



West Michigan Works! (WMW) Workforce Development Board (WDB)
L. William Seidman Center (GVSU)
50 Front Street S.W. ▪ (1008SCB Loosemore Forum) ▪ Grand Rapids, MI 49504
Public Access: <https://westmiworks-org.zoom.us/j/94247058969>
You can also dial in using your phone
+1 (929) 436-2866 Meeting ID: 942 4705 8969 Passcode: 344449
Monday, October 11, 2021 ▪ Meeting 12:00 p.m. – 1:30 p.m.

AGENDA

1. Call to Order: *Any board member(s) attending virtually must either state physical location on the record or type the information in the public chat box.*
2. Public Comment – Agenda Items
3. Approval of the June 14, 2021 Minutes **Action Required**
4. Introduction of New Chief Financial Officer – Robert (Bob) Perkins **Information Item**
5. Election of Chairperson and Vice-Chairperson: November 2021- October 2023 **Action Required**
Janette Monroe, Executive Assistant
6. WDB Activities: *Jacob Maas, Chief Executive Officer*
 - a. WDB Member Terms of Office 2021-2023 **Information Item**
 - b. WDB Resignations and Nomination **Action Required**
 - c. 2022 Meeting Calendars **Action Required**
7. Approval of Career Educational Advisory Council (CEAC) Member and Roster **Action Required**
Amy Lebednick, Business Solutions Director
8. Policy Approval: WMW PI 21-01c1 Time-Limited Work Activities Policy **Action Required**
Amy Lebednick
9. WDB Dashboard: *Angie Barksdale, Chief Operating Officer* **Information Item**
10. Solutions Driven Updates: *WMW Staff* **Information Item**
11. WDB Committee/Council Updates **Information Item**
 - a. Executive Committee: *Heather Gluszewski Daniel, WDB Vice-Chairperson*
 - b. Career Educational Advisory Council (CEAC): *Cindy Brown, Council Chairperson*
 - c. Legislative Committee: *Jim Fisher, Committee Chairperson*
 - d. Solutions Driven Committee: *Jordan Clark, Committee Chairperson*
12. Other Business **Information Item**
 - a. MI New Economy: <https://www.michigan.gov/mineweconomy/>
13. Public Comment
14. Adjournment

Next Scheduled Workforce Development Board Meeting: December 13, 2021 at 11:30 a.m.
located at: Fredrick Meijer Gardens, 1000 East Beltline NE, Grand Rapids, MI 49525



Workforce Development Board Meeting
<https://westmiworks-org.zoom.us/j/95072298463>

Meeting ID: 950 7229 8463

Passcode: 243993

Dial by your location: +1 929 436 2866 US

Monday, June 14, 2021 • 12:00 p.m. – 1:30 p.m.

MINUTES

Workforce Board Members Present: Mark Bergsma (Chairperson) (Grandville, MI), Heather Gluszewski (Vice-Chair) (Holland, MI), Jessica Babcock (Hudsonville, MI), Nora Balgoyen (Allegan, MI), Ryan Bennett (Coopersville, MI), Randy Boss (Jenison, MI), Norm Brady (Ada, MI), Cindy Brown (Grand Rapids, MI), John Buchan (Kent Co, MI), Jordan Clark (EGR), Mandy Cooper (Ottawa Co, MI), Cathy Cronick (Caledonia, MI), Paul David (Rockford, MI), Jay Dunwell (Grand Rapids, MI), Jim Fisher (Norton Shores, MI), Jennifer Heinzman (Hastings, MI), Rebecca Herrington (Allegan Co, MI), Jon Hofman (Holland, MI), David Kitchen (Coopersville, MI), Scott McLean (Grand Rapids, MI), Bill Pink (Grand Rapids, MI), Val Putnam (Ottawa Co, MI), Dan Rinsema-Sybenga (Muskegon, MI), Michelle Seigo (Eaton Co, MI), Samantha Semrau (Kent Co, MI), Dave Smith (Grand Rapids, MI), Dan TenHoopen (Grand Rapids, MI), Sherry White (Norton Shores, MI), Stacy Young (Sidney, MI)

Workforce Board Members Absent: Kenyatta Brame, Jim Edmonson, Kiesha Guy, Mike Helsel, Shana Lewis, Mark Thomas, Darryl Todd, Patricia VerDuin

Staff Present: Jacob Maas, Angie Barksdale, Mohamad Doudi, Jane Kreha, Amy Lebednick, Brittany Lenertz, Janette Monroe, Melanie White, Tawanna Wright

Guests Present: Randy Thelen (The Right Place, Inc), Dick Bulkowski (Steepletown), Marcelle Marcelletti (Gerald R. Ford Job Corps)

1. Call to Order, attendance and location of board members taken, at 12:00 p.m.

2. Public Comment- None

3. Approval of April 12, 2021 Minutes

Action Required

Motion – Sherry White

Second – Dave Smith

Item Approved by Vote – Motion carried

4. Presentation

Information Item

Randy Thelen, President/CEO for The Right Place, Inc. introduced himself to board members and provided some brief work history prior to his new role at The Right Place. Randy reported on the reframing work of the agency as it pertains to people, place, and prosperity of strategies, and collaboration with partnerships in economic development in West Michigan.

5. WMW WDB Member Terms of Office Applications: November 2021 - October 2023

Information Item

Jacob Maas, Chief Executive Officer, reported that there are 19 current board members' whose terms of office expire on October 31, 2021. Jacob stated that staff will be collecting applications for the November 1, 2021 – October 31, 2023 office term. Jacob encouraged current board members to reapply. Jacob stated that the applications can be submitted online through July 30, 2021. Applications will be reviewed by a Nominating Committee assigned by the Executive Committee and will be presented to the Executive Committee and ACSET Governing Board for approval.

6. Youth Provider Proposals

Action Required

Brittany Lenertz, Talent Solutions Director, reported that the designated Proposal Review Committee, which consisted of WDB members and ACSET/West Michigan Works! staff read, reviewed, and rated the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) and In-School (ISY) Provider Proposals and developed a set of recommendations.

a. Out-of-School Youth Providers

Brittany reported that allocations from the State of Michigan have not yet been received and the Proposal Review Committee requests that the WDB authorize ACSET to offer interim funding to Youth Service Providers, pending youth contract completion. The Committee also recommended that ACSET staff be granted the authority to make necessary allocation changes to providers based on the determination of carry-forward youth funding and allocations received from the State of Michigan. Brittany reported that the proposal review committee is recommending that Program Year 2021 (PY21) funding be awarded to Goodwill Industries of Greater Grand Rapids (\$274,575.00), Kent Intermediate School District (\$128,000.00) and Steepletown Neighborhood Services (\$274,575.00), pending final allocations. (Proposals are available for review upon request). Brittany also noted that the proposed PY21 funding recommendations include \$90,200.00 in-school youth (ISY) funds released in RFP 21-004, which the committee is requesting be transferred to OSY to focus funding and services on the disconnected OSY population. Brittany further reported that this request aligns with the 2017 Memorandum of the WMW Service Delivery Model, and it is based on preliminary planning estimates until ACSET receives its PY21 youth allocation from the State and WIOA Youth carry-forward funds are finalized. Contract budgets may be evaluated and modified as funding allows. Discussion took place and staff answered board members' questions.

Motion – Jon Hofman

Second – Sherry White

Item Approved by Vote – Motion carried

b. In-School Youth Providers

Brittany reported that again, allocations from the State of Michigan have not yet been received and the Proposal Review Committee requests that the WDB authorize ACSET staff to make necessary allocation changes to providers based on the determination of carry-forward youth funding and final allocations from the State of Michigan. Brittany reviewed that pursuant to the WDB's approval of the 2017 WMW Service Delivery Model, the review committee is recommending a reduction to funding for the ISY program to transition out of the ISY program model. The transitioned phase-out of this program will allow youth resources concentrated on WIOA's targeted population of OSY and better align with the strategic vision of WMW-to focus efforts on those youth who lack services due to their disconnection from school. The Proposal Review Committee is recommending that the PY21 funding be awarded to Kent Intermediate School District (KISD) for \$100,000.00, a reduced budget planning level, and that the unallocated amount be shifted to OSY funding. Brittany further noted that there were only two ISY proposals received. The proposal from the Hispanic Center of Western Michigan is not recommended for funding. The proposed PY21 funding is recommended as a phase-out allocation to transition the termination of the ISY program model, which is only delivered in Kent County, MI. This recommendation will allow transition time to close out services to the current caseload, helps focus current and future resources on OSY, and reduces duplication of efforts provided by school systems to prepare ISY for their futures. WMW will continue to support career exploration activities for K-12 students and school systems through the delivery of information or initial services within other funding streams. Discussion took place and staff answered board members' questions.

Motion – Jim Fisher

Second – Dave Smith

Item Approved by Vote – Motion carried

7. Dashboard **Information Item**

Angie Barksdale, Chief Operating Officer, reviewed the Service Summary for October 1, 2020 through April 30, 2021 with board members. The Summary provides data of the organization's progress toward fulfillment of its services in alignment with the 2020 Strategic Plan. Angie reviewed the data points related to Service Center Traffic and Call Volume, Diversity of Job Seekers, Employers Served, Diversity of Employers, Jobs filled by Industry, Training by Industry, Training with Going Pro Talent Fund (GPTF), Hiring Events, Retention Solutions Network, and WorkReady Certificates Earned.

8. Solutions Driven Updates **Information Item**

Brittany Lenertz, Talent Solutions Director, reported that all WMW! Service Centers are open to walk-in traffic as of Monday, June 14, 2021, to serve job seekers through job search assistance, Unemployment Insurance work search requirements, and any public re-employment services.

Grants/Funding Opportunities: Brittany stated that several staff members have been working on numerous grant and funding opportunities. Brittany stated that the grants listed below are all focused on training, re-training, and apprenticeships to ensure job seekers are ready for in-demand jobs.

- a. Future of Work
Information provided in board packet.
 - b. Grand Rapids Community College's One Workforce Grant
Information provided in board packet.
 - c. State Apprenticeship Expansion (SAE) – West Michigan Works!
Information provided in board packet.
 - d. State Apprenticeship Expansion (SAE) – Michigan Energy Workforce Development Consortium (MEWDC)
Information provided in board packet.
 - e. Summer Youth Work Experience
Information provided in board packet.
 - f. Regional Talent Innovation Grants
Information provided in board packet.
 - g. Michigan Learning and Education Advancement Program (MiLEAP):
Brittany reported WMW!, in partnership with Grand Rapids Community College, Montcalm Community College, Muskegon Community College, and West Michigan Center for Arts and Technology received a \$2 million award to fund short term, high demand training that leads to a credential in the food processing, healthcare, IT, retail, sales, supply chain, and manufacturing. MiLEAP focuses on individuals who are dislocated, underemployed, essential workers, living in distressed rural and urban communities, and economically disadvantaged.
- Industry Talent Council Initiatives: Amy reviewed the initiatives that the talent councils have been engaged in.**
- h. Parent Engagement Event:
Amy Lebednick, Business Solutions Director, reported that employers representing each of the five industry talent councils worked together, in collaboration with regional representatives from the Intermediate School Districts, to roll out a parent engagement event. The event's purpose was to provide direction to parent's with soon-to-graduating seniors that were undecided on their next steps. On Wednesday, June 9th, parents joined professionals from each industry for a virtual discussion about accessible careers in West Michigan's high demand industries. Attendees were provided with an overview of career pathways and career exploration tools, as well as practical information about current opportunities for graduates, including internships and apprenticeship opportunities.

- i. MiCareerQuest 2021 Outcomes and Next Steps: According to a survey administered to students who attended MiCareerQuest® (MiCQ) 2021 on April 21st, 81% agreed that they learned about employment and education/training opportunities that they did not know about prior to attending the event. The majority of students felt that employers provided engaging and interesting events. The educators were also given a post-event survey; 92% of those educators agreed that this learning experience helps to fill a need that they currently have in their district for students. Eighty percent (80%) of educators also agreed that they expanded their own personal awareness of career and post-secondary education opportunities as a result of MiCQ.

In 2022, the goal is for MiCQ to revert back to an in-person event. WMW staff are working with the ISDs to enhance MiCareerCompass and implement more tools in the Educator Packet relating to hot jobs and information such as salary, education pathways, and alternative follow-up activities/lesson plans tailored for the educator and students. Agribusiness was added as a new employment sector for MiCQ 2021, and it was very successful. Staff will convene planning committees to see how to best implement Agribusiness as a core employment sector, along with Advanced Manufacturing, Construction, Healthcare, and IT, moving forward. New resources developed this year can be accessed on <https://www.micareerquest.org/>.

Virtual Career Cards New virtual career cards for each industry were developed by employers to provide educational content on the occupations highlighted at the event. Many individuals showcased on the front of the cards are local industry experts working in that role. The career cards can be accessed on <https://www.micareerquest.org/>.

MiCareerCompass MiCareerCompass is a career awareness and reflection guide for teachers and students. It follows the Michigan Career Development Model and gives educators and students another resource for career development education. Suggested activities are listed for students to prepare for MiCareerQuest® and reflect upon the experience. [Download the MiCareerCompass PDF](#)

WMW Sponsored Registered Apprenticeships Program

WMW! holds registered apprenticeship standards for 27 occupations with 56 employers actively signed on to our standards. WMW! current holds the standards for 80 active apprentices. Since WMW! has started to hold apprenticeship standards, 334 apprentices have been added across all industries with 188 total completions.

Additional Initiatives

- j. Clean Slate Navigator
WMW received funding to hire a Clean Slate Navigator and has begun a soft launch of expungement services. These services will allow certain criminal records to be “set aside”, allowing greater employment opportunities for many residents in West Michigan. These services will be available to the general public for the purposes of increasing our region’s talent pool over the next several weeks.
- k. The State of West Michigan Workforce Webinar
On June 3, WMW hosted a webinar, "The State of the West Michigan Workforce." Our hope is that a concerted and collaborative effort to address the issues outlined in the report will prepare our community to return to work and meet the talent needs of our region. The links for the final report are available here:
- Final report: [West Michigan Works! COVID-19 Unemployment Survey](#)
 - Webinar recording: [State of the West Michigan Workforce](#)
 - PowerPoint Presentation: [Talent Survey Findings](#)

Sources cited in the presentation are as follows:

- [The Demographic Drought: How the Approaching Pandemic Will Transform the Labor Market for the Rest of Our Lives](#)
- [Women in the Michigan Workforce](#)

9. WMW WDB Subcommittees Updates

Information Item

- a. Executive Leadership and Strategic Engagement Committee: Mark Bergsma, WDB Chairperson reported that the Executive Committee met in May, reviewed the board financials, designated the WDB Nomination Committee for the upcoming terms of office, discussed the WDB June agenda, and received updates on Strategic Workforce Solution's non-profit status, grants and initiatives, the solutions driven committee, youth proposals, and upcoming events.
- b. Career Educational Advisory Council (CEAC): Cindy Brown, WDB Member and CEAC Chairperson reported that the CEAC discussed grants, Marshall Plan in Muskegon, and CTE planning.
- c. Legislative Committee: Jim Fisher reported that the committee met in May and has its next meeting scheduled for June 15th. Jim reported that staff have been busy meeting virtually with legislators to discuss the State's Key Priorities. Jim also reported that staff have additional visits already planned for the coming week.

10. Other Business

Information Item

- a. National Association of Workforce Boards (NAWB) "Hybrid" Forum: June 24-26, 2021: Jacob reported that staff and WDB Chairperson and Vice-Chairperson will be attending the NAWB Forum virtually this year, as registrations were deferred from 2020 due to the COVID-19 pandemic.

11. Public Comment- None.

12. Adjournment at 1:16 p.m. by Chairperson Mark Bergsma.

Recorded by: _____ Received by: _____

**ADMINISTRATIVE OFFICE**

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MEMORANDUM

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

FROM: West Michigan Works! Staff

DATE: October 4, 2021

RE: Election of Chairperson and Vice-Chairperson of the WDB
Terms of Office November 2021 – October 2023

Background

WMW Staff recently requested nominations from the WMW WDB for the offices of WDB Chairperson and Vice-Chairperson for the term dates of November 1, 2021, through October 31, 2023.

At the time of this WDB packet mailing, one (1) Chairperson nomination and one (1) Vice-Chair nomination have been received. The current nominees are:

Chairperson

- Mark Bergsma

Vice-Chairperson

- Heather Gluszewski Daniel

The above nominees have provided brief biographies (see attached) and have indicated that they are willing to serve for a second term of office. Additional nominations may be made at the meeting held on October 11, 2021.

Action

As far as voting is concerned and assuming there is only one candidate to serve as Chairperson, then action (i.e. nomination* and a vote of yeas and nays) would be required by the members to elect the Chairperson and again separately for the Vice-Chairperson. If there are multiple nominees for either office, then voting will occur by ballot for that office.

*Robert's Rules of Order state that it is *customary* to nominate one or more candidates before proceeding to an election to fill an office (unless the election is by ballot or roll call).



Mark Bergsma

Mark Bergsma has been an account executive in the commercial insurance industry for Berends Hendricks Stuit (BHS) Insurance Agency for the past 23 years.

Mark has served on the board of the Downtown YMCA, the Pregnancy Resource Center, Go Tell Ministries, and First Reformed Church. He served on the Grand Rapids Chamber of Commerce Business and Education Council. He chaired the Ambassadors Council at the Grand Rapids Chamber of Commerce for eight years. Mark is currently on the board of Grant Me Hope, a nonprofit that promotes adopting older foster kids. Mark has served on our board for the past 13 years. He has chaired the West Michigan Works! Marketing and Communication Subcommittee since its inception. He also serves on the West Michigan Works! Legislative Subcommittee.

Heather Gluszewski Daniel



Heather has been in sales, program management, and business development for over 20 years. Her current role is Program Manager, Human Resources, with Haworth. Heather is leading the organization's programs that focus on students, relationship building, outreach, networking and employment branding to continually build and enhance the talent pool at Haworth. Initiatives include Internships, Scholarships, Education Outreach, College and University Relations, OAISD FuturePrep'd, and Resource Groups.

Heather is dedicated to helping the community in diversity and health. She serves on a number of boards and committees including Spectrum Health Executive Patient & Family Advocacy Council, West Michigan Works! Workforce Development (Vice Chair), Grand Rapids Triathlon (VIP Coordinator), and Lakeshore Ethnic Diversity Alliance (Treasurer). She has also been actively involved with Grand Rapid Sister Cities, Athena, Junior Achievement, Gilda's Club Red, Michigan Women's Foundation, and American Cancer Society.

Born in Lansing, she obtained her Bachelor of Applied Science in Business from Davenport University.



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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board (WDB)
FROM: West Michigan Works! Staff
DATE: October 4, 2021
RE: WDB Member Terms of Office 2021-2023

Background

At the end of June 2021, the West Michigan Works! Workforce Development Board had 19 board members whose terms of office expire on October 31, 2021.

WMW staff collected applications for the November 1, 2021 - October 31, 2023 office term. Applications were reviewed by a Nomination Committee assigned by the Executive Committee.

Tonia Castillo Director of Adult Training and Career Services, Ottawa Area Intermediate School District (OAISD), has applied to fill the Adult Education seat previously represented by Valorie Putnam, who has officially retired. Based on the applications received, the WDB would continue to meet State requirements and the WDB would be represented by 33 members' total.

On September 20, 2021, the Executive Committee of the WDB approved and supported the slate of applicants below. WMW Staff will request approval of the slate to the ACSET Governing Board for appointment to serve on the WMW WDB with the term of office dates of November 1, 2021 through October 31, 2023.

Business (10): John Buchan, Jordan Clark, Paul David, Jay Dunwell, Jim Fisher, Rebecca Herrington, Jon Hofman, Shana Lewis, Scott McLean, Samantha Semrau
Community-Based Organization (1): Jennifer Heinzman
Higher Ed (1): Bill Pink
Adult Ed (1): Tonia Castillo
Organized Labor/Employee rep (1): Ryan Bennett
Labor (1): David Kitchen
Public Assistance Agencies (PA 491) (1): Michelle Seigo

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/.

West Michigan Works! Workforce Development Board
Applications for Terms of Office 11/1/2021 - 10/31/2023

Item #6a

Sector	First Name	Last Name	Company	Title
Adult Education	Tonia	Castillo	Ottawa Area Intermediate School District	Director of Adult Training and Career Services
Business	John	Buchan	Autocam Corporation	Executive Vice President
Business	Jordan	Clark	Meijer	Director of Compensation
Business	Paul	David	Fleis Vandenbrink	Human Resources Director
Business	Jay	Dunwell	Wolverine Coil Spring Co	President
Business	Jim	Fisher	Second Act, LLC	President
Business	Rebecca	Herrington	Perrigo	VP-Global Talent Acquisition
Business	Jon (Jonathan)	Hofman	Holland Board of Public Works (HBPW)	Human Resources Manager
Business	Shana	Lewis	Trinity/Mercy Health	VP, Talent Acquisition and Workforce Development
Business	Scott	McLean	Spectrum Health Ventures, LLC	Managing Director
Business	Samantha	Semrau	Kendrick Plastics	HR Director
Community Based Organization	Jennifer	Heinzman	Barry County Chamber of Commerce & Economic Development Alliance	President
Higher Education	Bill	Pink	Grand Rapids Community College	President
Labor	David	Kitchen	West Michigan Electrical JATC	Training Director
Organized Labor/Employee Rep	Ryan	Bennett	West Michigan Plumbers & Fitters #174	Business Manager
Public Assistance Agencies (PA 491 req)	Michelle	Seigo	MI Department of Health and Human Services, Ionia & Montcalm Counties	Director
2020-2022 Term of Office Opening				
Community Based Organization	Kristin	Garris	Goodwill Industries of West Michigan	Chief Workforce Officer



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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board (WDB)
FROM: West Michigan Works! Staff
DATE: October 4, 2021
RE: WMW WDB Resignations and Nomination

Background

WMW staff were notified that Community Based Organization (CBO) representative Kiesha Guy, is no longer employed with Goodwill Industries of West Michigan, Inc and has had to step down from the WDB. WMW staff reached out to Goodwill Industries and Kristin Garris, Chief Workforce Officer, has since applied to fill the seat. This term of office is open through October 31, 2022.

WMW staff were also notified that Darryl Todd (DTE Energy), Jessica Babcock (Suburban Inns), Patricia VerDuin (Mobias Coaching) will no longer be participating on the WDB at this time. Sherry White (Hines Corp) has retired from Hines Corp.

Action

WMW staff is seeking approval from the Executive Leadership Committee to support the nomination of Kristin Garris to join the WDB as the Community Based Organization representative on the WDB with terms of office through October 31, 2022.

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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board (WDB)
FROM: West Michigan Works! Staff
DATE: October 4, 2021
RE: 2022 Meeting calendars

Background

West Michigan Works! Staff members would like to propose the following schedules for the upcoming 2022 Executive Leadership and Strategic Engagement Committee and the Workforce Development Board.

Executive Committee at 11:30 a.m. – 1:00 p.m.

January 10, 2022
March 14, 2022
May 9, 2022
September 19, 2022
November 14, 2022

WDB at 12:00 p.m. – 1:30 p.m.

February 14, 2022
April 11, 2022
June 13, 2022
October 10, 2022
December 12, 2022 (Combined with ACSET Governing Board)

Action

WMW staff is requesting WDB approval of the 2022 meetings schedule.



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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board (WDB)
FROM: Amy Lebednick, Business Solutions Director
DATE: October 4, 2021
RE: Career Education Advisory Council (CEAC) Member and Roster

Background

The CEAC is in need of an Academic Educator representative on the council and has received a membership application from Chauncy Williams. Chauncy is currently the MCEC Coordinator of Student Success for Muskegon Public Schools.

Action

WMW staff is requesting that the West Michigan Works! Workforce Development Board approve the addition of Chauncy Williams to the CEAC.

Action

WMW staff is further requesting the West Michigan Works! Workforce Development Board approve the CEAC roster for the purposes of recertification with the State of Michigan.



West Michigan Works! Career & Educational Advisory Council Application

1. APPLICANT INFORMATION			
Last Name	First	M.I.	Date of app:
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
2. EMPLOYMENT			
Company		Address	
Position			
Responsibilities			
3. WHICH SECTOR DO YOU REPRESENT (YOU MUST BE EMPLOYED IN THE SECTOR YOU ARE REPRESENTING)?			
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 Education Administrator			
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).

- | | | |
|---------|----------|----------|
| Allegan | Kent | Ottawa |
| Barry | Montcalm | Regional |
| Ionia | Muskegon | |

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

- Yes No

Please submit completed application to kjeltema@westmiworks.org.

**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: October 4, 2021

RE: Draft WMW 21-01c1: Time-Limited Work Activities Policy

Background

This updated policy supersedes the previously approved WMW 21-01 Time-Limited Work Activities Policy.

The updated 21-01c1 Time-Limited Work Activities 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 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.

Due to the recent allowance by USDOL and LEO regarding the reclassification of virtual career readiness and exploration as a work experience activity, updates have been made to the existing policy to include virtual options for work experience and internships.

Requested Action

WMW staff is requesting that the West Michigan Works! Workforce Development Board approve Draft WMW 21-01c1 Time-Limited Work Activities Policy



Title: WMW 21-01c1 Time Limited Work Activities Policy

Effective Date: XX-XX-2021

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

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

Supersedes: WMW 21-01

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.

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/.

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

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 experiences may be conducted virtually when the employer provides an interactive experience with the youth.** 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 **activities and services.**

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 **or with** 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. **The Employer Agreement will be initiated for onsite work experience and/or remote internships.** Supervision, job training, timesheet accuracy and youth evaluations will be the responsibility of the employer **for a traditional onsite work experience or remote internship. WMW staff will provide supervision, additional work readiness and attendance verification for a virtual work experience activity.**

Staffing Agency Agreements

Eligible youth placed in a **traditional, onsite** paid work experience activity will be screened, hired and onboarded through a third-party payroll company **(and may include remote internships).** 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. Virtual work experience will be compensated at the WMW established stipend rate (WMW 15-11c4) and will have a 1099 issued to report earnings. Virtual work experience youth will be paid directly by WMW rather than the third-party agency.

Monitoring

- Business Solutions Representatives review employer agreements with employers, particularly with respect to wages, eligibility, and training length.
- All onsite 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.
- Virtual work experience activities and remote internships will not require a worksite monitoring.

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. Internships may be onsite or remote. 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.



Service Summary Oct 1, 2020 to Sept 30, 2021

The data shown on this Service Summary are indicators of the organization's progress toward fulfillment of its services-based strategic priorities, as developed in the 2020 Strategic Plan: Enhanced Relationships, Pipeline Development, and Diversity and Inclusion. Each indicator is a reflection of the work conducted on an operational level to ensure robust service delivery and strategic plan alignment.

Additional information and explanation about the data presented are included the narrative.

Strategic Plan Alignment



Enhanced Relationships

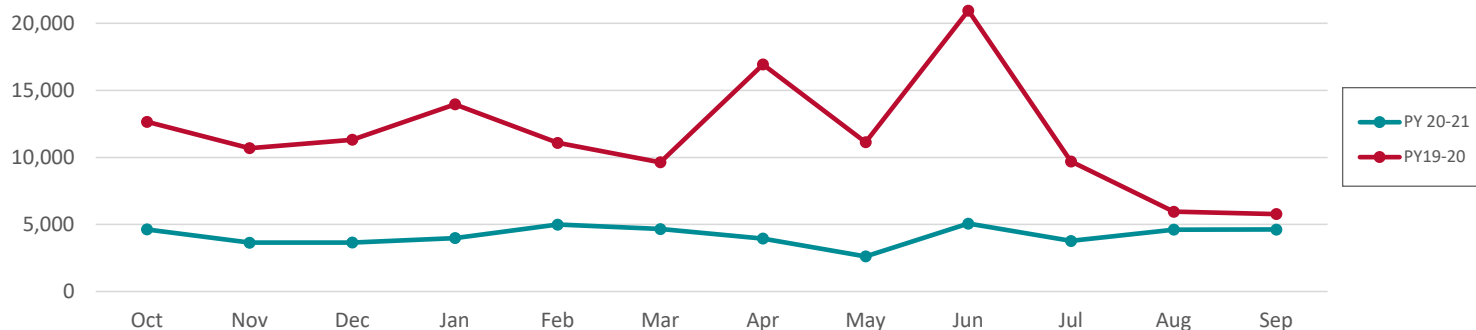


Pipeline Development



Diversity and Inclusion

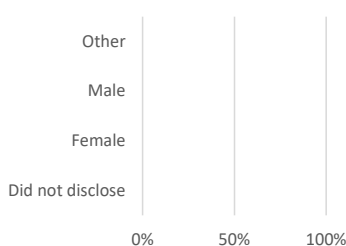
Service Center Traffic & Call Volume (PY comparison by month)



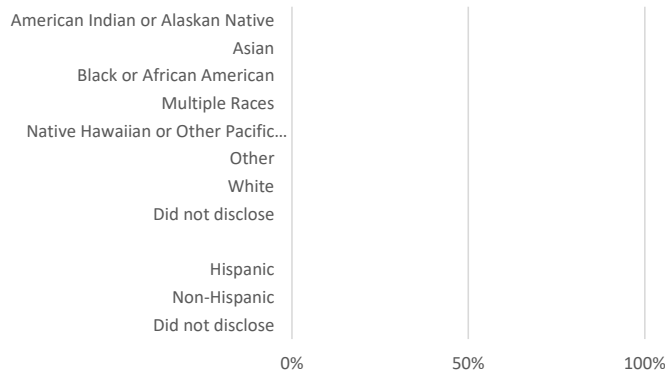
Diversity of Job Seekers Served

NOTE: Due to the low volume of job seeker traffic in our service centers, we cannot collect demographic data at this time.

Gender

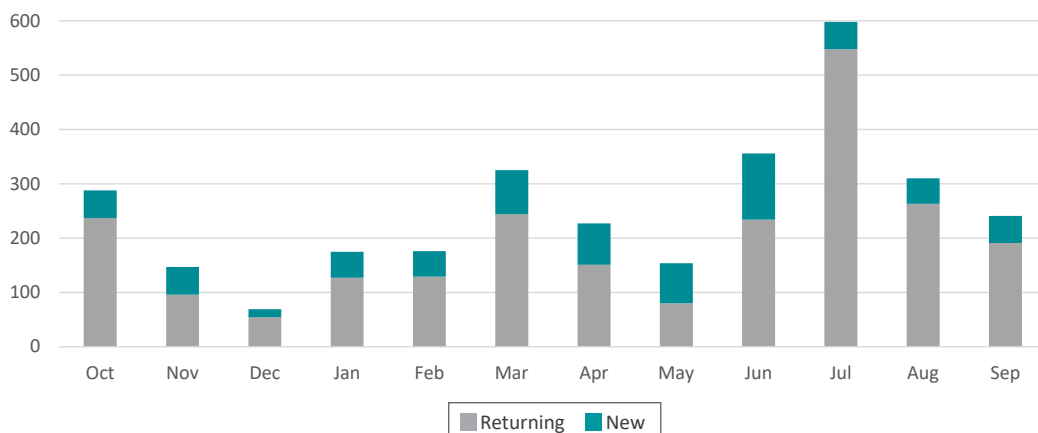


Race & Ethnicity

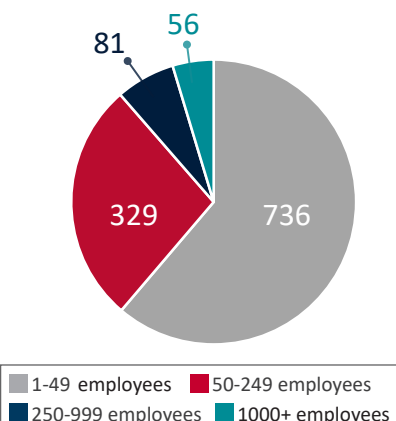


■ WMW! Region ■ Job Seekers Served

Employers Served (unique count)



Diversity of Employers Served (by size)



■ 1-49 employees ■ 50-249 employees
 ■ 250-999 employees ■ 1000+ employees

Jobs Filled by Industry

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Agribusiness	56	0	0	0	10	45	2	3	122	14	120	52
Construction	0	1	5	0	7	16	1	10	27	12	28	7
Health Care	128	46	3	42	23	74	144	135	107	110	89	99
Information Technology	0	0	0	2	0	0	0	26	4	0	35	7
Manufacturing	238	213	229	235	203	475	454	134	351	422	301	247
Other	195	194	168	188	161	124	134	159	174	522	499	434
TOTAL	617	454	405	467	404	734	735	467	785	1080	1072	846

Training: by Industry

	New Hire	Classroom	Apprenticeship	Credentials Earned
Agribusiness	0	0	0	0
Construction	55	127	1	109
Health Care	8	202	0	93
Information Technology	31	7	0	4
Manufacturing	177	15	0	5
Other	179	32	2	15
TOTAL	450	383	3	226

Active grants supporting new hire, classroom and apprenticeship training this reporting period:

MICA 2.0
 MAICA 2.0
 WIOA Incumbent Worker Training
 WIOA On-the-Job Training
 WIOA Individual Training Accounts
 Going PRO Apprenticeships (GPA)
 PATH Subsidized Employment
 Future of Work
 National Dislocated Worker Grant
 Young Professionals

Training (completed): Going PRO Training Fund

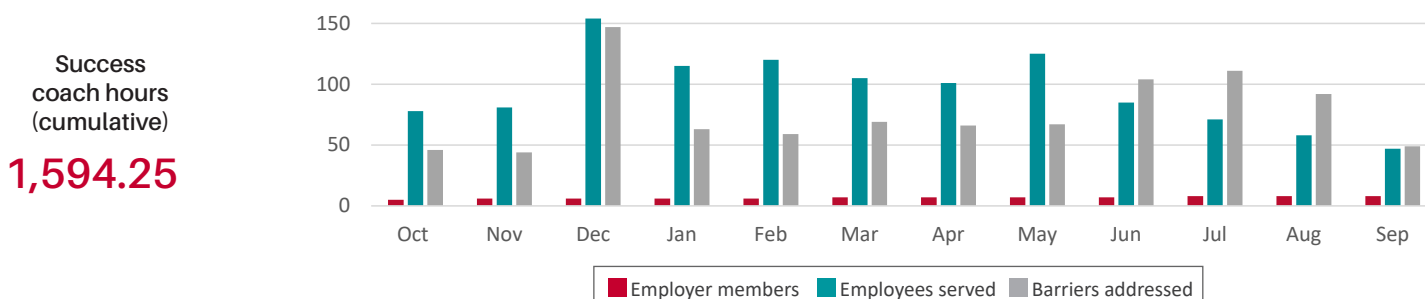
	New Hire	Classroom	Apprenticeship
Agribusiness	27	16	0
Construction	13	6	0
Health Care	38	70	1
Information Technology	39	53	0
Manufacturing	185	575	0
Other	56	170	0
TOTAL	358	890	1

Data reported for Program Year 2021 (2/1/21 - 1/31/22)

Hiring Events

	Events	Participating Employers	Job Seekers
Q1	28	140	104
Q2	7	108	293
Q3	7	191	118
Q4	6	169	132
TOTAL	48	608	687

Retention Solutions Network



WorkReady Certificates Earned (cumulative)

2,400	137	62	164
Pre-Assessments	Post-Assessments	WorkReady Certificates	WorkReady Plus Certificates



Service Summary
 Oct 1, 2020 to Sept 30, 2021

Workforce Development Board Dashboard Narrative

October 2020 – September 2021

Service Center Traffic & Call Volume

Data represented as service center traffic and call volume includes total counts for both foot traffic and incoming calls. In response to Covid-19, WMW shifted from tracking foot traffic to tracking number of calls received in March of 2020. In July 2020 call volume began a steady decline as UIA issues began to stabilize and WMW staff were no longer providing direct UIA assistance. Although WMW welcomed back walk-in foot traffic in mid-June 2021, we did not reinstate previous self-check in practices due to the development, training and implementation of a new tracking system. The data reported in this PY was primarily captured using manual counts.

Diversity of Job Seekers

Due to the change in how individuals were served during the COVID-19 pandemic, WMW was not able to collect demographic data on job seekers served. Many of the job seekers were served virtually or over the phone without demographic tracking. In September of this year we were able to successfully implement and train on a new tracking system and we anticipate having demographic data for all foot traffic beginning October 1st.

Employers Served

The numbers reported are employers served each month for the initial time this program year. An employer is counted once per program year as unique; this occurs the first time an employer receives value-added services within a program year. A new employer is one that has never been engaged with WMW. A returning employer is one that has received services from WMW in a prior program year(s).

Diversity of Employers

Diversity of Employers is a new metric tracked beginning this program year to provide a comprehensive picture of our employer base. This metric shows the diversity of employers served by company size (total number of employees) and can be helpful in planning strategies for identifying specific employer groups for size-targeted initiatives.

Jobs Filled by Industry

This is the total number of jobs filled for an employer based on their designated industry. These positions were filled for each employer through WMW assistance and services.

Training by Industry

Training opportunities and completion rates remain significantly decreased with closure mandates, capacity caps, and social distancing requirements throughout this program year. Agribusiness was recently added to the dashboard and will be included in the overall training and credential count in the near future.

Training: Going PRO Talent Fund

The Going PRO Talent Fund numbers presented are reflective of trainings that have been completed and paid out. New hires are still working to complete retention eligibility. Apprentices will be taking spring or summer classes prior to meeting eligibility to bill out. The balance of the classroom trainings have not been completed to date but are either in process or are scheduled for completion later this year. This program runs February through January for the FY21 grant year and the bulk of the billing won't occur until late summer/fall.

Hiring Events

In response to the pandemic, a majority of all hiring events are currently held virtually. Finding qualified talent continues to be a challenge, but we are pleased with the overall employer response. WMW continues to look for new and innovative ways to conduct outreach to job seekers.

Retention Solutions Network

Due to COVID-19, Success Coaches provided virtual open-hours for each employer while maintaining a flexible work schedule to meet the needs of the employees, rather than having dedicated onsite hours. This data reveals the total number of employees served but does not consider the high number of touchpoints each employee had with each of our Success Coaches. The barriers addressed include transportation, housing, medical bills, and utilities, so that employees can successfully engage in the workplace.

WorkReady Certificates

WorkReady is an employability skills curriculum developed in coordination with employers. It consists of nine modules: five "core employability skills" and four "advanced employability skills". Job Seekers take a pre-assessment to determine areas of readiness and areas for improvement; they only attend workshops for areas identified as needing improvement. Following attendance at any needed workshop(s) job seekers take the post-assessment to ensure they've gained the knowledge necessary to understand and use that skill. Following a successful pre-assessment, workshops and post-assessment, job seekers receive a certificate that communicates to regional employers that they are "work ready." Job Seekers can choose to obtain a WorkReady Certificate, consisting of the five core employability skills or work toward a WorkReady Plus Certificate that includes the advanced modules.



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
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220 East Main St
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Kent County
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Ottawa County
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Holland, MI 49423
(616) 396-2154

MEMORANDUM

TO: WMW! Workforce Development Board
FROM: WMW! Staff
DATE: October 4, 2021
RE: Solutions Driven Updates

Grants

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

Future of Work: The first phase of Future of Work Grand Challenge, in partnership with Jobs for the Future, XPrize NewProfit, and MIT Solve is winding down. The challenge to connect a targeted unemployed workforce with fast virtual training truly was a challenge, with low numbers engaging and even lower numbers completing. Those who did participate, however, are getting connected to employment.

MICA 3.0: WMW! submitted a MICA 3.0 grant application on 9/21/2021 to the Department of Labor and Economic Opportunity-Industry Engagement Team. The application focuses on the enhancement and expansion the critical work of the West Michigan Works! Industry Talent Councils. WMW requested \$250,000 in grant dollars over 2 years to fund a project coordinator to lead projects under the Industry Talent Council and to also serve as a connector between schools and industry as well as support training for 34 new USDOL registered apprentices.

Michigan Learning and Education Advancement Program (MiLEAP): WMW!, in partnership with Grand Rapids Community College, Montcalm Community College, Muskegon Community College, and West Michigan Center for Arts and Technology received a \$2 million award to fund short term, high demand training that leads to a credential in the food processing, healthcare, IT, retail, sales, supply chain, and manufacturing. MiLEAP focuses on individuals who are dislocated, underemployed, essential workers, those living in distressed rural and urban communities and economically disadvantaged.

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

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

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

State Apprenticeship Expansion (SAE) – Michigan Energy Workforce Development Consortium (MEWDC): WMW was awarded a contract to provide Project Management and Apprenticeship Program Technical Assistance for a \$1.1 million State Apprenticeship Expansion grant awarded to the consortium by LEO-WD. WMW has hired a Project Manager (PM) to support the hiring of 427 apprentices at 28 energy industry companies statewide in critical job roles within gas and electric skilled trades and line-clearance tree trim.

Industry Talent Councils

MiCareerQuest 2022 Event Update: After much deliberation the MiCareerQuest Steering Committee has decided not to hold the traditional large in-person event at DeVos in 2022. The committee is considering alternative initiative that would allow for engagement with industry representatives either in the classroom or virtually.

Construction Careers Council (CCC): This is a newly formed West Michigan Works! supported Talent Council. The council was formed 4 months ago and represents a broad range of trades. The council works closely with the Construction Workforce Development Alliance led by Associated Builders and Contractors. Their strategies

of focus are: Recruit, Train, and Sustain. Their first initiative of this council will be projects to roll out for Careers in Construction month.

Discover Manufacturing (DM): Several Projects are underway for the manufacturing talent council including:

- SME Prime – \$6 million Appropriation in the state’s budget will support the SME Education Foundation’s Partnership Response Initiative (PRIME) which will be used to provide Michigan high schools with opportunities to craft and run CTE programs for students interested in learning about manufacturing. Ionia, Ottawa, and Kent ISD have submitted applications for the funding. Discover Manufacturing is excited to support those applications.
- Manufacturing Week / Scholarships: Manufacturing Week registration is open on www.discovermanufacturing.com. There are two ways to participate this year, virtual and in person small group tours. Virtual will feature up to 40 manufacturers for 30 minute sessions Nov 1 -5. In Person will be Nov 15 -19 with emphasis on small groups of highly engaged students. Scholarship to be kicked off during Manufacturing Week, additional information has been added to website.
- Adopt a School: An adopt a School toolkit has been added to the DM website. To date, 11 schools have been “adopted” by a manufacturer.

West Michigan Health Careers Council (WMHCC): The council is planning an additional Career Exploration event, to be held during Healthcare Week January 2022.

West Michigan Tech Talent (WMTT): West Michigan Works! has hired a new Industry Council Lead for WMTT. John Rumery started 9/20 /2021 and has extensive experience in the IT industry. Ongoing projects for WMTT include:

- Rebranding of the West Michigan Hour of Code event to {Mi}Code Experience. Initial planning for the {Mi}Code Experience will be hybrid event for 2021 with asynchronous option. The event will provide “live virtual” sessions for mentors to connect with classrooms. A temporary Project Coordinator has been hired to help move that project forward.
- Partnership with MiSTEM Network on a [Congressional App Challenge](#). High School students compete to develop an application. U.S. Representatives publicly recognize the winning teams, and each winning app may be put on display in the U.S. Capitol Building for one year. Additional prizes may be available.

Agribusiness Talent Council of West Michigan (ATC): A Career Ag-xploration project was approved at ATC’s August council meeting. The council is working on details of what the Career Ag-xploration initiative will entail. The council will be developing a draft of a playbook, to share with others in the region. The playbook will contain information on how to implement Career Ag-xploration in their community. Additionally, a newsletter series entitled The Foods That Built West Michigan newsletter is under development. The series will include resources on

best practices connected to agribusiness and will include highlights from an Ag employer interview highlighted in each issue.

WMW Sponsored Registered Apprenticeships Programs

WMW! holds registered apprenticeship standards for 28 occupations in construction, healthcare, I.T., and manufacturing. 57 employers are participating under our sponsorship. In the current Program year, 192 registered apprentices have completed their program and 92 active apprentices assigned under our standards.

Initiatives

Clean Slate Navigator: Through our new Clean Slate Navigator services, we have seen 4 felony convictions and 2 misdemeanor conviction expungements for 3 job seekers. There are 49 job seekers that are currently active in services, representing a total of 89 misdemeanors and 39 felony convictions. 41 of those job seekers are simply waiting for their hearings. There are some significant roadblocks to this work, including scheduling hearings and hearings being adjourned due to the Michigan State Police and Attorney General's office not responding to the court in time for the schedule hearing.

We are working on a new partnership with Legal Aid of Western Michigan, which will allow us to serve more individuals under this funding. We participated in a successful Kent County Expungement fair in August and are currently planning a Muskegon County Expungement fair for November.

Learn, Earn and Provide (LEAP) Pilot: The State of Michigan has invited West Michigan Works! in Muskegon County to join in the LEAP pilot. LEAP is a program aimed to assist non-custodial parents in obtaining and maintaining employment and get back on track with child support payments. This pilot will take place in close partnership with Muskegon County Friend of the Court and will include both voluntary referrals and mandated participation. As this pilot progresses, FOC and WMW will collocate in each of our offices for greater accessibility to individuals.

Launchpad: WMW is launching a new database, connecting multiple departments into one system. Launchpad is built on top of the Salesforce platform and will serve as our case management system, Retention Solutions Network tracking, employer CRM, approval workflows, traffic counting, customer portal, and potentially skills matching for job seekers and employers. We're excited to see how these efficiencies will lead to better customer service in all areas.

ADMINISTRATIVE OFFICE

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Employment & Training Council
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Muskegon County

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Ottawa County

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Solutions Driven Committee

of the West Michigan Works! Workforce
Development Board

Charge

The Solutions-Driven committee will focus on addressing barriers to implementation of talent, business, and retention solutions. The committee will serve as a sounding board for director-level staff, offering consultation and constructive feedback while brainstorming potential strategies and new approaches. Together, the committee and staff will seek ways to operationalize solutions to regional issues in alignment with the board's vision.

Development

The updated West Michigan Works! Strategic Plan, with its new slate of committees, was approved by the Workforce Development Board in March 2020. Immediately following, the COVID shutdown occurred, pausing further exploration of the new Solutions Driven committee. Since that time, West Michigan Works! Leadership has created structure for the committee, identifying its role in assisting the organization with achieving its mission, as well as its position relative to the board's greater purpose of setting strategic direction. The Framework below was developed to offer further clarity to the Charge statement. However, as this committee and its role are new, there will be more definition as it evolves.

Framework

The work of the Solutions Driven Committee will need to find a middle ground between the board's role of setting vision and the staff's role of implementing that vision. The committee should provide ideas and guidance, but decisions regarding strategic direction will be made by the board and decisions regarding operations will be made by staff leadership. The following framework provides some detail on how the committee will approach its work. Additional approaches will be developed over time.

- The committee will meet three times per year.
- Each meeting will involve the typical business agenda items, but the primary agenda item will be a discussion topic.

- The discussion topic for each meeting will involve committee members in brainstorming solutions to a given problem that will help the organization with its response to talent and business issues.
- Potential discussion topics include:
 - Impact of COVID-19 on talent needs and how WMW can help;
 - New strategies for outreach to underserved talent;
 - New partners and/or partnership initiatives that could improve services;
 - Career pathways.
- In preparation for each meeting, WMW leadership will prepare a problem statement to frame the discussion, send background information in advance, and plan for facilitated discussion.

Roster			
First Name	Last Name	Sector	Company
Daniel	TenHoopen	Community-Based Organization	Heart of West Michigan United Way
Daniel	Rinsema-Sybenga	Postsecondary	Muskegon Community College
Dave	Smith	Business	The Employers' Association
Jordan	Clark (<i>Chair</i>)	Retail	Meijer
Cathy	Cronick	Voc. Rehab	Michigan Rehabilitation Services
Michelle	Seigo	Human Services	DHHS-Ionia/Montcalm
Jennifer	Heinzman	Business Support	Barry County Chamber of Commerce & Economic Development Alliance
Jay	Dunwell	Discover Manufacturing	Wolverine Coil Spring
Elizabeth	Wilson	West Michigan Tech Talent	OST
Diane	Smit	Agribusiness Talent Council of West Michigan	Hearthside Foods
Dan	Hall	Construction Workforce Development Alliance	Architectural Glass and Metal
Samantha	Bull	Healthcare	Clark Retirement
Marcelle	Marcelletti	Community-Based Organization	Job Corps