

# Program Contact Persons

## Contacts for Worksites

### Injury & Accident

- **If a Youth receives a life or limb threatening injury, call 911.**
- Manpower
  - Nurse – 855-690-7299
  - Market Manager – Kelly Krispin – [kelly.krispin@manpower.com](mailto:kelly.krispin@manpower.com), 231-343-5044
- West Michigan Works!
  - After reporting to Manpower please contact your Business Solutions Representative to make them aware of the incident.
  - West Michigan Works! Samantha Salter – [ssalter@westmiworks.org](mailto:ssalter@westmiworks.org), 202-744-9670

### Timesheet Submission Questions

- West Michigan Works! Samantha Salter – [ssalter@westmiworks.org](mailto:ssalter@westmiworks.org), 202-744-9670

### Disciplinary Concerns

- File Issue Form: <https://www.jotform.com/form/230334729999067>
- Issue Form Follow-Up: West Michigan Works! Samantha Salter – [ssalter@westmiworks.org](mailto:ssalter@westmiworks.org), 202-744-9670

### Worksite Documentation

- West Michigan Works! Samantha Salter – [ssalter@westmiworks.org](mailto:ssalter@westmiworks.org), 202-744-9670

### Worksite Monitoring

- West Michigan Works! Samantha Salter – [ssalter@westmiworks.org](mailto:ssalter@westmiworks.org), 202-744-9670

### Worksite Duties

- West Michigan Works! Samantha Salter – [ssalter@westmiworks.org](mailto:ssalter@westmiworks.org), 202-744-9670

### Labor Laws

- West Michigan Works! Samantha Salter – [ssalter@westmiworks.org](mailto:ssalter@westmiworks.org), 202-744-9670
- Department of Labor: <https://www.dol.gov/agencies/whd/compliance-assistance/toolkits/youth-employment>

## Contacts for Youth

### Career Coaches

- Allegan County
  - William Braylock  
616-490-7633  
[wbraylock@westmiworks.org](mailto:wbraylock@westmiworks.org)

- Barry County
  - William Braylock  
616-490-7633  
[wbraylock@westmiworks.org](mailto:wbraylock@westmiworks.org)
- Kent County
  - Janine Durr  
616-336-4149  
[jdurr@westmiworks.org](mailto:jdurr@westmiworks.org)
  - Calvin Mills  
616-336-4460  
[cmills@westmiworks.org](mailto:cmills@westmiworks.org)
- Ionia County
  - Erin Hollon  
616-902-7782  
[ehollon@westmiworks.org](mailto:ehollon@westmiworks.org)
- Montcalm County
  - Anna Lisa Tapia  
616-788-6098  
[atapia@westmiworks.org](mailto:atapia@westmiworks.org)
- Muskegon County
  - Trena Winston  
231-332-3933  
[twinston@westmiworks.org](mailto:twinston@westmiworks.org)
  - Heather Bates  
231-332-3901  
[hbates@westmiworks.org](mailto:hbates@westmiworks.org)
- Ottawa County
  - Sherry Moore  
616-336-4078  
[smoore@westmiworks.org](mailto:smoore@westmiworks.org)
  - Bessie Childs  
616-494-8839  
[bchilds@westmiworks.org](mailto:bchilds@westmiworks.org)

### Timesheets & Evaluations

If a Youth has a question or concern about their Timesheets or Evaluations, they should contact their assigned Career Coach.

### Payroll

If a Youth has a question or concern about their Payroll, they should contact their assigned Career Coach.

### Transportation

If a Youth has a question or concern about transportation, they should contact their assigned Career Coach.