



2024 Annual Meeting
Frederik Meijer Gardens & Sculpture Park (Huizenga Grand Room South)
1000 East Beltline NE • Grand Rapids, MI 49525
Monday, December 9, 2024 • Meeting 12:00 p.m. – 1:30 p.m.
(Networking Lunch begins at 11:30 a.m.)

AGENDA

1. Welcome and Call to Order
Commissioner David Hatfield, Governing Board (GB) Chairperson
2. Public Comment – Agenda Items
3. Board Action Items: *Com. David Hatfield*
 - a. Approval of October 28, 2024 Minutes **GB Action Required**
 - b. Workforce Development Board (WDB) Bylaws
(Roll call vote-75% affirmative vote of members appointed and serving) **GB Action Required**
 - c. Approval of WDB October 14, 2024 Minutes **WDB Action Required**
4. 2024 Year in Review and Recognitions **Information Item**
 - a. Employer of the Year – University of Michigan Health-West
Amy Lebednick, Director of Business Solutions
 - b. Partner of the Year – United Way of Montcalm-Ionia Counties
Tasha Evans, Director of Talent Solutions
 - c. Impact Awards – Hackley Community Care, Shelondrea Johnson
Chad Patton, Director of Development and Innovation
5. Other Business
6. Public Comment
7. Adjournment
Heather Daniel, WDB Chairperson

Next Scheduled Workforce Development Board Meeting:

February 10, 2025 at 12:00 p.m.
GR NW Service Center, 215 Straight Ave N.W., Grand Rapids, MI 49504

Next Scheduled ACSET/West Michigan Works! Governing Board Meeting:

February 24, 2025 at 8:30 a.m.
GR NW Service Center, 215 Straight Ave N.W., Grand Rapids, MI 49504



Governing Board Meeting

Grand Rapids NW Service Center ▪ 215 Straight Ave NW Grand Rapids, MI 49504

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

[Join the meeting now](#) Meeting ID: 243 158 919 486 Passcode: CQYtk

Monday, October 28, 2024 ▪ 8:30 a.m. – 10:00 a.m.

MINUTES

Governing Board Members Present: Commissioners Tiejema (Vice-Chair), De Young, Storey, T. Baker, R. Baker, Cyr, Kallman, Kleinjans, Perdue, Ysasi

Governing Board Members Absent: Commissioners Hatfield (Chair), LaGrand, Moss, Paige

Staff Present (physically or virtually): Jacob Maas, Angie Barksdale, Kirsti Jones, Janette Monroe, Laura Krist, Tawanna Wright, Jeff Dornbos (virtual), Tasha Evans (virtual), Amy Lebednick (virtual), Chad Patton (virtual), Malinda Powers (virtual)

Guests Present: Jason Ramer (Cooper People Group), Monica Robbins (virtual-LEO)

1. Call to Order by Commissioner Tiejema, Vice-Chairperson at 8:31 a.m.

2. Public Comment- None.

3. Approval of the August 26, 2024 Minutes

Action Required

Motion – Com. Story

Second – Com. Ysasi

Item Approved by Vote – All 9 members present voted affirmatively. Motion carried.

Commissioner Kallman joined the meeting following the approval of the minutes.

4. 2024 Compensation & Benefits Study

Information Item

Jason Ramer, HR & Compensation Consultant (Cooper People Group) provided an overview of the 2024 Compensation and Benefits study conducted by Copper People Group. The study reviewed key topics which included the methodology, data sources, market alignment, and proposed changes for compensation adjustments. Jason further provided recommendations to the Governing Board as it was determined were needed in the overall study. Those recommendations are outlined in the board packet. Discussion took place. Jason and staff answered board members' questions.

5. Report on Administrative Activities

a. ACSET Personnel Actions Report

Information Item

Laura Krist, Human Resource Director, reported that there have been six (6) appointments, seven (7) separations, and two (2) promotions/transfers.

b. ACSET Operations Staffing

Information Item

Laura Krist reported that ACSET currently has 213 out of 242 positions filled.

c. Update to Compensation Schedule and Reclassify Positions

Action Required

Laura Krist reported that in response to the compensation study conducted by Cooper People Group and following an internal review of the organization's pay structure, several changes have been proposed to ensure competitiveness in attracting and retaining staff. These adjustments are intended to increase the earning potential for current employees while aligning with market trends to attract

future talent. Laura reviewed the proposed changes to the compensation schedule with board members as presented in the board packet.

Compensation Schedule

i. Step Changes

Laura reviewed that the consultant recommended the removal of the first two pay steps in the current compensation schedule and the addition of two steps at the top. This adjustment affects pay grades A through H and includes a 3.8% incremental increase between each step. The intent is to maintain a 10-step structure for each grade, allowing expanded growth potential within roles.

ii. Adjust Pay Range

Laura reported that based on the data found in the compensation study, changes are needed to adjust the pay range in grade I. This adjustment will bring the positions in Grade I closer to alignment with the average market value for these similar positions.

Laura reviewed that for all pay grades, there would still be 10 steps for each grade with a 3.8% increase between each step.

Reclassification of Positions

Laura reported that the following positions were shown to have large variances between average market value and the current salary mid-point. In taking this data into account, along with the scope of responsibilities and organizational structure, the following positions would be moved from their current pay grade to the pay grade indicated in the board packet below.

i. Position

Laura reviewed that the four positions requesting to move are Accounting Assistant from pay grade A to B, Accountant from pay grade D to E, Career Coach from pay grade B to C, and Executive Assistant from pay grade E to F.

Laura requested Governing Board approval to make the necessary step changes to grades A through H and adjust the pay range of grade I as outlined above, and to reclassify the four positions indicated. Lastly, Laura reviewed the summary of the current wage scale along with the proposed new wage scale effective November 1, 2024.

Motion – Com. Ysasi

Second – Com. T. Baker

Yays – Com. De Young, Storey, Tiejema, T. Baker, Kallman, R. Baker, Kleinjans, Perdue, Ysasi

Nays – 1 – Com. Cyr

Item Approved by Vote – Motion carried.

6. Report on Financial Activities: Notes to August 2024 Board Financials **Information Item**
Jacob Maas, Chief Executive Officer, reviewed ACSET's statement of revenue and expenditures for the two months ending August 31, 2024. A brief discussion took place and staff answered board members' questions.
7. 2025 Governing Board Meetings Schedule **Action Required**
Janette Monroe, Executive Assistant, presented the board with the 2025 Governing Board meeting schedule and requested approval.
Motion – Com. De Young
Second – Com. Kallman
Item Approved by Vote – All 10 members present voted affirmatively. Motion carried.
8. Workforce Development Board (WDB) Activities

- a. WDB Term of Office Applications: **Action Required**
 November 1, 2023 – October 31, 2025 *(75% affirmative vote of members present)*
 Janette Monroe reported that as of September 2024, the WDB was notified that David Kitchen organized labor sector representative, would be stepping down from the board. David recommended Bryce Butler to serve his remaining term. In addition, Kolene Miller, who represented Perrigo, Inc. over the past couple of years has also stepped down from the board. The nomination committee may still look to fill this seat in the near future. On September 16, 2024, the Executive Committee approved and supported the replacement of David Kitchen with Bryce Bulter through October 31, 2025. On October 14, 2024, the WDB approved and supported the nominations. Janette requested Governing Board approval to appoint Bryce Butler to serve on the WDB with the term of office ending October 31, 2025.
- Motion – Com. Ysasi**
Second – Com. T. Baker
Roll call vote taken: 10 of 14 members present.
Yays: Com. De Young, Storey, Tiejema, T. Baker, Kallman, R. Baker, Cyr, Kleinjans, Perdue, Ysasi
Nays: None
Item Approved by Vote – All 10 members present voted affirmatively. Motion carried.
- b. WDB Term of Office Applications: **Action Required**
 November 1, 2024 – October 31, 2026 *(75% affirmative vote of members present)*
 Janette Monroe reported that as of September 2024, sixteen WDB board member terms were set to expire on October 31, 2024. Janette reviewed changes in board composition, noting that Kristin Garris and Kenyatta Brame would not reapply, leaving both a community-based and private sector seat open. The nomination committee identified a need to fill an additional 1-3 private sector members to maintain board compliance. Nick Kacher, President of The Employers' Association, applied to fill one of these seats, with further recommendations in progress. The WDB is not required to fill the CBO seat at this time to stay in compliance with federal/state regulations.
- Other appointments include Greg King, who reapplied as an economic development representative for Greater Muskegon Economic Development, filling a seat previously held by Morgan Carroll. Lindsay Maunz applied to fill the Lakeshore Advantage seat, and Dr. Bradley Barrick will replace Connie Stewart as the representative from Montcalm Community College. Furthermore, The WDB Executive Committee and full board approved the slate of nominees in September and October. Janette requested Governing Board approval for the nominees to serve from November 1, 2024, through October 31, 2026, as outlined in the board packet.
- Motion – Com. Ysasi**
Second – Com. T. Baker
Roll call vote taken: 10 of 14 members present.
Yays: Com. De Young, Storey, Tiejema, T. Baker, Kallman, R. Baker, Cyr, Kleinjans, Perdue, Ysasi
Nays: None
Item Approved by Vote – All 10 members present voted affirmatively. Motion carried.
9. WDB Bylaws *(75% affirmative vote of members appointed and serving)* **Action Required**
 Due to lack of the necessary quorum, no action could be taken on this item. Pursuant to Article II, Section 6b of the Area Community Services Employment & Training (ACSET) Amended Bylaws effective April 21, 2021, a seventy-five percent (75%) affirmative vote of the members appointed and serving is required to amend the WBD Bylaws, which means 11 out of the 14 GB members must vote “Yes”. The vote will be postponed until the next meeting when a quorum is present.

Commissioner Perdue was excused to leave the meeting.

10. Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans for Program Years 2024 through 2027 **Action Required**
- Angie Barksdale, Chief Operating Officer, reported that in accordance with Policy Issuance (PI) 24-13, all local areas are part of a planning region, and all local areas must submit a Regional and Local Plan in alignment with requirements outlined in WIOA Sections 106(c) and 108, and WIOA Final Regulations. Angie reported that both Regional and Local Plans were subjected to a 30-day public review and comment period. Angie reported that on October 14, 2024, the WDB supported both the plans and staff are further requesting approval from the Governing Board for both the Regional and Local Plans. Once approved, the plans will be available on the website.
- Motion – Com. Storey**
Second – Com. R. Baker
Item Approved by Vote – All 9 members present voted affirmatively. Motion carried.

Commissioner Storey was excused to leave the meeting.

11. West Michigan Works! (WMW) Workforce Development Board (WDB) Service Summary Dashboard and Solutions Driven Updates **Information Item**
- WDB Service Summary Dashboard
- Angie Barksdale, Chief Operating Officer, reviewed the Service Summary for October 1, 2023 through August 31, 2024. Angie reported that: (1) “Service Center Traffic” has been consistent with an upward trend; (2) “Employers Served” has consistently increased; with Going Pro Talent Fund (GPTF) more returning employers than new employers are being served each month (staff are persistently seeking opportunities of engagement with new employers); and (3) “Training by Industry” has a steady dip in credentials earned due to higher demand for training dollars, resulting in funds being fully expended faster.
- Solutions Driven Updates
- Angie reported she would highlight a few of the updates provided in the board packet asking members to review what is not highlighted. As a reminder, the summaries of each initiative highlighted in the solutions driven updates will also include a notation identifying its alignment with strategic plan goals. These “alignment indicators” are ***Diversity and Inclusion, Enhanced Relationships, and Pipeline Development.***
- i. Make Michigan Home:
Angie Barksdale reported that WMW was awarded this grant which WMW will partner with the six Industry Talent Councils, Grand Valley State University, Welcome Home Collaborative, Literacy Center of West Michigan, and Global Detroit. Funds will support training, employment, retention, and legal services for international students and New Americans. ***Enhanced Relationships, Pipeline Development***
 - ii. Strengthening Community Colleges Grant 4 (SCC4):
Additional information provided in the board packet. ***Enhanced Relationships, Pipeline Development***
 - iii. Early Childhood Education (ECE) Registered Apprenticeships:
Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
 - iv. Health Resources & Services Administration (HRSA):
Additional information provided in the board packet. ***Enhanced Relationships, Pipeline Development***
 - v. Michigan Career Opportunity Academies for Community Health (MiCOACH):
Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***

- vi. The Michigan Citizen Reentry Initiative (MiCRI):
Additional information is provided in the board packet. ***Enhanced Relationships, Diversity and Inclusion***
- vii. Partners for Reentry Opportunities in Workforce Development (PROWD): Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- viii. Michigan Skilled Immigration Integration Program (MISIIP): Additional information is provided in the board packet. ***Diversity and Inclusion, Pipeline Development***
- ix. Grand Rapids Community College (GRCC) One Workforce Grant: Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- x. Barrier Removal and Employment Success (BRES) Expansion: Additional information is provided in the board packet. ***Pipeline Development, Diversity and Inclusion***
- xi. Michigan’s Inclusive Training, Technology and Equity Network (MITTEN): Additional information is provided in the board packet. ***Enhanced Relationships, Diversity and Inclusion***
- xii. Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH):
Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- xiii. MDARD Specialty Crop Grant:
Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- xiv. Going PRO Talent Fund (GPTF):
Fiscal Year 2024:

The Michigan Department of Labor and Economic Opportunity (LEO) awarded \$42,112,597 to more than 800 employers statewide for GPTF for the first cycle of fiscal year 2024. Below are the WMW employer awards:
 - Cycle 1: 222 employers received a total of \$14.8M. Training may take place January 1, 2024 – December 31, 2024.
 - Cycle 2: 95 employers received a total of \$5.2M. Training may occur July 1, 2024 – June 30, 2025.
 A full list of grant recipients statewide is available online at Michigan.gov/TalentFund.
Fiscal Year 2025:
 - Cycle 1: The employer application period for the FY25 Cycle 1 began October 1 and closed out on October 18, 2024.
Employer Led Collaborative (ELCs - formerly Industry Led Collaboratives): The application period for FY25 ELCs is tentatively scheduled to open March 2025. ***Enhanced Relationships, Pipeline Development***
- xv. Sector Strategies Employer Led Collaborative Grant:
Additional information provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- xvi. Michigan Statewide Targeted Apprenticeship Inclusive and Readiness System (MiSTAIRS):
Additional information provided in the board packet. ***Enhanced Relationships, Pipeline Development, Diversity and Inclusion***

Industry Talent Councils (ITCs)

Angie Barksdale reported that the ITCs are always in full swing. Angie reported that the ITCs just had their annual celebration. Each Council has its own website and those are hyperlinked in the electronic version of the board packet. Angie reported that hard copies of each council's annual reports are available. ***Enhanced Relationships, Pipeline Development***

- i. **Agribusiness Talent Council of West Michigan (ATC)**: Mission: **The Agribusiness Talent Council is an employer-led collaborative that seeks to expand the talent pool by promoting career pathways and opportunities in West Michigan's agribusiness industry.** Additional information is provided in the board packet.
- ii. **Construction Careers Council (CCC)**: Mission: **The Construction Careers Council creates a bright future for West Michigan's construction industry by building a diverse and qualified workforce.** Additional information is provided in the board packet.
- iii. **Discover Manufacturing (DM)**: Mission: **"We Exist to Inspire and Expand Manufacturing Talent in West Michigan.** Additional information is provided in the board packet.
- iv. **Explore Hospitality**: Mission: **We elevate one of West Michigan's leading employment sectors by developing careers, cultivating talent, and promoting a thriving, dynamic hospitality industry.** Angie Barksdale reported that the council for hospitality has been formally named "Explore Hospitality". The inaugural employer members have established the council's key strategies of focus to align with the industry needs and are also in the planning process of creating a logo.
- v. **West Michigan Health Careers Council (WMHCC)**: Mission: **The purpose of WMHCC is to provide an employer-led collaborative council of healthcare employers, educators, workforce development, and economic development organizations working together to meet West Michigan's healthcare talent needs** Additional information is provided in the board packet.
- vi. **West Michigan Tech Talent (WMTT)**: Mission: **West Michigan Tech Talent looks to engage employers of Information Technology professionals with best practices, resources and a community to grow, develop, recruit and retain a diverse and inclusive world class IT workforce in West Michigan.** Additional information is provided in the board packet.

Programs

- i. **WMW Sponsored Registered Apprenticeships Program (WMW RAP)**: Angie Barksdale reported that WMW holds standards for 51 U.S. Department of Labor (USDOL) registered apprenticeships, with 276 active apprentices and 102 participating employers.

The construction industry has recently added 7 new employers to WMW's standards and added 36 active apprentices for a current total of 95 apprentices. WMW has also added 4 new construction-industry occupations: 1.) Chimney Technician, 2.) Commercial Interior Carpenter, 3.) Construction Craft Laborer, and 4.) Glazier.

In addition, Angie reported that Project Manager, Joel Elsenbroek has been invited to the White House in Washington, D.C. to take part in an event celebrating the inaugural cohort of USDOL Registered Apprenticeship Ambassadors, of which WMW has been engaged. Angie answered board members' questions. Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development, Diversity and Inclusion***

- ii. **Ascend Youth Programming**: Additional information is provided in the board packet. ***Pipeline Development, Diversity and Inclusion***

- iii. MiCareerQuest:
Angie Barksdale reported that MiCareerQuest is a Career Exploration Experience for middle and high school students. The event will take place on March 20, 2025. The Hospitality sector will be added to this year's event, thus there will be a total of 6 industries represented. Additional information is provided in the board packet. ***Pipeline Development***
- iv. Elevate:
Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development, Diversity and Inclusion***
- v. HireReach:
Additional information is provided in the board packet. ***Diversity and Inclusion***
- vi. Retention Solutions Network (RSN):
Additional information is provided in the board packet. ***Enhanced Relationships, Diversity and Inclusion***
- vii. Gain Employment Maintain Support (GEMS) formally known as Learn, Earn and Provide (LEAP) Pilot:
Angie Barksdale reported that GEMS launched in Muskegon County as a pilot program at the end of January of 2022. It is a program that assists non-custodial parents in obtaining and maintaining employment and getting back on track with child support payments. This pilot is run in close partnership with the Friend of the Court and includes both voluntary referrals and mandated participation. GEMS is now also fully implemented in Allegan County with plans to pilot in Ionia, Montcalm, and Ottawa Counties in the next few months. Additional information is provided in the board packet. ***Pipeline Development, Diversity and Inclusion***

Initiatives

- i. Michigan Economic Development Corporation (MEDC) Talent Action Team (TAT) Electric Vehicle (EV) & Mobility Pilot: Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development.***

- 12. Other Business – **Information Item**
Jacob Maas, Chief Executive Officer, reviewed that the Bev Drake Essential Service Awards received 27 nominations for individuals from all seven counties (Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa). Jacob reported that nominations took place the week of October 21, 2024. On-site celebrations are scheduled to take place November 4th -22nd with the awards ceremony taking place in partnership with the Economic Club of Grand Rapids in early 2025.
- 13. Public Comment- None.
- 14. Adjournment at 9:28 a.m. by Commissioner Tiejema.
Motion – Com. T. Baker
Second – Com. Kallman
Item Approved by Vote – Motion carried.
Next meeting is scheduled for February 24, 2025.

Recorded by: _____ Received by: _____

**ADMINISTRATIVE OFFICE**

Area Community Services
Employment & Training Council
215 Straight Ave NW
Grand Rapids, MI 49504
(616) 336-4100

SERVICE CENTERS**Allegan County**

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

Barry County

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

Ionia County

Ionia Service Center
603 W Adams St
Ionia, MI 48846
(616) 389-8525

Kent County

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

Grand Rapids SE Service Center
121 Martin Luther King Jr St SE
Grand Rapids, MI 49507
(616) 336-4040

Rockford Service Center
10075 Northland Dr NE
Rockford, MI 49341
(616) 228-6724

Montcalm County

Greenville Service Center
114 S Greenville W Dr
Greenville, MI 48838
(616) 754-3611

Muskegon County

Muskegon Service Center
316 Morris Ave
Muskegon, MI 49440
(231) 724-6381

Ottawa County

Holland Service Center
12331 James St, Suite 130
Holland, MI 49424
(616) 396-2154

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

MEMORANDUM

TO: ACSET Governing Board

FROM: Jacob Maas, Chief Executive Officer

DATE: December 9, 2024

RE: Proposed Bylaws of the West Michigan Works! (WMW) Workforce Development Board (WDB): Revisions Addressing the Proxy and Alternative Designee Process

Background:

As reported at the August 26, 2024, Governing Board meeting, during the period of June 25-28, 2024, the U.S. Department of Labor (DOL), Employment and Training Administration (ETA) Regional Office conducted a WIOA Key Provisions Monitoring Review on West Michigan Works! programs. On August 7, 2024, WMW received the following finding from USDOL with respect to the WDB bylaws:

**“WDB By-Laws Missing Required Content – West Michigan Works!
(Objective 3.a.3 Internal Controls)**

The West Michigan Works! Local Workforce Development Board (LWDB) by-laws are missing required content as follows:

The by-laws did not include a proxy and alternative designee process that will be used when an LWDB member is unable to attend a meeting and assigns a designee.

Section 20 CFR 679.310(g)(5) states:

The CEO must establish by-laws, consistent with State policy for LWDB membership, that at a minimum address “...(4) The proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as per the requirements at 20 CFR 679.110(d)(4).”

The lack of a proxy and alternative designee process was identified in the monitoring report dated November 30, 2018. The LWDB subsequently made the specific determination to not provide a process to allow its members to attend meetings via a proxy or alternative designee and failed to update its by-laws in accordance with this requirement.

It is important for local boards to formalize this process in the by-laws as this ensures that LWDB members can add value to meetings with stakeholders, education partners, and employers and participate in decision making and strategy development of the LWDB.

Corrective Action: The State must ensure that the LWDB by-laws are updated to include all required content. The State must provide a copy of amended, fully executed by-laws to the Regional Office in response to this report.”

As requested by the USDOL, WMW is submitting revised bylaws language to address the “Proxy or Alternative Designee Process” in Article VI “Meetings” of the WDB Bylaws. Attached please find Article VI of the WDB Bylaws with proposed changes, which are either highlighted or stricken.

Requested Action

The WDB supported the proposed revisions at its October 14, 2024 meeting. Staff are requesting the Governing Board’s approval of the proposed revisions to the Workforce Development Board bylaws.

Pursuant to Article II, Section 6b of the Area Community Services Employment & Training (ACSET) Amended Bylaws effective April 21, 2021, a seventy-five percent (75%) affirmative vote of the members appointed and serving is required to amend the WBD Bylaws, which means 11 out of the 14 GB members must vote “Yes”.

WDB DRAFT LANGUAGE
Proxy Alternative Designee Process

ARTICLE VI: MEETINGS

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

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

Section 3: Quorum and Voting. A quorum shall exist when a majority of the current members of the WDB are present. A member is "present" for purposes of a quorum when he or she is either physically present at an in-person meeting or virtually present via electronic means in compliance with applicable law and the ACSET West Michigan Works! Virtual Meeting Policy. A motion shall be passed or defeated by a majority of those members voting at a meeting where a quorum has been established. Each member shall be entitled to one vote. ~~No proxies or substitutes shall be permitted.~~

Section 4: Proxy and Alternative Designee Process. A member of the board may designate a proxy or alternative designee to attend a WDB meeting in his or her absence subject to the following requirements:

1. An alternative designee from the business sector must have optimum policy-making hiring authority, which means that the member may reasonably be expected to speak affirmatively on behalf of the organization or entity and have authority to commit the entity to a chosen course of action.
2. An alternative designee representative from any other sector must have demonstrated experience and expertise in addition to optimum policy-making authority. "Demonstrated experience and expertise" means an individual with documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function and may include individuals with experience in education or training of job seekers with barriers to employment.

Any member who chooses to designate a proxy or alternative designee is required to notify the Board Chair in writing by 12:00 noon two (2) business days prior to the scheduled board meeting. The notice must include the full name, job title, email address, and name of organization the individual will represent, along with a brief explanation of how the individual

meets the proxy or alternative designee requirements. If accepted, the Board Chair will notify the proxy or alternative designee in writing about the meeting details. The proxy or alternative designee may act on behalf of the board member to the extent allowable under Michigan's Open Meetings Act.

Section 54: Conflict of Interest. All WDB members and Committee members shall comply with the ACSET Conflict of Interest and Nepotism Policy, which is applicable to all ACSET officers and agents. If it is established at a meeting of the WDB that a member knowingly violated this Policy, the Chief Executive Officer of ACSET will report that finding to the ACSET Governing Board at its next meeting and ACSET may terminate any contract or contracts which are the subject of the violation. The Chief Executive Officer of ACSET may also request that the Governing Board remove the offending member from the WDB. Notice of the alleged violation will be provided in the written agenda for the WDB meeting.

Section 65: Conduct of Meetings. The current edition of Robert's Rules of Order Newly Revised will be the official document governing the conduct of meetings of WDB, and all its committees except as it may conflict with these bylaws, special rules of order WDB may adopt, WIOA, and applicable federal or state statutes or regulations.

Section 76: Compliance with Open Meetings Act. The WDB and the Executive Committee will abide by the provisions of the State of Michigan's "Open Meetings Act." A notice of the date, time and place of meetings will be posted in advance.

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

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

Section 87: Virtual Meeting Attendance.

A. Any member of the Board may participate in a meeting of the Board or a committee thereof by virtual means when permitted by law and the ACSET West Michigan Works! Virtual Meeting Policy. Upon confirmation by the Chairperson that a board member's virtual attendance at a meeting is permissible under applicable law, the Chief Executive Officer of ACSET, or his or her designee, will make accommodations ~~will be made~~ for that board member to attend the meeting by virtual means, as defined herein. The Board member requesting virtual participation should notify the Board Chairperson or the ACSET CEO in writing by 12:00 noon two (2) business days prior to the meeting so that teleconferencing and/or videoconferencing can be arranged. Any board member who attends a meeting virtually will be indicated on the meeting minutes as "Present via teleconferencing."

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

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

| Section 98: Minutes. Minutes of all meetings of the WDB and the Executive Committee shall be duly recorded and made available to all interested parties, as required by law. Members of the WDB and the Executive Committee shall review, amend as necessary, and approve the Minutes by formal action at their next meeting. Copies of minutes of meetings shall be posted on ACSET's Internet website within five (5) business days of their approval. Such minutes shall remain posted on the website for at least two (2) years.



**West Michigan Works! (WMW) Workforce Development Board (WDB) Meeting
Grand Rapids NW Service Center ▪ 215 Straight Ave NW Grand Rapids, MI 49504**

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

[Join the meeting now](#) Meeting ID: 220 867 315 235 Passcode: ZjCxqU

Monday, October 14, 2024 ▪ 12:00 p.m. – 1:30 p.m.

MINUTES

Workforce Board Members Present: Heather Daniel (Chairperson), Shana Lewis (Vice-Chairperson) (virtual), Emily Babson (virtual), Nora Balgoyen, Mark Bergsma, Tonia Castillo Jordan Clark, Cathy Cronick, Paul David, Jay Dunwell, Jim Fisher, Jan Harrington-Davis, Jon Hofman, TaRita Johnson, Greg King, Kelly Kroll, Charles Lepper, Dan Rinsema-Sybenga, Jen Schottke, Dan TenHoopen, Mark Thomas, Sara Whisler

Workforce Board Members Absent: Ryan Bennett, Kenyatta Brame, Paul David, Kristin Garris, Jennifer Heinzman, Nate Henschel, David Kitchen, Kolene Miller, Michelle Seigo, Samantha Semrau, Connie Stewart

Staff Present (physical location or virtually): Jacob Maas, Angie Barksdale, Kirsti Jones, Janette Monroe, Jeff Dornbos, Tasha Evans, Amy Lebednick, Chad Patton, Malinda Powers, Tawanna Wright

Guests/Public Present: Bryce Butler (West Michigan JATC), Bradley Barrick (Muskegon Community College), Lindsay Maunz (Lakeshore Advantage), Nick Gandhi (Michigan Center for Data & Analytics)

1. Call to Order at 12:01 p.m. Chairperson, Heather Daniel.

2. Public Comment- None

3. Approval of June 10, 2024 Minutes

Action Required

Motion – Mark Bergsma

Second – Dan TenHoopen

Item Approved by Vote – Motion carried

4. Presentation: Michigan Center for Data and Analytics

Department of Technology, Management and Budget

Information Item

Nick Gandhi presented on the Michigan and West Michigan Works! labor markets. Nick covered the following topics: 1.) labor market trends, 2.) population trends, 3.) Projections across the state and region, 4.) Hot 50 Highlights. The full presentation can be viewed [here](#): Following the presentation, a brief discussion took place and Nick answered the board members' questions.

5. WDB Activities:

a. **Member Term of Office: November 1, 2023 – October 31, 2025:**

Action Required

Jacob Maas, Chief Executive Officer, reported that as of September 2024, the WDB was notified that David Kitchen, organized labor sector representative, would be stepping down from the board. David recommended Bryce Butler to serve his remaining term. In addition, Kolene Miller, who previously represented Perrigo, Inc. over the past couple of years, has also stepped down from serving on the board. The nomination committee is working to fill this business seat in the near future.

On September 16, 2024, the Executive Committee approved and supported the replacement of David Kitchen with Bryce Butler through October 31, 2025. A request for formal appointment by the ACSET Governing Board will take place at its October 28, 2024 meeting.

Motion – Dan TenHoopen

Second – Mark Bergsma

Item Approved by Vote – Motion carried

- b. Member Term of Office: November 1, 2024 – October 31, 2026: **Action Required**
- Jacob Maas, reported that as of September 2024, the WDB had sixteen (16) board member seats whose term of office expire on October 31, 2024. Jacob reported that Kristin Garris from Goodwill Industries of West Michigan, representing a Community Based Organization seat from Muskegon County and Kenyatta Brame from Cascade Engineering representing a private sector seat in Kent County are not reapplying to serve on the WDB. Jacob reported that the nomination committee has determined that the full board composition would need 1-3 more private sector members to join the WDB. Jacob reported that Nick Kacher, President from The Employers' Association has applied to fill one of the private sector seats. A couple more recommendations have been made and staff will work to determine those nominees' interest in joining the board in the near future. The WDB does not need to fill the CBO seat at this time; leaving it vacant will not impact the WDB's compliance with federal/state regulations. Furthermore, Jacob noted that Greg King recently left Lakeshore Advantage and has since reapplied as an economic development representative from Greater Muskegon Economic Development which was previously filled by Morgan Carroll. Lindsay Maunz has applied to fill the Lakeshore Advantage seat. Connie Stewart who was serving as interim president for Montcalm Community College, is being replaced by Dr. Bradley Barrick who was recently hired as the new President. On September 16, 2024, the Executive Committee of the WDB approved and supported the slate of applicants. A request for formal appointment by the ACSET Governing Board will take place at its October 28, 2024 meeting with the term of office dates of November 1, 2024 through October 31, 2026. Jacob also reported that the proposed full slate of board members has been provided in the board packet.

Motion – Jim Fisher

Second – Mark Bergsma

Item Approved by Vote – Motion carried

- c. 2025 Meetings Schedule **Action Required**
- Jacob Maas, reported that staff and the Executive Committee of the WDB met and discussed the meeting calendars for 2025. Jacob presented the proposed 2025 meeting schedule to the board and requested any changes. Receiving none, Jacob requested the WDB's approval of the 2024 meeting schedules.

Motion – Dan TenHoopen

Second – Greg King

Item Approved by Vote – Motion carried

6. Proposed Bylaws of the WMW WDB (*two-thirds affirmative vote of members present*) **Action Required**
- Angie Barksdale, Chief Operating Officer, reported that during the period of June 25-28, 2024 the U.S. Department of Labor (DOL) Employment and Training Administration (ETA) Regional Office conducted a WIOA Key Provisions Monitoring Review on West Michigan Works! programs. Angie recapped that in 2021, the State put out a policy issuance requiring all Michigan Works! Agencies (MWAs) to address "proxy voting" in their bylaws. WMW went through a lengthy process to amend the WDB bylaws to include language that addressed proxy voting and/or alternative designees, which stated that the WDB did not allow it. Angie further reported that on August 7, 2024, WMW received a finding from DOL that "WDB By-Laws Missing Required Content". DOL concluded that the amended language was unsatisfactory because the bylaws must outline a proxy or alternative designee process. Tawanna Wright, Staff Attorney, reported that staff presented proposed bylaws language to the Executive Committee in September 2024 and that additional revisions were made as a result of that meeting. Tawanna gave a brief overview of proposed bylaws revisions provided in the board packet. Discussion took place and staff answered board members' questions.

Motion – Dan TenHoopen

Second – Mark Bergsma

Item Approved by Vote – All members present voted affirmatively. Motion carried

7. Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans for Program Years 2024 through 2027 **Action Required**
 Tasha Evans, Director of Talent Solutions, reported that in accordance with Policy Issuance (PI) 24-13, all local areas are part of a planning region, and all local areas must submit a Regional and Local Plan in alignment with the requirements outlined in WIOA Sections 106(c) and 108, and WIOA Final Regulations. Tasha reported that both Regional and Local Plans were subjected to a 30-day public review and comment period. Copies of the draft plans can be found [here](#). Tasha requested support and approval from the WDB for both the Regional and Local Plans. Once approved, the plans will be available on the website.
Motion – Mark Bergsma
Second – TaRita Johnson
Item Approved by Vote – Motion carried
8. Career and Educational Advisory Council (CEAC) Member Approvals **Action Required**
 Chad Patton, Director of Development and Innovation, reported that the CEAC is renewing and adding membership representatives to the Council. Chad reviewed the memorandum and proposed slate of members with the board and requested approval to appoint the listed individuals to the CEAC.
Motion – Greg King
Second – Jordan Clark
Item Approved by Vote – Motion carried
9. Board Member Spotlight *New **Information Item**
 WDB Members Jordan Clark and Tonia Castillo shared the following board member spotlight information with the full board: 1.) Name, title, and organization;2.) Years of Service on the WDB/Committee/Councils; and 3.) An explanation about how they or their organization partners with or contributes to West Michigan Works!. Each member spotlight will also be highlighted on social media and the WMW blog.
10. WMW WDB Subcommittee Updates **Information Item**
- a. Executive Leadership and Strategic Engagement Committee (Executive Committee): Heather Daniel reported that at its September 2024 meeting, the EC reviewed financials as provided to the Governing Board, discussed the bylaws of the WDB, term of office, strategic plan progress, and today's meeting agenda. Heather reported that the next meeting is scheduled for November 18, 2024.
 - b. Career Educational Advisory Council (CEAC): Tonia Castillo, WDB Member and Council Chair, reported that the CEAC met on September 27, 2024. Discussion took place on regional grant updates, MiSTEM, Adult Education, and CTE programs. The next meeting is scheduled for January 24, 2025.
 - c. Legislative Committee: Jim Fisher, WDB Member and Committee Chair, reported that the committee last met on July 16, 2024. At that time the committee discussed the Stronger Workforce for America Act, Trade Adjustment Assistance Act, and the 2025 Budget. The October meeting has been canceled and the next meeting will be on November 19, 2024 to discuss election results, and other local, state and federal topics.
 - d. Solutions Driven Committee: Jordan Clark, WDB Member and Committee Chair, reported that the committee meeting on October 11, 2024 is in the process of being rescheduled. The committee will continue discussions about Work Experience.
 - e. Bev Drake Essential Services Awards (ESA) Committee: Mark Bergsma, WDB Member and Committee Chair, reported that the nominations closed on September 30, 2024. Mark reviewed the document provided in the board packet, which outlined that a total of 26 nominations were received for qualifying individuals in Allegan, Kent, Muskegon, Montcalm and Ottawa Counties. Mark shared those on-site celebrations, photos, and some video shoots

for awardees are being scheduled to take place in November 2024, with the awards ceremony in early 2025.

11. Success Story **Information Item**
Tasha Evans reviewed the success story on Jessica Kreason, which was provided in the board packet. The full story can be viewed online here: <https://www.westmiworks.org/blog/success-stories/jessica-kreason/>.
12. WDB Service Summary **Information Item**
Angie Barksdale, Chief Operating Officer, shared the Service Summary for October 2023 through August 31, 2024, with board members. Angie reviewed the Management Observations and Highlights which included information and data on: Service Center Traffic, Employers Served, Jobs Filled by Industry, Going Pro Talent Fund (GPTF), Hiring Events, Retention Solutions, and WorkReady Certificates Earned. Angie reported that there were not many changes since the last report.
13. Solutions Driven Updates **Information Item**
Summaries of each initiative highlighted under solutions-driven updates include a notation identifying its alignment with strategic plan goals. These “alignment indicators” are **Diversity and Inclusion, Enhanced Relationships**, and **Pipeline Development**.
Grant Updates:
 - a. Make Michigan Home: Amy Lebednick, Director of Business Solutions reported that WMW was awarded a \$91,250 MEDC grant called Make Michigan Home. WMW will partner with the six Industry Talent Councils (ITCs), Grand Valley State University, Welcome Plan Collaborative, Literacy Center of West Michigan, and Global Detroit to implement this project. The funding will support training, employment, retention and legal services for international students and New Americans. Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
 - b. Strengthening Community Colleges Grant 4 (SCC4): Additional information provided in the board packet. **Enhanced Relationships, Pipeline Development**
 - c. Early Childhood Education (ECE) Registered Apprenticeships: Amy Lebednick reported that WMW has fully expended a one year, \$120,000 grant from The Early Childhood Investment Corporation (ECIC) Childcare Investment Fund. The grant supported efforts to convene leaders to develop solutions that will help finance, provide educational support, and increase compensation for jobseekers who want to become early childhood educators. An additional round of funding through ECIC is anticipated in October 2024 to support the expansion of registered apprenticeships in early childcare and help offset the training costs for classroom learning. Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
 - d. Health Resources & Services Administration (HRSA): Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
 - e. Michigan Career Opportunity Academies for Community Health (MiCOACH): Additional information is provided in the board packet. **Enhanced Relationships, Pipeline Development**
 - f. The Michigan Citizen Reentry Initiative (MiCRI): Additional information is provided in the board packet. **Enhanced Relationships, Diversity and Inclusion**
 - g. Partners for Reentry Opportunities in Workforce Development (PROWD): Tasha Evans, Director of Talent Solutions, reported that the PROWD program, funded by the Joint First Step Act, intends to expand on the methodology of the MiCRI program to establish a statewide network of support for Justice-Involved Citizens to provide Stage 1, 2, and 3 pre-employment training services accessible at Residential Reentry Centers (RRCs) and to individuals in home confinement (HC) throughout the

state. This grant will serve 250 participants statewide over a 37-month period of performance from September 1, 2024, to September 30, 2027. ***Enhanced Relationships, Diversity and Inclusion***

- h. Michigan Skilled Immigration Integration Program (MISIIP): Additional information is provided in the board packet. ***Diversity and Inclusion, Pipeline Development***
- i. Grand Rapids Community College One Workforce Grant: Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- j. Barrier Removal and Employment Success (BRES) Expansion: Additional information is provided in the board packet. ***Pipeline Development, Diversity and Inclusion***
- k. Michigan’s Inclusive Training, Technology and Equity Network (MITTEN): Tasha Evans, reported that the Michigan High Speed Internet Office (MIHI) has initiated a \$13 million grant program aimed at enhancing digital inclusion and capacity-building initiatives for regional organizations and collaboratives across the state. WMW in partnership with the Essential Needs Task Force (ENTF), Grand Valley State University Public Media (WGVU), Grand Rapids Community College (GRCC), and Casual Simulation, has collectively submitted a response to the RFP to become the resource hub for Region 4b, which excludes the City of Grand Rapids. If awarded the grant, WMW will play a crucial role in supporting the implementation of the Michigan Digital Equity Plan within the proposed project areas and for the identified covered populations. Additional information is provided in the board packet. ***Enhanced Relationships, Diversity and Inclusion***
- l. Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH): Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- m. MDARD Specialty Crop Grant: Funds from this grant are continued to market the grant to growers in our communications as well as sharing information with our commodity partners who post in their monthly newsletters. As expected, due to growers being in the fields, the number of employers applying for food safety training is currently down. End date for grant is March 31, 2025. Additional information provided in the board packet. ***Enhanced Relationships, Pipeline Development***
- n. Going PRO Talent Fund (GPTF):
Fiscal Year 2024:
 Additional information provided in the board packet:
- Cycle 1: 222 employers received a total of \$14.8M. Awarded training may occur from January 1, 2024 – December 31, 2024.
 - Cycle 2: 95 employers received a total of \$5.2M, Training may take place July 1, 2024 – June 30, 2025.

A full list of grant recipients statewide is available online at Michigan.gov/TalentFund. ***Enhanced Relationships, Pipeline Development***

Fiscal Year 2025:

- Cycle 1: The employer application period for FY25 Cycle 1 began on October 1, 2024 and will close October 18, 2024 at 4:59 p.m. Award recipients will be announced in mid-December.

Employer Led Collaborative (ELCs – formerly Industry Led Collaboratives): The application period for Fiscal Year 2025 ELCs is tentatively scheduled to open March 2025. ***Enhanced Relationships, Pipeline Development***

- o. Sector Strategies Employer Led Collaborative Grant: Additional information provided in the board packet. ***Enhanced Relationships, Pipeline Development***

- p. Michigan Statewide Targeted Apprenticeship Inclusive and Readiness System (MiSTAIRS): Additional information provided in the board packet. ***Enhanced Relationships, Pipeline Development, Diversity and Inclusion***

Industry Talent Council Initiatives: Amy Lebednick reported that there are many updates with the council initiatives and has highlighted a few of them below. Amy also reported that physical copies of each council's annual reports were available for board members at the meeting and available for viewing and download on the ITCs' websites. ***Enhanced Relationships, Pipeline Development***

- a. Agribusiness Talent Council of West Michigan (ATC) Mission: **The Agribusiness Talent Council is an employer-led collaborative that seeks to expand the talent pool by promoting career pathways and opportunities in West Michigan's agribusiness industry.** Additional information is provided in the board packet.
- b. Construction Careers Council (CCC) Mission: **The Construction Careers Council creates a bright future for West Michigan's construction industry by building a diverse and qualified workforce.** Additional information is provided in the board packet.
- c. Discover Manufacturing (DM) Mission: **"We Exist to Inspire and Expand Manufacturing Talent in West Michigan."** DM is actively recruiting manufacturers to provide tours during Manufacturing Week, which will be held October 28 through November 8. Registration is live on the DM website. Last year, this project was able to reach over 15,000 students and expose them to the fantastic career opportunities in this industry. The goal this year is to increase that number by 10%. DM is partnering with The Right Place Manufacturer's Council to promote their AI Roadmap program designed to help manufacturers implement AI solutions in their business. The launch for the AI Roadmap program was held on August 14. DM is also partnering with the Michigan Manufacturing Association's new Director of Talent Initiatives, Laura Preuss. The DM Executive Team has added three new manufacturers to its council and is excited to build on prior success, providing value to industry employers and furthering the council's mission to be a recognized leader in talent. Additional information is provided in the board packet.
- d. Explore Hospitality Council: **We elevate one of West Michigan's leading employment sectors by developing careers, cultivating talent, and promoting a thriving, dynamic hospitality industry.** The council for the hospitality industry has formally been named "Explore Hospitality." The inaugural employer members have established the council's key strategies of focus to align with the industry needs. Those strategies are: Elevate (recruit & promote the industry), Train, and Retain. The council has also finalized the mission statement, as noted above. Council logo options are currently under review by the council. Non-employer council members will be invited to apply and will join the employer partners at the start of the new year. The council will review its first project proposal in October.
- e. West Michigan Health Careers Council (WMHCC) Mission: **The purpose of WMHCC is to provide an employer-led collaborative council of healthcare employers, educators, workforce development, and economic development organizations working together to meet West Michigan's healthcare talent needs.** Additional information is provided in the board packet.
- f. West Michigan Tech Talent (WMTT) Mission: **West Michigan Tech Talent looks to engage employers of Information Technology professionals with best practices, resources and a community to grow, develop, recruit and retain a diverse and inclusive world class IT workforce in West Michigan.** Additional information is provided in the board packet.

Programs

- a. West Michigan Works! Sponsored Registered Apprenticeships Program (WMW RAP): West Michigan Works! currently holds standards for 51 US Department of Labor registered apprenticeships, with 276 active apprentices and 102 participating employers.

The Construction industry has been very active recently, adding 7 new employers to our standards. Active apprentices have increased by 36 to a current total of 95 apprentices, and we have added 4 new occupations: Chimney Technician, Commercial Interior Carpenter, Construction Craft Laborer and Glazier.

The WMW Apprenticeship team has received 28 referrals and has had 33 discussions with employers interested in USDOL Registered Apprenticeship Programs and has registered 9 programs in the last 3 months. In October, the WMW Project Manager, Joel Elsenbroek will go to the White House to take part in an event celebrating the inaugural cohort of the USDOL Registered Apprenticeship Ambassadors, of which WMW has been engaged. Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***

- b. Ascend Youth Programming: Additional information is provided in the board packet. ***Pipeline Development, Diversity and Inclusion***
- c. MiCareerQuest: Chad Patton, Director of Development and Innovation reported that MiCareerQuest is a Career Exploration Experience for middle and high school students. We are excited to announce that MiCareerQuest 2025 will be held at DeVos Place on March 20, 2025. There are a number of ways to participate in this event: as a volunteer, exhibitor, by attending a VIP reception, or by having your organization sponsor the event. We encourage any and all levels of partnership and collaboration. Additional information is provided in the board packet. ***Pipeline Development***
- d. Elevate: Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development, Diversity and Inclusion***
- e. HireReach (HR): Additional information is provided in the board packet. ***Diversity and Inclusion***
- f. Retention Solutions Network (RSN): Additional information is provided in the board packet. ***Enhanced Relationships, Diversity and Inclusion***
- g. Gain Employment. Maintain Support. (GEMS) formally known as Learn, Earn and Provide (LEAP) Pilot: Additional information is provided in the board packet. ***Pipeline Development, Diversity and Inclusion***

Initiatives

- a. Electric Vehicle (EV) Industry Recruitment Pilot & EV Jobs Academy: Additional information is provided in the board packet. ***Enhanced Relationships, Pipeline Development***

14. Other Business

- a. Jay Dunwell, WDB Member, inquired about using some of the data reported from the labor market presentation and the alignment of the strategic plan and the work being done. Angie reported that the Executive Committee recently reviewed the Strategic Plan progress at its last meeting in September. The information can be found here: <https://www.westmiworks.org/meetings/> with the September 16, 2024 Executive Committee meeting documents.

15. Public Comment – None. None

16. Adjournment at 1:31p.m. by Chairperson, Heather Daniel. Jacob Maas reminded members that the annual meeting is scheduled for Monday, December 9, 2024 at Frederik Meijer Gardens. Invitations will be sent next month.

Recorded by: _____ Received by: _____