This cost was underestimated due to the uncertainty of what would actually be needed after COVID.

Other Expenses increased by \$100K due to increased spending in the PATH and WIOA Fund.

Training costs are estimated to increase due to the GPTF as well The State Apprenticeship Expansion (SAE) Funds. Direct client expenditures are increasing due to the increase in BRES funding, The State Apprenticeship Expansion (SAE), and the need for supports mainly in the PATH Funds.

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## Area Community Services Employment and Training Council

### General Fund Michigan Works! Budgetary Comparison Schedule For the Fiscal Year Ending June 30, 2024

	Fiscal Year 2022-2023 Budget Mod 1	Fiscal Year 2023 - 2024 Proposed Budget	Increase (Decrease)
<b>REVENUES</b>			
Grant Income	\$ 40,713,000	\$ 34,690,000	\$ (6,023,000)
Program income	20,000	20,000	-
<b>TOTAL REVENUE</b>	<b>\$ 40,733,000</b>	<b>\$ 34,710,000</b>	<b>\$ (6,023,000)</b>
<b>EXPENDITURES</b>			
Operating costs:			
Wages	\$ 11,400,000	\$ 11,894,000	\$ 494,000
Fringe	4,037,000	4,281,000	244,000
Consumables	1,000,000	1,095,000	95,000
Transportation	185,000	180,000	(5,000)
Outside Services	901,000	900,000	(1,000)
Space & Communications	1,767,000	1,706,000	(61,000)
Equipment Rent & Maintenance	55,000	52,000	(3,000)
Equipment Purchases	300,000	276,000	(24,000)
Other Expenses	556,000	760,000	204,000
Total Operating Costs	20,201,000	21,144,000	943,000
Subcontracted program costs	895,000	895,000	-
Training costs	17,287,000	10,271,000	(7,016,000)
Direct client expenditures	2,350,000	2,400,000	50,000
<b>Total Expenses</b>	<b>\$ 40,733,000</b>	<b>\$ 34,710,000</b>	<b>\$ (6,023,000)</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





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**MEMORANDUM**

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

**FROM:** Jacob Maas, Chief Executive Officer

**DATE:** May 8, 2023

**RE:** Designation of Nomination Committee for: Appointment to WDB

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**Background**

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

According to the West Michigan Works! Workforce Development Board Bylaws:

- Sixteen (16) of our current board members' terms of office expire October 31, 2023.
- Add one (1) additional private sector seat to the board roster.

In addition, we also need the following:

- Need to fill one (1) private sector seat for term of office expires October 31, 2024. This seat was previously filled by Randy Boss who stepped down from his role on the board at the end of 2023.

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

This year, those EC members whose term of office are not expiring include: Mark Bergsma and Heather Daniel.

**Action**

We request approval from the EC to appoint those members (Mark Bergsma and Heather Daniel) whose term of office are not expiring, to serve as the designated nomination committee for review of WDB applications submitted.



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**FROM:** Jacob Maas, Chief Executive Officer

**DATE:** May 8, 2023

**RE:** Nomination Committee for: Election of Officers

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**Background**

In accordance with the West Michigan Works! Workforce Development Bylaws, Article IV: Organization, 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.

- Ending October 31, 2023, Mark Bergsma, will have served two consecutive terms as Chairperson of the WDB and will not be eligible to reapply for another term for Chair.
- Ending October 31, 2023, current Vice-Chair, Heather Daniel will have also served for two consecutive terms as Vice-Chairperson and will not be eligible to reapply for Vice-Chair.

A call for nominations will be due in September 2023. Nominees will be contacted by the nomination committee requesting interest and willingness to serve as WDB Chair or Vice-Chair. Elections of these officers are slated to take place at the October 2023 WDB meeting.

We would like to discuss the designation of a nomination committee for the Officers of the Board.