

WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

AGENDA

THURSDAY, MARCH 18, 2021 from 9:00 – 10:30 A.M.

Please join this Zoom meeting from your computer, tablet, or smartphone.

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- I. CALL TO ORDER / INTRODUCTIONS Frank Tecumseh, Chair
- II. TRANSPARENCY & INTEGRITY OF WDB DECISIONS Kathy Olsen
- III. APPROVAL OF MINUTES *(Vote Required)*
 - A. WDB Full Board February 18, 2021, Meeting Minutes *(Exhibit A)*
- IV. CITIZENS' TIME
- V. COMMITTEE REPORTS
 - A. Monitoring Committee Dan Dunn/Dave Maurer
 - B. Disability Awareness Resource Team John Fiore
- VI. NEW BUSINESS
 - A. WDB Plans *(Vote Required)*
 - 1. FY2021 Healthy Michigan Plan Navigator *(Exhibit B1)*
 - 2. FY2021 Going PRO Talent Fund *(Exhibit B2)*
 - 3. FY2021 Learn Earn And Provide (LEAP) Program *(Exhibit B3)*
 - B. WDB Policies *(Vote Required)*
 - 1. WDB Policy 18 R06 – Monitoring *(Exhibit C)*
- VII. STAFF REPORTS
 - A. Business Services Activities Ashley Iovieno
 - B. LMI Update and MW! SW Operational Update *(Exhibit D)* Jakki Bungart-Bibb
 - C. Director's Report *(Exhibit E)* Ben Damerow
- VIII. OLD BUSINESS
- IX. CITIZENS' TIME
- X. MEMBERS' TIME

XI. UPCOMING MEETINGS

NOTE: All Dates & Locations are to be confirmed. Confirmation will be based on COVID-19 restrictions. Meetings may take place using an electronic format or they may be cancelled.

- A. **Executive Committee** – Thursday, April 15, 2021 from 9:00-10:30 a.m.
Virtual Meeting. Note: WDB 2021 Executive Committee meetings will be held on the 3rd Thur. during the months that the full Board does not meet.
- B. **Full Workforce Development Board** – Thursday, May 20, 2021 from 9:00-10:30 a.m.
May be virtual. Note: WDB 2021 quarterly Board meetings will be held on the 3rd Thur. of Feb, May, Sept & Nov
- C. **Career Educational Advisory Council (CEAC)** – Monday, March 22, 2021 from 1:00-3:00 p.m. **Virtual Meeting**
- D. **Monitoring & Evaluation Committee** – Tuesday, March 23, 2021 from 3:30-5:00 p.m.
Virtual meeting.
- E. **DART Committee** – Tuesday, April 13, 2021 from 2:00-4:00 p.m.
Virtual Meeting

XII. ADJOURNMENT

Chair

**Workforce Development Board
Meeting Minutes
February 18, 2021**

CALL TO ORDER: Workforce Development Board Chair, Frank Tecumseh, called the virtual meeting to order at 9:00 a.m.

Kathy Olsen introduced attendees. Randall Hazelbaker was participating from Branch County Board of Commissioners, and Jared Hoffmaster was participating from St. Joseph County Board of Commissioners.

WDB Executive Committee Members Present:

Zach Bauer (CBO)	Lisa Godfrey (PS)*	Kris Jenkins (Educ)*
Trevor Bidelman (Labor)	Randall Hazelbaker (PS)*	Jackie Murray (PS)
Kathi Cain-Babbitt (Labor)	Windy Rea (Job Corps)	Frank Tecumseh (PS)*
Dan Dunn (PS)*	Dave Maurer (PS)*	Mike Wilson (Veterans)
John Fiore (MRS)	Jared Hoffmaster (PS)	* Exec Committee

WDB Members Absent

Richard Anderson (Labor)	Lisa Johansen (DOC)	Brianna Underwood (PS)
Morris Applebey (Labor)	Derek King (PS)	Elizabeth VanDusen (PS)
Adrien Bennings (Educ)	Ana Martinez (CBO)	Ken Willcutt (Labor)
Jill Bland (Econ Dev)	Chantel Paxton (PS)	Angila Wilson (PS)
Karen Doubleday (DHHS)	Mike Quinn (PS)	
Jessica Eyster (PS)	David Sutherland (PS)	

Michigan Works! / Upjohn Institute Staff Present:

Jakki Bungart- Bibb	Ashley Iovieno	Amy Meyers
Ben Damerow	Jessica Meskil	Kathy Olsen

Michigan Works! Services / Program Staff Present:

Dawn DeLuca (YOU/KRESA)	Paige Daniels (YOU/KRESA)	Amanda Sutherland (YOU/KRESA)
Sam Dougherty (WDI)	Jennifer Klempnow (PATH/WEUI)	
Blaine Farr (WDI)	Eric Stewart (KRESA)	

Guests Present:

Paul Aivars	Jeffery Dickerson, office of	Don Reid (Daily Reporter)
Heather Baker	Rep. Jim Haadsma	Rep. Julie Rogers
	Shabaka Gibson	Audrey Tappenden

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

Kathy Olsen asked members present if there were any items on the agenda requiring a vote for which a conflict of interest or a potential conflict of interest exists; and if so, the conflict should be declared at this time. There were none.

APPROVAL OF MINUTES (*Exhibit A*)

Motion made by Lisa Godfrey and supported by Kathi Cain-Babbitt to approve the WDB Executive Committee meeting minutes of January 21, 2021.

ROLL CALL VOTE:

AYES: Trevor Bidelman, Kathi Cain-Babbitt, Dan Dunn, John Fiore, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Jared Hoffmaster, Dave Maurer, Jackie Murray, Windy Rea

NAYS: None. ABSTENTIONS: None. MOTION CARRIED.

CITIZENS' TIME

Frank Tecumseh reported the first public comment section on the agenda is intended for citizens to provide comment on agenda items prior to the taking of a vote. The second public comment period on the agenda is an opportunity for citizens to provide comment on non-agenda items. Speakers, other than members, after being recognized by the Chairperson, shall identify themselves and limit comments to no more than 4 minutes.

COMMITTEE REPORTS.

No reports.

NEW BUSINESS

WDB Policies

WDB Policy 5 Rev 05 – Supportive Services and Needs Related Payments (Exhibits B1-B3)

Kathy Olsen reported changes to WDB Policy 5 Rev 05 – Supportive Services and Needs Related Payments included the deletion of one sentence under section A.6. that conflicted with the order of precedence that appears at the beginning of all WDB policies; and the addition of a clause under section A.7. to clarify that local policy can be more restrictive than State and Federal policy. Additional edits included updating State references throughout the document and the attachment, and updating column headings on the attachment, as well as adding two footnotes to align with the recently updated PATH Manual.

Motion made by Randall Hazelbaker and supported by Dave Maurer to approve WDB Policy 5 Rev 05 – Supportive Services and Needs Related Payments.

ROLL CALL VOTE:

AYES: Trevor Bidelman, Kathi Cain-Babbitt, Dan Dunn, John Fiore, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Jared Hoffmaster, Dave Maurer, Jackie Murray, Windy Rea

NAYS: None. ABSTENTIONS: None. MOTION CARRIED.

STAFF REPORTS

Business Services Activities

Ashley Iovieno reported on business services operations that included updates pertaining to the employer newsletter, the Going Pro Talent Fund, and the Michigan Industry Cluster Approach (MICA) 2.0 best practices.

Employer Newsletter – Ashley Iovieno reported the first issue of the employer newsletter was released on January 29, 2021. The newsletter will be used to share valuable information to area employers and partners with content covering vital area data, upcoming events, and featured stories. The newsletter also serves as an additional platform for the Business Services team members to connect with employers for sharing important information. All Board members should have received a copy of this communication, if not, please let us know so your organization can be added to the distribution list. The [link to sign up for the](#)

[employer newsletter](#) was also included in the virtual meeting chat and it was sent to members following the meeting.

Going Pro Talent Fund (GPTF) – An update was provided by Ashley Iovieno on the Going Pro Talent Fund grant awards that were reported on at the January Board meeting. The total grant award amount to the Michigan Works! Southwest area is approximately \$2.7 million dollars which will be used for training and upskilling for 2,013 employees who will receive training over the next 12 months. Of this number, 193 individuals will be a part of an apprenticeship program, as either a new or an incumbent worker. Additionally, there are approximately 800 positions to be filled over the next 12 months. The State in total awarded approximately \$39 million dollars in funding to over 850 companies statewide. The Business Services Team members are currently working on training agreements with these employers so that training can begin. She shared two employer quotes to demonstrate how these funds would be assisting two businesses.

The first quote was from Bronson Healthcare, an employer with the largest application covering two counties. Paula Kizer is the lead business service representative for this application.

“Bronson Healthcare is proud to be a first-time recipient of a GoingPRO Talent Fund grant that will allow us to train new employees as PCA/CNAs, MAs, and Surgical Technicians on the job, using an apprenticeship model. These funds will help provide more living-wage jobs and significant development opportunities for our workforce across southwest Michigan, and further our mission to advance the health of the communities we serve.”

The second quote was from Prairie Farms, a first-time award recipient in Calhoun County in which Charlie Zigler is the lead business services representative.

“Prairie Farms is committed to continued growth and education of our associates as seen in our training development programs. A grant such as the Going Pro Talent Fund will play a crucial role in allowing us to continue our skill level training and we are very grateful to have our application awarded by the State.”

MICA 2.0 Best Practice – Ashley Iovieno further reported that she was asked by State partners to present on the work of Michigan Works! Southwest pertaining to the career exploratory videos that were completed in the fall of 2020. The videos were part of the Michigan Industry Cluster Approach 2.0 grant (MICA 2.0) that Michigan Works! Southwest received. Her short presentation will be a part of the best practice segment at a Statewide virtual conference called Sector Strategies Learning Network scheduled for Friday, February 19, 2021. She also announced that due to the positive response received from the five videos, a second round of videos is being created that will focus on the industries of public safety, hospitality, healthcare, education, and finance. The new videos are scheduled for release over the next month with one video being released each week. The public safety video was released last week and so far, has received over a thousand views on Facebook. Following the meeting, a [link to the career videos](#) already produced was sent to Board members.

Labor Market Information (Exhibit C)

The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (*Exhibit C*) that identified top detailed occupations, skills greatest in demand, and employers with the most job openings in Prosperity Region 8, Michigan Works! Southwest, and each of the four counties in the MW! Southwest Area for the period December 1, 2020 through January 31, 2021 was included in the agenda packet notice.

Jakki Bungart-Bibb reported the monthly [Michigan's Labor Market Newsletter, February 2021 issue](#) published by the state is a publication that highlights employment trends, it provides a statewide overview of these trends but also has a break down by prosperity region. It typically provides a feature article with a specific occupation focus. This month, the feature article is: Remote Work Across Michigan and the occupational focus is: Market Research and Marketing Specialists.

The Michigan Women's Commission (MWC) released the results of a statewide survey on "childcare use during the pandemic." The results indicate childcare is one of top reasons women are leaving the workforce at such an alarming rate. It was also noted that high quality affordable childcare is critical to the success of the economy and the results of this survey show that there will soon be an even more dramatic and immediate surge in demand for childcare options. The survey findings may be beneficial to future conversations about childcare and the workforce. The link to the MWC [Survey of Child Care Use During the Pandemic](#) was sent to members following the meeting.

Michigan Works! Southwest Operational Update

Jakki Bungart-Bibb provided an update on Service Center operations. She reported Service Center staff continue to work from home and provide services virtually. There has been one change to operations since the last Board meeting. That is, assessments related to employment or program enrollment are now being provided in person, by appointment only. This service is offered on limited days to a limited number of people per day. This service is being offered in person because it is not a service that can be provided virtually.

The leadership team continues to meet weekly to discuss plans for a safe reopening of the centers. May 3, 2021 has been set as a target date to return to in-person services. This date is in alignment with the State's tentative timeline for their return to offices. However, she noted the date is tentative and is subject to change. Current plans are to reopen in phases similar to what occurred in July 2020 which means that in office schedules will most likely start with part-time hours, partial staff, and by appointment only. A lot can change between now and May, thus staff will continue to monitor the situation and adjust plans accordingly. As mentioned at previous meetings, changes have been made to the facilities in preparation for reopening and a comprehensive safety plan is in place.

Ms. Bibb further reported that service providers are asked to submit success stories for many reasons. This includes requirements attached to state and federal funding as well as the desire to hear about the impact that staff and the services they provide have on customers and the community. Stories collected are shared in reports to state and federal partners as well as with local partners including the Workforce Development Board. She reported one of the success stories submitted a couple of years ago is currently featured as the success story of the month on the U.S. Department of Labor website. The story is about an individual who was dislocated due to company downsizing from a job she held for over ten years. She received services through the Adult & Dislocated Worker program. Staff worked with the customer, provided job leads, application assistance, and mock interviewing. Staff submitted a resume on behalf of the customer to the Food Safety Director at Clemens in Coldwater. That submission resulted in several interviews including a panel interview at the Clemens plant in Pennsylvania. The customer obtained a job at Clemens in Coldwater as a Food Safety Quality Assurance Supervisor making over \$27 dollars per hour and at our last contact was still employed at Clemens over two years later. The success story included a quote from the customer in which she stated,

"From the beginning, my experience with Michigan Works! Southwest was nothing short of empowering and positive, they were absolutely crucial and helpful during the entire process. Thanks to Michigan Works! Southwest, I am thriving along with my new employer. They were always encouraging and available for questions whenever I needed them. I could never imagine going through this experience without Michigan Works! Southwest and want to extend my sincerest appreciation for what they do."

This success story is a perfect example of the entire network working together for a successful outcome. The customer received meaningful services through the Adult and Dislocated Worker Program; Employment Services staff assisted with mock interviews; and prior to the job readiness assistance, Michigan Works! Southwest had an entire team of individuals, including many business services staff working with Clemens to assist them in successfully staffing and opening their facility which ultimately created this job opportunity. It was great to see this story highlighted by the U.S. Dept of Labor and once again, Ms. Bibb expressed gratitude for the work of an amazing team of passionate service providers, career coaches and business services staff who help make these successes happen. Following the meeting, [the link to the USDOL success story](#) was sent to members.

Director's Report (Exhibit D)

Ben Damerow reported on the Director's Report that was emailed to members prior to the meeting.

Federal Updates - Congress recently passed a \$1.3 trillion omnibus Appropriations bill which funds the federal government through September 30, 2021. The bill included increases to several workforce-connected programs:

- \$2.85 billion for WIOA - a \$25.5 million increase,
- \$670 million for Wagner-Peyser – a \$3 million increase,
- \$1.33 billion for CTE grants – a \$52 million increase, and
- \$688 million for Adult Education – a \$31 million increase.

The President and congressional leaders are prioritizing additional COVID-19 relief. The current American Rescue Plan is a \$1.9 trillion package with includes:

- \$350 billion for state and local governments
- \$170 billion for education
- \$160 billion for vaccine development and administration
- \$1,400 economic impacts payments for individuals (phase out at \$75,000 for single filers and \$150,000 for joint filers)
- \$400 per week federal unemployment insurance through August 2021

An amendment for \$500 billion in workforce funding did not pass; however, there is hope that it will be included in a future workforce bill.

Boston Mayor Marty Walsh has been announced as the Secretary of Labor nominee. On February 11, 2021 the Senate Health, Education, Labor and Pensions Committee voted to advance the nomination to a full Senate confirmation vote.

State Update - On February 11, 2021 the Governor released her proposed FY22 budget, workforce development items in the budget include the following:

- \$120 million for the Michigan Reconnect program to provide a tuition-free pathway to an in-demand industry certificate/credential or associate degree for Michigan adults age 25 and older.
- \$60 million for the Futures for Frontliners program to fully fund the first cohort of essential workers and expand the program to include individuals who became newly unemployed from November 2020 to January 2021.
- \$15 million one-time increase in Going Pro Talent Fund on top of \$28 million that was included in the budget, for a total of \$43 million to expand employer-based training grants that result in industry-recognized credentials and certificates.

- \$3 million for pre-apprenticeship/apprenticeship programs.

The Legislative and Executive branches of state government will work together to jointly develop a budget by July 1, 2021.

PROGRAM

Audrey Tappenden, Economic Development Assistant, Coldwater Area Economic Development; Shabaka Gibson, Vice President of Battle Creek Unlimited; and Heather Smith-Baker, Managing Partner for Southwest Michigan First, each provided an update on economic development initiatives in the Michigan Works! Southwest service area that includes Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

None.

UPCOMING MEETINGS

Frank Tecumseh reminded members of upcoming meetings and noted that they may take place virtually or in-person depending on the COVID -19 situation at the time.

- The next meeting of the full WDB is scheduled for Thursday, May 20, 2021 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Thursday, March 18, 2021 from 9:00 – 10:30 a.m.

Other upcoming committee meetings were listed on the agenda. They included:

- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 22, 2021 from 1:00-3:00 p.m.
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, March 23, 2021 from 3:30 – 5:00 p.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, April 13, 2021 from 2:00-4:00 p.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 10:10 a.m.

Kathy Olsen

Date

Frank Tecumseh

Date

Healthy Michigan Plan Navigator (HMPN) for Fiscal Year 2021 PI 21-04

Michigan Works! Southwest has been allocated \$48,493 to support Healthy Michigan Plan Navigator(s) in the four-county area.

Background

The intent of the HMPN program is to assist Medicaid beneficiaries that receive Healthy Michigan program assistance. The program intends to help them navigate Michigan Works! for employment and training related services to reduce their dependency on Medicaid.

Navigator

The Healthy Michigan Plan Navigator(s) will assist HMP participants, who are between the ages of 19 and 62, address barriers to employment and prepare those participants to be placed into a job. The navigator(s) will direct participants to employment and training related services and supports to assist participants in securing and maintaining training and employment.

The navigator(s) will cultivate relationships with Community HMP partners to provide direction and guidance to assist HMP participants navigate the system.

Deliverables

The navigator(s) will be responsible for the following deliverables:

- Provide informational materials on the HMP
- Engage with other HMP community partners
- Assist with completion and submission of forms
- Provide access to DHHS HMP help line

Technical Information

Program Title/Number	Healthy Michigan Plan Navigator (HMPN) for Fiscal Year (FY) 2021 Instructions; PI: 21-04
Funding Source	General Fund/General Purpose state funds
Funding Level	\$48,493
Duration	October 1, 2020 – September 30, 2021
Reference	State of Michigan Policy Issuance: 21-04, 2/25/2021
CFDA Number	N/A

**Going PRO Talent Fund (Talent Fund) Program Administration Fiscal Year (FY) 2021,
the Period of February 1, 2021 through September 30, 2022**

PI: 21-03

Background

The Going PRO Talent Fund provides individuals with employment, industry recognized credentials, and strong wages through competitive awards to employers to assist in training, developing, and retaining new and current employees. The Talent Fund helps to ensure Michigan's workers have the skills they need for in-demand jobs and employers have the talent they need to compete and grow. Talent Fund-supported training expands and improves employees' skills and develops their opportunities for growth or promotion within the company and for economic advancement.

Companies may apply for funding specific to their organization and/or they may apply for funding as part of an Industry Led Collaborative (ILC), at a later date.

Training

Training funded by the Talent Fund must fill a demonstrated talent need experienced by an eligible participating employer. Training must lead to a credential for a skill that is transferable and recognized by the industry. Allowable training includes:

- Classroom or customized training for new and current employees
- On-the-job training for new employees
- Apprenticeships for first-year United States Department of Labor (USDOL) Registered Apprentices (new and current employees)

Funding

MWAs receive an award of Talent Fund funding based on the total number of company applications approved for funding.

Funding Summary

Funding Source and Cost Categories	Funding Levels
Total Allocation	\$2,989,299.66
Award Amount	\$2,793,738
Administration	\$195,561.66

Source: PI: 21-03, 3/3/2021

Technical Information

Program Title/Number	Going PRO Talent Fund (Talent Fund) Program Administration Fiscal Year (FY) 2021/PI: 21-03
Funding Source	State Funds
Funding Level	\$2,989,299.66
Duration	February 1, 2021 – September 30, 2022
Reference	State of Michigan; LEO PI: 21-03, 3/3/2021
CFDA Number	N/A

Learn, Earn and Provide (LEAP) Pilot Program for Fiscal Year (FY) 2021

PI: 21-05

Background

The MDHHS Office of Child Support (OCS) was awarded a waiver for a three-year pilot project focused on employment opportunities for Title IV-D non-custodial parents who are ordered to pay child support. MDHHS OCS coordinated with Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD), Michigan Works! Southwest and the Friend of the Court offices (FOC) in Branch, Calhoun, Kalamazoo and St. Joseph counties to provide a structure for employment opportunities to assist parents who pay child support who have lost employment, are underemployed or are in need of occupational training to obtain consistent employment.

Eligibility

The Learn, Earn, and Provide (LEAP) program will serve approximately 280 non-custodial parents (NCPs), who live in and have an established order within the four participating pilot counties, referred from the local FOC.

Referrals

A Judge/Referee may require a child support payer to participate in the LEAP program as part of a court order, or a child support payer may voluntarily agree to participate in the LEAP program. Voluntary enrollment is preferred over mandatory enrollment.

Services

Michigan Works! Southwest will provide a comprehensive approach to serve the LEAP participants that includes employment placement and occupational skills training. In addition, the following services will be provided:

- Prepare an Individual Service Strategy (ISS) for each participant,
- Provide an orientation for each participant,
- Provide supportive services and incentives as appropriate,
- Resume writing,
- Employment readiness skill building.

Technical Information

Program Title/Number

Learn, Earn and Provide (LEAP) Pilot Program for Fiscal Year (FY) 2021/PI: 21-05

Funding Source

Title IV-D and State GFGP

Funding Level

\$970,588

Duration

March 1, 2021 – September 30, 2021

Reference

State of Michigan; LEO PI: 21-05, 3/2/2021

CFDA Number

93.558

Workforce Development Board Policy Revision Summary March 18, 2021

WDB Policy 18 Rev 06 – Monitoring

- Updated references to Michigan’s workforce development policies
- Updated references to Workforce Development Board policies
- Under Section II.B.4. – added Monitoring Committee
- Under Section III.A. Financial Compliance Monitoring
 - Added Stipend payment procedures and payments to (d)(vi) components of financial monitoring
- Under Section III B. Program/Service Compliance Monitoring –
 - Clarified the deadline for setting the annual schedule for program/service compliance monitoring
 - Added performance and stipend payments to (5)(e) evaluation of work-based learning
- Under Section IV. Service Provider Internal Monitoring
 - Added Performance Payments (#6) and Stipend Payments (#7)

Workforce Development Board

WDB Policy 18 R06

AUTHORITY: The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

ORDER OF PRECEDENCE: Where any part of this policy shall be determined to conflict with any federal, state or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

Monitoring

BACKGROUND

The Workforce Innovation and Opportunity Act of 2014, Office of Management and Budget's Uniform Guidance, and state statutes require recipients (e.g., Workforce Development Boards [WDB]) to exercise independent oversight of programs, services and activities funded by the Talent Investment Agency/Workforce Development Agency, State of Michigan (TIA/WDA) and its successor agencies.

For the programs, services and activities under the auspices of the Michigan Works! Southwest Workforce Development Board (WDB), monitoring shall occur at four levels: State Agency Monitoring, Workforce Development Board Oversight, Service Provider Compliance Monitoring and Service Provider Internal Monitoring.

SCOPE

All workforce development programs, services and activities under the auspices of the Michigan Works! Southwest Workforce Development Board.

REFERENCES

Michigan's workforce development department's Policy Issuance 05-03, Monitoring and Oversight, Compensated Absences, Cost Allocation and Audits

Michigan's workforce development department's policy, Policy Issuance 18-01, The U.S. Department of Labor's (USDOL's) Training and Employment Guidance Letter (TEGL) No 2-12 regarding Employment and Training Administration (ETA) Grant Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct

Michigan's workforce development department's WIOA Manual, September 1, 2020 and subsequent changes

Workforce Innovation and Opportunity Act (WIOA) of 2014

Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR, Part 200, et al

Michigan Works! Southwest Workforce Development Board Policy 25 Revision 03 and subsequent changes, Nondiscrimination and Equal Opportunity

Michigan Works! Southwest Workforce Development Board Policy 12 Revision 01 and subsequent changes, Work-Based Training Services

Michigan Works! Southwest Workforce Development Board Policy 15 Revision 03 and subsequent changes, Work Experience

Michigan Works! Southwest Workforce Development Board Policy 20 Revision 02 Incentive Payments and subsequent changes

Michigan Works! Southwest Workforce Development Board Policy 21 Confidentiality Standards for Data Privacy and Security and Protecting Personal Identifiable Information (PII) and subsequent changes

Michigan Works! Southwest Workforce Development Board Policy 35 Revision 01 MIS Standards and Internal Controls and subsequent changes

Michigan Works! Southwest Workforce Development Board Policy 36 Stipend Payments and subsequent changes
 29 CFR Part 38 Implementation of the Nondiscrimination and Equal Opportunity Provisions of the WIOA and subsequent changes

Michigan's workforce development, Policy Issuance 18-09 Nondiscrimination and Equal Opportunity Requirements and subsequent changes

POLICY

- I. Monitoring by State Agencies
 - A. The Michigan Works! Southwest Agency and their service providers shall participate in State Cycle Monitoring conducted by the State Office of Audit and Financial Compliance as well as Program Reviews conducted by other state agencies.
 - B. All scheduling coordination, communication, and responses to finding(s) and administrative recommendations from state agency monitoring shall be handled through the Michigan Works! Southwest Administration.
- II. Workforce Development Board (WDB) Oversight
 - A. The WDB oversight will include:
 1. An analysis of data, performance, and activities, including local labor market conditions to identify the workforce needs of area employers, access and equity, and return on investment.
 2. Employer engagement to assure workforce development activities are meeting current local needs while planning for future needs.
 3. Identifying and evaluating proven and promising practices for meeting the needs of employers, workers, and job seekers.
 4. Ensure that local workforce development services and activities are consistent with local needs and are meeting or exceeding established performance outcomes.
 5. Ensure a Customer Satisfaction system is in place to measure the effectiveness of services for job seekers and employers.
 - B. Qualitative assessment shall include on-site reviews of program operations, activities and the provision of services to determine consistency with WDB plans and policies.
 1. The WDB shall establish and maintain policies and procedures to guide local program/service management. These policies and procedures shall be based on the requirements of federal regulations, state policies, the Michigan Works! Southwest System Plan, the Michigan Works! Southwest Four-Year WIOA Local Plan, and specific fund source oversight requirements and plans.
 2. The policies and procedures shall be reviewed annually by Michigan Works! Southwest Agency staff and updated as needed.

3. The Michigan Works! Southwest System Plan, the Michigan Works! Southwest Four-Year WIOA Local Plan, the specific fund source plans, and plan modifications shall be reviewed by the Workforce Development Board.
4. Performance data for each program shall be reviewed at the Monitoring Committee, Executive Committee and/or full WDB meetings.
5. To provide primary oversight, the Monitoring and Evaluation Committee, a committee of the Michigan Works! Southwest WDB, shall be charged with the following responsibilities:
 - a. Review all programs/services funded by Michigan's workforce development department and other federal and state sources under the responsibility of the Michigan Works! Southwest Workforce Development Board at least once during the program contract year.
 - b. Other workforce development programs/services that are part of the Michigan Works! System, but not funded through Michigan's workforce development agency may be included in the WDB oversight process.
 - c. Each Monitoring and Evaluation Committee program/service review shall include a written summary of the recent compliance monitoring visit, demographics and performance data, dialogue with service provider staff, and whenever possible, dialogue with program participants.
 - d. The Monitoring and Evaluation Committee chairperson, or appropriate designee, serves as the moderator for the review.
 - e. The chairperson of the Monitoring and Evaluation Committee shall be a private sector representative.
 - f. The WDB and WDB Executive Committee agendas shall include a report from the chair of the Monitoring and Evaluation Committee, in alignment with the Monitoring and Evaluation Committee meeting schedule.
 - g. The Monitoring and Evaluation Committee shall receive staff support through the Michigan Works! Southwest Agency.
 - h. Minutes of the Monitoring and Evaluation Committee meetings, including copies of all printed materials distributed at the meeting, shall be kept on file.

III. Service Provider Compliance Monitoring

A. Financial Compliance Monitoring

1. The Michigan Works! Southwest finance staff shall review the allowability of expenditures for all WDB programs annually. The review procedures:
 - a. Shall assure that service provider budgets and expenditures are consistent with federal and state cost principles.
 - b. Shall include a desktop audit of invoices, time sheets, and other documentation for compliance with fund source requirements, generally accepted accounting principles, and subcontract specifications.
 - c. Shall include a written report of findings to the service provider with copies to the Michigan Works! Southwest Director, Monitor, and other applicable staff. The report shall include applicable administrative recommendations and any required corrective action(s). The type of response and/or follow-up required shall be specified in the report.
 - d. Components of financial monitoring shall also include:
 - i. A review of On-the-Job Training (OJT) agreements and the audit trail that links performance to payment and their consistency with WDB and service provider OJT procedures;
 - ii. Property acquisitions to ensure that they are accurately reported and linked to the funding source and are in compliance with procurement policies and procedures;

- iii. Cost allocation plans to ensure compliance with federal requirements;
- iv. Support service procedures and payments to ensure adequate internal controls exist to validate and track payments and consistency with WDB and service provider support service procedures; and
- v. Performance payment procedures and payments to ensure that payments are documented and consistent with established policies and procedures.
- vi. Stipend payment procedures and payments to ensure that payments are documented and consistent with established policies and procedures.
- e. Where applicable, based on the Federal Uniform Guidance requirements, a copy of the service provider's financial audit and the data collection, conducted by an outside accounting firm, shall be submitted annually to the Michigan Works! Southwest Agency for review within the earlier of thirty (30) calendar days after receipt of the auditor's report or nine (9) months after the end of the audit period.
- f. Michigan Works! Southwest Agency staff shall develop and maintain a tracking and resolution system for service provider audit compliance.
- g. The Michigan Works! Southwest finance staff shall provide written notification to the service provider regarding resolution of any audit findings.
- h. Service providers shall respond, in writing, to the Michigan Works! Southwest Agency regarding resolution of any audit findings, administrative and/or management recommendations or irregularities.
- i. Contracts and agreements with service providers shall include the provision to allow on-site auditing to be completed at any time as deemed necessary by the State, Michigan Works! Southwest Director, or other designated Michigan Works! Southwest staff.

B. Program/Service Compliance Monitoring

- 1. The Michigan Works! Southwest Monitor shall perform specific programmatic and compliance monitoring of service providers as an ongoing function, ensure that necessary desktop monitoring for eligibility and use of the One Stop Management Information System (OSMIS) are in place, and participate in program specific data validation or other compliance reviews as required by the state.
- 2. All programs/services shall be monitored at least once during a contract year. Based on performance, and to evaluate progress toward expected outcomes, more frequent monitoring may occur.
- 3. A schedule for program/service compliance monitoring shall be set at the beginning of each program year, no later than the end of the first quarter.
- 4. The on-site compliance monitoring shall occur prior to the Monitoring and Evaluation Committee's review of each program.
- 5. Program/service compliance monitoring shall include the following elements:
 - a. A thorough review of a sample of active and inactive participant files;
 - b. A comparison of file documentation with OSMIS data entries;
 - c. Interviews with program participants;
 - d. A review of the service provider's internal monitoring procedures;
 - e. An evaluation of Work-Based Learning (WBL) that includes On-the-Job Training (OJT) and Work Experience (WE) files, procedures and sites; other wage reimbursement agreements, and other payments such as those for performance and stipends;

- f. A review of the procedure for maintaining and disseminating current program policies and procedures and ensuring staff understanding and application of current policies and procedures; and
 - g. A review of program/service operations.
 - 6. The Michigan Works! Southwest Monitor shall provide a written report of the on-site monitoring visit to the Michigan Works! Southwest Director and the service provider being reviewed within thirty (30) working days of the completion of the monitoring visit.
 - a. The report shall detail any findings or administrative recommendations from the on-site review, any necessary corrective action(s), continuous improvement opportunities, requests for information, and specify the type of response and/or follow-up required.
 - b. A copy of the report shall be maintained in the Michigan Works! Southwest's central files.
 - 7. The service provider shall have a minimum of fifteen (15) business days from the date of report transmittal to provide a written response to the monitoring report including the development of a plan to address requested corrective action(s), supplying requested information and responding to any administrative recommendations.
 - 8. Follow-up to the on-site review may take place based on programmatic deficiencies identified and the corrective action response. This shall be determined by the Michigan Works! Southwest Monitor and/or Director.

C. Nondiscrimination and Equal Opportunity Monitoring

- 1. In conjunction with the annual monitoring, the Monitor will ensure the meeting of nondiscrimination and equal opportunity responsibilities by service providers, as established in local policies and procedures, in compliance with WIOA Section 188 and with 29 CFR Part 38.
- 2. The Nondiscrimination and Equal Opportunity Monitoring shall include, but is not limited to:
 - a. Inclusion of nondiscrimination and equal opportunity policy statements on program documents and materials distributed to the public;
 - b. compliance with requirements for posting nondiscrimination and equal opportunity notices;
 - c. a review of demographics of the populations served; and
 - d. participant file review for signed acknowledgement by the participant for receipt of the Nondiscrimination and Equal Opportunity Policy.
- 3. If there are any Nondiscrimination and Equal Opportunity concerns and/or findings during the monitoring, they will be identified and addressed as appropriate.

D. Eligibility Monitoring

- 1. Participant eligibility for WIOA programs/services shall be monitored at least quarterly by Michigan Works! Southwest Monitoring staff.
 - a. A random sample (10% minimum) of participants enrolled in the previous calendar quarter will be developed, file copies requested, and a desktop audit conducted to ensure eligibility documentation is consistent with program requirements.
 - b. Service providers shall be notified electronically of any needed corrections or missing documentation.

E. Management Information System Monitoring

1. Using state and system generated reports, Michigan Works! Southwest data staff shall monitor participant activities, data entry and program operations to ensure accuracy and consistency with program and policy requirements.
 2. Michigan Works! Southwest Monitoring staff shall work with service providers to make necessary corrections and/or problem solve identified issues.
- F. Michigan Works! Southwest Data Validation Monitoring / Procedures
1. The Michigan Works! Southwest Monitor, in conjunction with service providers, shall participate in program data validation as required by the state.
 2. The Michigan Works! Southwest Monitor shall obtain the necessary files/information in the requested format, make the information available to state staff in the time specified, and as available, share the outcome of the data validation process with the affected service providers.
- IV. Service Provider Internal Monitoring
- A. Service providers shall establish and implement internal monitoring policies and procedures to ensure an ongoing review of participant, employer, financial and programmatic management.
1. Areas to be included, but not limited to, shall be: procurement and property management; timeliness and accuracy of entries made in the One Stop Management Information System (OSMIS); services to protected classes; provision of priority of service to veterans and eligible spouses; participant eligibility and progress; performance outcomes; support services; procedures for On-the-Job Training (OJT); work experience; wage reimbursements, performance payments; and compliance with federal, state and local policies and regulations.
 2. Participant activity/file monitoring shall be included in this process and the service provider shall monitor a minimum sample of ten (10) active participant files monthly and document the results of this process.
 3. Subcontractors shall use OSMIS standards, as well as program specific customized reports, to monitor program operations, participant progress, and performance outcomes to ensure compliance with federal, state and local policies and procedures.
 4. On-the-Job Training (OJT) worksites shall be monitored consistent with federal regulations, state policy, and WDB Policy 12 Revision 01 and subsequent changes, Work-Based Training Services.
 5. Work Experience funded positions shall be monitored consistent with federal regulations, state policy and WDB Policy 15 Revision 03, and subsequent changes, Work Experience.
 6. Performance payments shall be monitored consistent with federal regulations, state policy, and WDB Policy 20 Revision 02 and subsequent changes, Incentive Payments.
 7. Stipend payments shall be monitored consistent with federal regulations, state policy, and WDB Policy 36 and subsequent changes, Stipend Payments.
 8. Ensure the meeting of nondiscrimination and equal opportunity responsibilities, as established in local policies and procedures, to ensure compliance with WDB Policy 25 Revision 03 and subsequent changes, Nondiscrimination and Equal Opportunity; WIOA Section 188; and with 29 CFR Part 38.
 9. Using the template supplied by the Michigan Works! Southwest Agency, service providers shall be required to complete a Quarterly Assessment Report that includes a narrative description of performance for the preceding quarter and other elements as may be defined in the template.

10. As requested by the Michigan Works! Southwest Agency, service providers shall also supply information for, or respond to, requests for reports or additional program/service information.

V. Suspected Fraud, Abuse and Criminal Conduct

- A. Known or suspected cases of fraud, abuse, and/or criminal conduct must immediately be reported to the Michigan Works! Southwest Director.
- B. Once reported or discovered, the incident must be reported within one (1) work day to the federal and state authorities using the procedures outlined in Michigan's workforce development department's Policy Issuance 18-01, The U.S. Department of Labor's (USDOL's) Training and Employment Guidance Letter (TEGL) No 2-12 regarding Employment and Training Administration (ETA) Grant Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct.
- C. Consistent with Michigan's workforce development's Policy Issuance 18-01, the Michigan Works! Southwest Agency and their service providers shall also notify their employees of the availability of the USDOL hotline for providing information confidentially to the Office of the Inspector General (OIG).

**INITIAL EFFECTIVE
DATE**

7/1/2007

APPROVED

Initial Policy:	WDB Executive Committee	10/4/2007
Revision 01	WDB Executive Committee	12/3/2009
Revision 02	WDB Executive Committee	10/6/2011
Revision 02	WDB Executive Committee	10/15/2014 (<i>All WDB policies accepted to apply to all four counties</i>)
Revision 03	WDB	2/18/2015
Revision 04	WDB Executive Committee	10/12/2018
Revision 05	WDB Executive Committee	4/12/2019
Revision 06	WDB Executive Committee	x/xx/2021

EXPIRATION

Ongoing

Directors Report

March 18, 2021

Federal Updates

- Last week the House and Senate passed the \$1.9 Trillion American Rescue Plan and it was signed by the President on Friday, March 12.
 - Stimulus Checks – The income eligibility phase out for the \$1,400 stimulus checks has been lowered from \$100,000 to \$80,000 for individuals and from \$200,000 to \$160,000 for joint filers.
 - Unemployment Insurance – The federal unemployment ‘boost’ was reduced to \$300 per week (down from \$400/week in the House passed version) and extended through September 6, 2021. (The deadline had been August 29th in House passed version.)
 - The first \$10,200 in unemployment benefits have been deemed non-taxable income for households with income under \$150,000.
 - State and Local Funding - The Senate created an additional \$10 billion Capital Projects fund for infrastructure or broadband investments.
 - Direct aid for cities, counties and smaller units of local government would be reduced to finance the capital projects fund.
 - Funding for counties is \$65.1 billion;
 - Metropolitan cities would get \$45.6 billion;
 - Non-entitlement units of local government, or the smallest cities and counties, would get \$19.5 billion.

Michigan Reconnect

Since the Michigan Reconnect program launched on February 2, the state has received over 62,000 applications during that time. The state had set an initial goal of 60,000 applicants by Memorial Day. Southwest Michigan applicants are listed below with estimated number of eligible individuals in parenthesis:

Branch County:	146	(23,368)
Calhoun County:	732	(63,666)
Kalamazoo County:	1,896	(85,110)
St. Joseph County:	244	(30,224)
Totals:	3,018	(202,368)

To be eligible for Michigan Reconnect, an individual must be at least 25 years old when they apply, have lived in Michigan for a year or more, have a high school diploma and not yet completed a college degree (associate or bachelor’s).