

WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE AGENDA

THURSDAY, JULY 21, 2022, from 9:00 – 10:00 A.M.

In-Person Meeting

Michigan Works! Southwest Service Center
1601 S. Burdick Street, Kalamazoo, MI 49001

Note: Members must attend in-person to participate in voting.

Public Access is available at:

<https://us02web.zoom.us/j/87831791142?pwd=S0RVSkExUEdRSXh6c1hFOHJQc2NPQT09>

Meeting ID: 878 3179 1142 **Passcode:** 665953

Or Dial US Toll Free: 877-853-5257; 888-475-4499; 833-548-0276; 833-548-0282

- I. CALL TO ORDER / INTRODUCTIONS** Frank Tecumseh, Chair
- II. SHINING STAR AWARD** Jakki Bungart-Bibb
- III. TRANSPARENCY & INTEGRITY OF WDB DECISIONS** Kathy Olsen
- IV. CITIZENS TIME**
- V. APPROVAL OF MINUTES** *(Vote Required)*
 - A. WDB June 17, 2022 Executive Committee Meeting Minutes *(Exhibit A)*
- VI. COMMITTEE REPORTS**
 - A. Monitoring Committee - PATH/AEP, FAE&T & LEAP *(Exhibit B1)* Jackie Murray
 - B. Monitoring Committee - Business Services and BRES *(Exhibit B2)* Dave Maurer
- VII. NEW BUSINESS**
 - A. WDB Plans *(Vote Required)* *(Exhibits C1-C7)* Amy Meyers
 - 1. AY2022 WIOA Adult, DW & Youth (July 1, 2022 – June 30, 2024) *(Exhibit C1)*
 - 2. AY2020 Funding for PY2022 WIOA High Concentration Youth *(Exhibit C2)*
 - 3. AY2022 Wagner-Peyser Employment Services & AY21 State-wide Activities (SWA) for PY22 ES Operations *(Exhibit C3)*
 - 4. AY2021 WIOA Integrated Education & Training (IET) (July 1, 2022 – June 30, 2024) *(Exhibit C4)*
 - 5. AY2020 WIOA Career Exploration and Experience Events for July 1, 2022 – June 30, 2023) *(Exhibit C5)*
 - 6. AY2020 WIOA Statewide Activities for PY2022 Customer Relationship Management (CRM) (July 1, 2022 - June 30, 2023) *(Exhibit C6)*
 - 7. AY2020 for PY2022 Capacity Building and Professional Development (CBPD) (July 1, 2022 – June 30, 2023) *(Exhibit C7)*

- B. WDB Policies (Vote Required) (*Exhibit D1*) Kathy Olsen
 - 1. WDB Policy 05 Rev 08 – Supportive Service & Needs Related Payments (*Exhibit D2*)
- C. WDB Inter-governmental Agreement (Vote Required) (*Exhibit E*) Kathy Olsen
(Oct. 1, 2022 – Sept. 30, 2024)
- D. WDB Bylaws (Vote Required) (*Exhibit F*) Kathy Olsen
(Oct. 1, 2022 – Sept. 30, 2024)

VIII. STAFF REPORTS

- A. Business Services Update & Labor Market Info Update (*Exhibit G*) Ashley Iovieno
- B. Operations Update Jakki Bungart-Bibb
- C. Directors Report (*Exhibit H*) Jakki Bungart-Bibb

IX. OLD BUSINESS

X. CITIZENS' TIME

XI. MEMBERS' TIME

XII. UPCOMING MEETINGS

- A. Executive Committee – Thursday, Aug. 18, 2022, from 9:00-10:30 am
at Michigan Works! Service Center, 1601 S Burdick Street, Kalamazoo, MI
- B. Full Workforce Development Board – Thursday, Sept. 15, 2022, from 9:00-10:30 am
at Kalamazoo RESA, 1819 E. Milham Ave, Portage, MI 49022
- C. Monitoring & Evaluation Committee – Tuesday, Oct. 25, 2022, from 8:00-9:30 am
Location TBD
- D. Career Educational Advisory Council (CEAC) – Monday, Sept. 19, 2022, from 1:00-3:00 pm
Location TBD
- E. Disability Awareness Resource Team (DART) Committee – Tuesday, Sept. 13, 2022, from 2:00-4:00 pm
Virtual Meeting

XIII. ADJOURNMENT

Frank Tecumseh, Chair

**Workforce Development Board
 Executive Committee Meeting Minutes
 June 17, 2022**

CALL TO ORDER: Workforce Development Board Chair, Frank Tecumseh, called the meeting to order at 9:01 a.m. at the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan.

Members in attendance introduced themselves. Kathy Olsen introduced the virtual attendee.

WDB Executive Committee Members Present:

Lisa Godfrey (PS)*	Kris Jenkins (Educ)*	Frank Tecumseh (PS)*
Randall Hazelbaker (PS)*	Jackie Murray (PS)*	* Exec Committee

WDB Other Members Present:

Mike Quinn (PS)

WDB Executive Members Absent:

Dan Dunn (PS)*	Dave Maurer (PS)*
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Michigan Works! / Upjohn Institute Staff Present:

Jakki Bungart-Bibb	Amy Meyers	Kathy Olsen
Ashley Iovieno		

Michigan Works! Services / Program Staff Present:

Sarah Mansberger (KRESA)	Lynn Page (MWSW/Upjohn)
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Guests Present:

Don Reid (USA Today Network) ^v ^v attended virtually

SHINING STAR AWARD

Jakki Bungart-Bibb reported the Shining Star Award for the month of May is being awarded to Lynn Page. She reminded members that the Shining Star Award celebrates the dedicated and outstanding employees within the Michigan Works! Southwest Network. Ms. Bibb reported Lynn has been critical to the success of the Special Initiatives Team at Michigan Works! Southwest and shared a couple of quotes submitted in the nomination. The first quote stated, "Whether it's through increasing relationships with employers, effective job placements, recruitment for local events, or building new relationships, she [Lynn] keeps employment and service at the forefront of all she does. Lynn's contribution to the Michigan Works! Southwest Team and all partners add value to our network." Another quote stated, "Lynn has proven to be an effective resource in bridging the gap between job seekers and local employers, making her a perfect choice for the Shining Star Award."

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.

CITIZENS TIME

None.

APPROVAL OF MINUTES (*Exhibit A*)

Motion made by Lisa Godfrey and supported by Kris Jenkins to approve the WDB Full Board Meeting Minutes of May 19, 2022. Motion carried.

COMMITTEE REPORTS

Monitoring and Evaluation Committee (Exhibit B) – Jackie Murray reported the Monitoring Committee met in March to review Youth programs, including WIOA and JMG. Three (3) participants were interviewed by the committee. After exploring various careers, one of the youth discovered he would like to follow a career pathway in construction. The second youth had recently completed her resume, had an interview, and was hired for a housekeeping position. The third participant was currently focused on finishing high school; however, she was interested in pursuing a career in early childhood education once she graduates. All of the youth interviewed stated they would recommend the program to others because it helps to improve skills and explore career pathways. Kalamazoo RESA/YOU staff provided an overview explaining the services provided in the youth programs. The services had been provided both virtually and in-person based on each participant's preference. She referred members to the exhibit in the agenda packet that summarized the staff monitoring which included reviewing files, interviewing participants and meeting with staff. Regarding monitoring outcomes, there was no corrective action cited in the monitoring outcomes; however, there were two administrative recommendations. Due to the continued identification of errors, it was recommended that staff continue to enhance internal monitoring procedures specifically as it relates to the accuracy of OSMIS data entry regarding registration paperwork. Based on findings related to data validation elements, another administrative recommendation was to review data validation requirements and acceptable documentation standards, and enhance the strategies to ensure compliance with documentation requirements.

DART Committee – Kathy Olsen reported the DART Committee met earlier this week. Members provided agency updates and one important update to highlight is that the COVID Emergency Rental Assistance (CERA) Program application period will end on June 30, 2022. DART members also heard from guest presenter, Sierra Royster, who shared information about the Association for Programs for Rural Independent Living (APRIL). Further information is available on the APRIL website <https://www.april-rural.org/>.

NEW BUSINESS

WDB Plans

WIOA Local and Regional Plans (Exhibit C)

Amy Meyers reported the Workforce Innovation and Opportunity Act (WIOA) requires local Workforce Development Boards (WDBs) to engage in a regional planning process that results in the development of a WIOA four-year Regional Plan. The Southwest region is a seven-county area that includes the four counties served by Michigan Works! Southwest, as well as Berrien, Cass, and Van Buren Counties. WIOA also states that each local Workforce Development Board is also responsible for developing a Local Plan. The Local Plan serves as a four-year action plan to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. These Regional and Local Plans, at a minimum, must be reviewed and modified at the end of the first two-year period of the four-year plans. This is known as the mid-cycle modification. Both plans were posted on the Michigan Works! Southwest website as required for the mid-cycle modification; and as discussed at the last board meeting, were subject to a 30-day public review and comment period. The 30-day public review and comment period ended on June 15, 2022, and no public comments were received.

Infrastructure Funding Agreements (IFAs) (Exhibit D)

Amy Meyers reported the Workforce Innovation and Opportunity Act (WIOA) requires the development and execution of Memorandums of Understanding (MOUs) with One-Stop partners. In accordance with the WIOA, the MOUs must include an Infrastructure Funding Agreement (IFA), which details how infrastructure costs for the One-Stop delivery system will be funded in the local area. The MOU is on a three-year time period and not up for review this year. However, the IFAs must be updated annually. All the partners who contribute are identified as required by WIOA. They include Wagner-Peyser, WIOA Title II Adult Education, Unemployment Insurance (UI), Perkins, and Veterans. The partner list for our local area has not changed since the MOUs were

approved. The infrastructure funding agreement outlines the infrastructure costs of all the One-Stop Centers in the Michigan Works! Southwest service area. These infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the One-Stop centers. The financial contribution of each partner was determined by a methodology set forth by the State of Michigan, as outlined in the IFA document.

Motion made by Lisa Godfrey and supported by Mike Quinn to approve the WIOA Local and Regional Plans and the Infrastructure Funding Agreements. Motion carried.

County Contract (Exhibits E and E1)

Amy Meyers reported the County Contract or “workforce development agreement” is renewed every two years with an annual modification to reflect the actual budget for the year prior and update the planned budget for the upcoming year. The purpose of the Agreement is for Kalamazoo County to establish a relationship with the W.E. Upjohn Institute for Employment Research (Michigan Works! Southwest) for the planning, administration, Workforce Development Board staffing, and program and fiscal management of the four-county workforce development system and to define the terms and conditions of this undertaking. As outlined on the plan document, included in the agenda packet (Exhibits E and E1), the funding allocation budget currently planned for the year beginning July 1, 2022 is estimated at \$7,810,721. The estimated budget for the upcoming year is based on the information currently available and will be updated at the end of the year to reflect actuals. In addition, a budget modification to the year that began on July 1, 2021, and ends on June 30, 2022 has been updated to reflect an actual budget of \$13,792, 888.

Motion made by Mike Quinn and supported by Randall Hazelbaker to approve the County Contract. Motion carried.

WDB Policies

WDB Policy 13 Rev 07 – Individual Training Account (ITA) System (Exhibits F & F1)

Kathy Olsen requested Board consideration and approval of WDB Policy 13 Rev 07 – Individual Training Account (ITA) System (Exhibit F and F1). She reported updates were made to the references and under the policy section, a local limit for ITAs was added as required by WIOA. Criteria for ITA waivers were also added.

Motion made by Kris Jenkins and supported by Lisa Godfrey to approve WDB Policy 13 Rev 07 Individual Training Account (ITA) System. Motion carried.

STAFF REPORTS

Business Services Update

Ashley Iovieno provided an update on the Going PRO Talent Fund / Industry Led Collaborative (GPTF/ILC) and the Business Services and Going PRO Talent Fund programmatic review.

Going PRO Talent Fund / Industry Led Collaborative– Ms. Iovieno reported notice was received last week from the State that a Going Pro Talent Fund Industry Led Collaborative (ILC) application recently submitted had been approved for an award. This group called the Shiloh Led Collaborative, features five (5) employers partnering together to share costs for in-demand trainings with a local provider. The employers are partnering on a couple of trainings that include Lean Six Sigma and Leadership training. Companies taking part include one (1) from Kalamazoo County and four (4) from Kent County. This grant will be used to train approximately 360 employees. The award total for this ILC is \$499,925 with each company award ranging from \$52,725 to \$137,700. This ILC came together with the leadership of Shiloh Industries, formerly known as Benteler. This award brings the current total for Michigan Works! Southwest to two (2) ILCs that will result in eleven (11) more companies receiving training support.

Business Services and Going PRO Talent Fund Programmatic Review – Ms. Iovieno reported that on June 2, 2022, the State of Michigan held their Programmatic Review of Business Services activities as well as processes in place for the Going PRO Talent Fund. This review included interviewing an employer. A representative from

Envirolite joined the call and detailed her experience working with the Michigan Works! Southwest Business Services Team. A paraphrased comment from the employer during the review was, “I always know I can get a hold of someone at Michigan Works!, I never have to worry when Shawn is on vacation or out of the office, I know I can pick up the phone and get a hold of someone to speak to when I need something.” The employer was pleased with the service she received and also stated that she appreciated Shawn’s assistance as she completed her Going PRO Talent Fund application. Overall, the review appears to have gone well with certain processes cited as best practices. The final report is expected from the State soon.

Labor Market Information Update

Michigan’s Labor Market News – Ashley Iovieno reported the June edition of Michigan’s Labor Market News is now available and will be sent to Board members. This month’s topic of interest is Michigan Teen Labor Market Trends. The report compares the June 2021 report with the current market and found little change in the main types of occupations teens are working in. The four biggest areas are Food Preparation and Serving, Sales, Transportation and Material Moving, and Office and Administrative Support. She also noted that the report indicates the population of working age teens has been shrinking and the labor force participation rate for teens in Michigan has declined the past two years by a total of 4.6 percentage points.

The map of the month focuses on the 2021 Youth Unemployment Rate (Ages 16-24) by State. Michigan was ranked in the 11% to 13.4% range. For the first time in 2022, online job ads decreased slightly. April 2022 online job ads were 257,200 which is lower than the March 2022 figure of 269,300. These numbers are still well above where they were a year ago in April of 2021 which was at 221,500. In this edition, the Michigan unemployment rate was reported to be at 4.3%, the national rate was reported to be at 3.6%, and the four counties in the Michigan Works! Southwest service area ranged from 3.4% to 4.6%. St. Joseph County was at 3.4%, Kalamazoo County was 3.5%, Branch County was 3.6% and Calhoun County was 4.6%.

Job Demand Dashboard – Ms. Iovieno reported there was no change in the latest Job Demands Dashboard from last month which shows Registered Nurses at the top, followed by retail salespersons, and then first line supervisors of retail sales workers. Customer service and scheduling are the two highest skills in demand by employers.

Burning Glass Analytics and Real Time Jobs Data (Exhibit G) - In addition to the verbal report, the website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data 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 April 1, 2022, through May 31, 2022, were included in the meeting notice.

Operations Update

Jakki Bungart-Bibb reported Service Centers continue to be open to the public offering both virtual and in-person services. The number of individuals visiting the centers is still much lower than what staff would like to see. The change in the Reemployment Services and Eligibility Assessment (RESEA) process mentioned last month where 100% of RESEA participants will be referred, has not resulted in a significant increase of referrals or traffic. Of the customers visiting the centers, the majority are still coming in for unemployment related issues. Recent reports indicate that the number of individuals visiting the service centers to look for work or attend workshops is starting to increase.

Director’s Report (Exhibit H)

Jakki Bungart-Bibb provided State and Federal legislative updates.

State Updates

Media Articles - The Michigan news portion of the directors report includes several hyperlinks to various articles related to the workforce in Michigan. One of significant stories of local interest is the 3rd bullet regarding Pfizer’s

\$120 million dollar investment in Michigan adding 250 new jobs. This expansion is related to the covid antiviral medication.

MW! Association Strategic Planning - The Michigan Works! Association is participating in a strategic planning process. The first session was conducted on May 15, 2022 and the next scheduled session is planned for September. This process includes the Michigan Works! Association board members which is a mix of public and private sector representatives. She reported that both Dan Dunn and she attended the first session which was very productive. She left the session feeling excited about the future of the Association and what that will mean for Michigan Works! Agencies around the State. A few of the ideas that came up in the first session were to increase advocacy efforts, strengthen the Michigan Works! brand, and seek additional funding opportunities. Updates will be provided to the Board as this process moves forward.

Federal Updates

Trade Adjustment Assistance (TAA) - The Trade Adjustment Assistance Program (or TAA) is the program that assists workers who lose their jobs as a result of foreign trade. This program was established by the Trade Act of 1974, and it has seen its share of amendments with 11 over the course of its existence, the most recent included a reversion and sunset date effective July 1, 2022. Michigan Works! received a guidance letter from USDOL last week related to this reversion and sunset. What this means overall is that without congressional action, no new petitions will be certified. Locally, for the program and customers, staff can provide services for individuals who fall under already certified petitions. Conversations continue to take place regarding a potential reauthorization; however, until further movement in Congress, staff will follow the guidelines received in the aforementioned guidance letter.

Wagner-Peyser Federal Proposed Rules - The Wagner-Peyser information in the report is the same information provided last month. Ms. Bibb thanked the WDB for approving the resolution at last month's meeting agenda. Since then, Commissioner Quinn introduced the resolution to the Kalamazoo County Board of Commissioners where it was also approved. Yesterday, the Branch County Board of Commissioners have agreed to move the resolution forward for approval next week. Staff are hopeful that the St. Joseph County and Calhoun County Board of Commissioners will do the same. These resolutions will be submitted as public comments in opposition of the federal proposed rules. She also expressed thanks to all who signed the statement of support. Approximately 1,500 signatures from approximately 600 different businesses were represented. There was some movement at the State level regarding the possibility of the resolution being introduced; however, there were technical issues with the draft resolution as proposed so it is unlikely to be voted on next week. If there were to be movement on this, it would most likely occur in September. Moving forward, the MW! Association will be submitting comments on behalf of the Michigan Works! system. She encouraged members to also submit comments and noted that the deadline to do so June 21, 2022 at midnight. The USDOL must review and respond to every single comment before making a final decision. Staff have compiled several hyperlinks to various media releases, op eds, and videos from the MWA's around the State related to this subject and the MW! advocacy efforts. If interested in reading/viewing these, members should contact Ms. Bibb.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

None.

UPCOMING MEETINGS

Upcoming meetings include:

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- The next WDB Executive Committee meeting is scheduled for Thursday, July 21, 2022, from 9:00 – 10:30 a.m.
 - The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, September 15, 2022, from 9:00 – 10:30 a.m.
 - The next Monitoring and Evaluation Committee meeting is scheduled for Tuesday, June 28, 2022, from 8:00 – 9:30 a.m.
 - The next Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 19, 2022, from 1:00-3:00 p.m.
 - The next Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, September 13, 2022, from 2:00-4:00 p.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting adjourned at 9:29 a.m.

Kathy Olsen

Date

Frank Tecumseh

Date

Monitoring Overview

PATH and FAE&T

Monitoring Highlights

- In alignment with last year's report, follow-up monitoring was conducted in October of 2021 to ensure progress was being made to address topics requiring corrective action. Overall, based on the files reviewed during the follow-up monitoring, progress was noted in all areas requiring Corrective Action.
- A sample of 54 PATH files and 1 FAE&T file were randomly selected for review, with the majority of files being provided in a digital format.
- Files were provided in an organized format with required documentation, including Equal Opportunity documentation and the Customer Release of Information; however, various forms often failed to be properly utilized, most notably being internal registration paperwork which inconsistently made use of the staff signature lines, the AEP Plan form which often failed to have the participant signature, and job search logs containing hours spanning more than one week.
- Of the files reviewed, the majority of participants engaged in either job search or employment activities. Only one participant selected in the sample had engaged in a work experience/ community service during their participation and only a few others had engaged in training. During the staff interview, concerns regarding the limitations of job search hours were discussed, and program staff agreed reliance on primarily Job Search / Job Readiness (JS/JR) activities to meet core hours requirement could have negative effects on participants' future engagement with the program.
- Regarding documentation related to the activities and hours entered into OSMIS, errors related to paperwork and hours entered into OSMIS not matching documentation and/or being calculated in a consistent manner were noted on many files, specifically as it relates to job search and employment hours.
- Based on the files reviewed, current internal file monitoring systems and processes failed to effectively ensure hours and documentation matched those being reported in OSMIS. After a discussion with program staff, it was determined this was due in part to the way in which the TuaPath system was displaying total hours and the review of automated calculated totals as opposed to individual activity hours and documentation during these audits.
- Individual Service Strategies (ISS's) within the file sample showed improvement from last year, with information entered into OSMIS matching that which was recorded within file documentation.

- Due to only one participant engaging in FAE&T services over the course of the past year, a single file was pulled for review. This file contained all required paperwork and EO documentation and OSMIS data entry matched the activities and services documented in the file and case notes.
- Three participant interviews took place virtually. Program staff were described as encouraging, respectful, and knowledgeable. One participant stated staff made sure they felt comfortable from the first meeting while also making sure they understood the requirements of the program, and why those requirements were in place.

When asked what the most helpful aspect of the program was, participants stated staff helped motivate them to engage in opportunities they may have otherwise looked past and helped keep them accountable in making progress toward obtaining employment. When asked what they would change about the program, one participant stated she would have preferred additional flexibility as to where she completed her community service as she was travelling out of state regularly during the start of her participation.

- Overall program operation highlights noted in the Monitoring Report include:
 - Staff continue to enhance FAE&T outreach strategies, including the recent inclusion of Family Assessment Program (FAP) families.
 - TuaPath processes have been refined over the past 6 months, however staff are considering the reestablishment of paper files over the course of the next year.
 - A customer satisfaction survey has been implemented through the TuaPath system which requests feedback on the participant's overall experience, if participation helped find employment, suggestions for program changes, feedback on TuaPath, community resources, and if their goals were accomplished.
 - Staff reported, at the time of the Monitoring Guide's completion, MWSW PATH Work participation Rate (WPR) was hovering around the top three in the state regarding WPR for the fiscal year.

Monitoring Outcomes

- **Corrective Action:**
 - To ensure the accuracy and validity of documentation and hours entered in the OSMIS, Corrective Action was given in last year's report to review processes and procedures related to the completion of acceptable documentation and the calculating and inputting of participation hours. Due to progress failing to be made, this will remain a Corrective Action item for the upcoming year.
 - Additionally, due to progress failing to be made regarding last year's Administrative Recommendation to review and enhance internal monitoring procedures to align with WDB Policy 18r06 – Monitoring, and ensure an effective internal monitoring process is conducted to ensure the validity and accuracy of participant information and their compliance with program requirements, Corrective Action is now required regarding this issue.

- To address items identified in this report as requiring Corrective Action, technical assistance will be provided to program staff within the first quarter following the release of this report. Follow-up monitoring will also be conducted regularly throughout the course of the next year to ensure progress has been made on Corrective Action items identified in this report and that additional technical assistance is not required.
- **Administrative Recommendation:**
 - An Administrative Recommendation is being given to develop and implement additional strategies to increase the diversity of activity engagement for participants regarding preserving JS/JR hours.
- **Continuous Improvement:**
 - Continuous Improvement is recommended to review forms to ensure alignment with federal, state, and local requirements, including updating internal documents to ensure consistent standards of use and the validity of digital signatures.

Monitoring Overview

Clean Slate & LEAP

Monitoring Highlights

Clean Slate

- A sample of 10 Clean Slate files were randomly selected for review. All files were provided in a hard copy format.
- Files contained all applicable information and documentation including registration information, EO documentation, and court documents related to the misdemeanor(s) and/or felony(s) being addressed.
- While most of the information entered into OSMIS was in alignment with State and local guidance, the entering and documenting of the participants' orientation, registration, and activities in OSMIS appeared inconsistent between participants, and were not clearly detailed in case notes.

LEAP

- A sample of 12 LEAP files were randomly selected for review. All files were provided in a digital format.
- Files contained all applicable information and documentation including LEAP participation plans, EO documentation, Individual Service Strategy (ISS), supportive services, and documentation to substantiate activity engagement.
- While the required documentation was present in the files, various forms often failed to be fully filled out, most notably was the internal registration paperwork which inconsistently made use of the staff signature lines.
- During the review, it was noted, along with traditional supportive services such as transportation assistance or assistance with obtaining work clothing, many participants also received incentive payments using Transitional Supportive Services (TSS) funds.
- Participant Interviews: Four participants were interviewed virtually about their experiences and services received while in the LEAP program. Three of the four participants interviewed were participating voluntarily. All participants interviewed described staff as welcoming, knowledgeable, supportive, and highly communicative. One participant stated, "Every one of the staff makes you feel like they care. The first thing they ask is how have you been – instead of just jumping into what you need to do for the job... The support that they have shown is really helpful and genuine." When asked what they liked most about the program, the participants responded with the moral support provided by staff and assistance with receiving supportive services. When asked what they liked least about the program or what they would change, the

only change requested was reviewing procedures to include the allowability of auto purchases for individuals who are not working but live in rural areas where public transportation is not available and employment opportunities nearby are limited.

- Overall program operation highlights noted in the Monitoring Report include:
 - Staff detailed program operations and outreach for each program, as well as a multitude of partnerships utilized to support successful outcomes for both Clean Slate and LEAP program participants.
 - Staff stated the facilitation of expungement clinics on a smaller scale have had positive customer reactions, successful outcomes, and is considered the best practice for future expungement events.

Monitoring Outcomes

- **Corrective Action:** None.
- **Administrative Recommendation:**
 - An Administrative Recommendation is being issued to strengthen internal procedures related to the documenting and entering of Clean Slate participant registration information, including dates of registration and associated program activities, in the OSMIS.
- **Continuous Improvement:**
 - Continuous Improvement is recommended to review and update internal forms utilized for the LEAP program to better ensure consistent standards of use and alignment with federal, state, and local requirements.

Monitoring Report For:

BRES (Barrier Removal Employment Success)
2021-2022

Report Date: June 21, 2022

Service Provider: Michigan Works! Southwest Agency

Address:
Calhoun County Service Center:
200 W. Van Buren Street; Battle Creek, MI 49017
Branch County Service Center:
210 Vista Drive; Coldwater, MI 49036
Kalamazoo County Service Center:
1601 S. Burdick Street; Kalamazoo, MI 49001
St. Joseph County Service Center:
16587 Enterprise Drive; Three Rivers, MI 49093

Review Dates: June 14, 2022

Monitor: Sarah Pohl

Background

Objectives

1. Review files to ensure documentation in each file meets the requirements of applicable federal, state and local policies.
2. Review files and operations to ensure that participation of each individual meets policy requirements and that file and One Stop Management System (OSMIS) documentation are consistent.
3. Review supportive services to verify that they are appropriate to the needs of the individual, correctly documented, and entries in OSMIS and file data are consistent.

Reports

BRES program information is included in the Quarterly Reports submitted by program staff to Michigan Works! Southwest Administration, as requested.

MWA Finance staff reconciles BRES participant related expenses monthly. Operations expenses are monitored annually as part of the service provider financial review.

Review

Participant Files

A file sample of 10 BRES files was selected for review. Files were provided in a hard copy format and contained all required documentation including Equal Opportunity and Grievance and Complaint paperwork, as well as approved variance requests and documentation to support services provided to participants.

While required documentation was present in the files selected, the processing order of different aspects of the provision of services occasionally failed to accurately reflect the order of approval. Additionally, the Expenditure Begin Date field in OSMIS was inconsistently used by staff. Continuous Improvement is recommended to review documentation processing procedures to ensure they align with approval timelines. Continuous Improvement is also recommended to increase consistency in the use of OSMIS fields, specifically as it relates to the Supportive Services screens.

All participants selected for review were dual enrolled in other programs including Clean Slate and Wagner Peyser, and this dual enrollment was noted in OSMIS, as is required in program policy. Based on the files reviewed, it was clear program staff are continuously accessing processes and the provision of services to ensure participants receive assistance in the most efficient manner possible.

Conversations with Staff

Upon completion of the file review and the participant interviews, Michigan Works! Southwest Administrative Staff met with members of program leadership staff to discuss observations from the monitoring visits and program operations. The utilization of program forms was discussed, as well as recommended updates to the current processing procedures.

Outcomes

Prior to the release of the Monitoring Report, file observations and required follow-up were sent to BRES staff.

Corrective Action

None

Administrative Recommendations

None.

Continuous Improvement

Continuous Improvement is recommended to review documentation processing procedures to ensure they align with approval timelines.

Continuous Improvement is also recommended to increase consistency in the use of OSMIS fields, specifically as it relates to the Supportive Services screens.

Closing Comments

My sincere thanks to all those involved in the monitoring process, including the time for preparation and during the site visits. Please feel free to contact me if you have questions regarding this report or the monitoring visit.

Sarah Pohl

Monitor

6/21/22

Date

**Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW), and Youth Program
Allocations for Appropriation Year (AY) 2022, the Time Period of July 1, 2022 through June 30, 2024
PI: 22-10**

Allocations

Michigan Works! Southwest has been allocated the following Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Services funding for 2022 (July 1, 2022 through June 30, 2024):

- Adult: \$1,151,149 (a decrease from the PY2021 allocation totaling \$1,189,245)
- Dislocated Worker: \$893,144 (a decrease from the PY2021 allocation totaling \$938,772)
- Youth: \$1,378,477 (a decrease from the PY2021 allocation totaling \$1,432,289)

Workforce Development Services

Services to Adult and Dislocated Worker participants incorporate the following resources, depending on individual needs:

Basic Career Services

- Initial assessment of skills and abilities
- Labor market information
- Job search assistance
- Career information and resources
- Job development assistance
- Employability skills workshops
- Orientation to information and services available through the One-Stop system

Individualized Career Services

- Short-term pre-vocational services
- Group counseling
- Individual counseling
- Career planning (case management) services
- Comprehensive assessments
- Workforce preparation activities
- Advanced job search assistance

Training Services

- Occupational skill training
- On-the-Job training
- Registered apprenticeships
- Job readiness training
- Customized training
- Skill upgrading and re-training
- Incumbent Worker Training

Services to Youth participants vary based on individual needs, as the program incorporates strategies that consider differing needs of in school youth (ages 14-21) and out of school youth (ages 16-24). Services that are required to be made available to participants include the basic career services listed above, along with the following:

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies.
- Alternative secondary school services or dropout recovery services.
- Paid and unpaid work experiences.
- Occupational skills training.
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

Youth Services continued

- Leadership development opportunities.
- Supportive services.
- Adult mentoring for the period of participation and subsequent period, for a total of not less than 12 months.
- Follow-up services.
- Comprehensive guidance and counseling.
- Financial literacy education.
- Entrepreneurial skills training.
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career counseling and career exploration services.
- Activities that help youth prepare for and transition to postsecondary education and training.

Notes on Youth funding:

- At least fifty percent of expenditures for youth will be invested in out-of-school youth.
- At least twenty percent of youth funds must be spent on work experience.

PY2021 Performance Measures*

<u>Adult</u>	
Employment Rate 2 nd Quarter after Exit	88.60%
Employment Rate 4 th Quarter after Exit	83.60%
Median Earnings 2 nd Quarter after Exit	\$5,878
Credential Attainment within 4 Quarters after Exit	74.00%
Measurable Skills Gain	65.10%
<u>Dislocated Worker</u>	
Employment Rate 2 nd Quarter after Exit	90.10%
Employment Rate 4 th Quarter after Exit	87.60%
Median Earnings 2 nd Quarter after Exit	\$7,323
Credential Attainment within 4 Quarters after Exit	73.70%
Measurable Skills Gain	67.60%
<u>Youth</u>	
Employment or Placement Rate 2 nd Quarter after Exit	80.60%
Employment or Placement Rate 4 th Quarter after Exit	72.80%
Median Earnings 2 nd Quarter After Exit	\$4,206
Credential Attainment within 4 Quarters after Exit	71.40%
Measurable Skills Gain	26.90%
<u>Other</u>	
Effectiveness in Serving Employers	Baseline

*PY2022 performance measures have not been negotiated with the State of Michigan, as of July 14, 2022.

Funding Summary

Adult

Funding Category	Funding Level
Total Allocation	\$1,151,149
Administration	\$115,114
Program	\$1,036,035

Source: AY2022 Allocations, PI: 22-10

Dislocated Worker

Funding Category	Funding Level
Total Allocation	\$893,144
Administration	\$89,314
Program	\$803,830

Source: AY2022 Allocations, PI: 22-10

Youth

Funding Category	Funding Level
Total Allocation	\$1,378,477
Administration	\$137,847
Program	\$1,240,630

Source: AY2022 Allocations, PI:22-10

Technical Information

Program Title/Number	Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW), and Youth Program Allocations for Allocation Year (AY) 2022, the Time Period of July 1, 2022 through June 30, 2024; PI:22-10
Funding Source	Workforce Innovation and Opportunity Act (WIOA)
Funding Level	Adult: \$1,151,149 Dislocated Worker: \$893,144 Youth: \$1,378,477
Duration	July 1, 2022 – June 30, 2024
Reference	Department of Labor and Economic Opportunity PI: 22-10 (June 30, 2022)
CFDA Number	17.259 (Youth) and 17.258 (Adult) and 17.278 (Dislocated Worker)

**Appropriation Year (AY) 2020 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding
for Program Year (PY) 2022 High Concentrations of WIOA Eligible Youth
PI: 22-13**

The Department of Labor and Economic Opportunity has allocated Michigan Works! Southwest \$14,218 in Workforce Innovation and Opportunity Act (WIOA) Statewide Activities funding to serve High Concentrations of WIOA Eligible Youth for program year 2022 (July 1, 2022 through June 30, 2023).

The WIOA Youth Program provides eligible youth seeking academic and employment success with an effective and comprehensive range of resources to improve their education and skill competencies, as well as provide them with effective connections to employers. The program incorporates service strategies that consider differing needs of in-school youth and out-of-school youth.

These funds are to provide additional assistance to local areas that have high concentrations of WIOA eligible youth to:

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, for the purpose of identifying appropriate services and career pathways.
- Develop service strategies for each participant that include education and employment goals, achievement objectives, and appropriate services.
- Provide:
 - Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential.
 - Preparation for postsecondary educational and training opportunities.
 - Strong linkages between academic instruction and occupational education that leads to the attainment of recognized postsecondary credentials.
 - Preparation for unsubsidized employment opportunities.
 - Effective connections to employers in in-demand industry sectors and occupations.

Program services described are available to youth who:

- **Are in school, ages 14- 21 years old,**
- Are low-income individuals; and
- Are within at least one of the following categories:
 - Deficient in basic literacy skills;
 - English language learner;
 - School Dropout;
 - Homeless, runaway, or foster child;

- Pregnant or parenting;
- Offender;
- An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and maintain employment.

Or

- **Are out of school, ages 16-24 years old, and**
- Are within at least one of the following categories:
 - Recipient of secondary school diploma (or equivalent) and is low income basic skills deficient or an English language learner;
 - School Dropout;
 - Homeless, runaway, or foster child;
 - Pregnant or parenting;
 - Offender;
 - A youth who is an individual with a disability;
 - A low income individual who requires additional assistance to complete an educational program, or to secure and maintain employment.

Funding Summary

Funding Category	Funding Level
Allocation	
Base Allocation	\$14,218
Distribution by Cost Category	
Administration	\$1,421
Program	\$12,797

Source: PI: 22-13; 6/30/2022

Technical Information

Program Title/Number	Appropriation Year (AY) 2020 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for Program Year (PY) 2022 (July 1, 2022 through June 30, 2023) High Concentrations of WIOA Eligible Youth
Funding Source	Workforce Innovation and Opportunity Act Statewide Activities
Funding Level	\$14,218
Duration	PY2022 (July 1, 2022 - June 30, 2023)
Reference	State of Michigan PI: 22-13; 6/30/2022

**Appropriation Year (AY) 2022 Wagner-Peyser Employment Service (ES) Allocations and
AY 2021 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Allocations
to Support Program Year (PY) 2022 ES Operations
PI: 22-11**

Michigan Works! Southwest has received notice of an allocation for Employment Service operations totaling \$715,013 for the time period of July 1, 2022 through June 30, 2024.

Background

The federal Wagner-Peyser Act of 1933 provides for the establishment of a nationwide labor exchange system with Employment Service Offices that provide job matching at no cost to all employers and job seekers, known as Employment Service (ES). The Wagner-Peyser Act was amended by the WIOA in 2014, and calls for stronger partnerships with ES to seek new avenues to enhance the seamless delivery of services in the One-Stop system.

Universal services provided by ES include:

- job search assistance,
- job referrals, and
- placement assistance for job seekers.

Additionally, re-employment services are available for unemployment insurance claimants, as well as recruitment services to assist employers with job openings. Services are delivered in one of three modes including self-service, facilitated self-help services, and staff-assisted service delivery approaches.

The services offered to employers, in addition to referral of job seekers to available job openings, include assistance in development of job order requirements, matching job seeker experience with job requirements and skills, assisting employers with special recruitment needs, arranging job fairs, assisting employers to analyze hard-to-fill job orders, assisting with job restructuring, and helping employers cope with layoffs.

Performance

The following three performance measures will be tracked for Wagner-Peyser ES programs:

Measure	Target*
Employment Rate 2nd Quarter After Exit	65.0%
Employment Rate 4th Quarter After Exit	63.0%
Median Earnings 2nd Quarter After Exit	\$4,700

*PY2022 performance measures have not been negotiated with the State of Michigan, as of July 14, 2022.

Funding Summary

Wagner Peyser Allocation	\$561,800
Program	\$460,676
Administration	\$101,124

Source: PI: 22-11

WIOA Statewide Activities Allocation	\$153,213
Program	\$137,892
Administration	\$15,321

Source: PI: 22-11

Technical Information

Program Title/Number	Program Year (PY) 2022 Wagner -Peyser Employment Service (ES) Operations; PI:22-11
Funding Source	Wagner-Peyser Act 7(a) and WIOA Statewide Activities Funds
Funding Level	\$715,013
Duration	July 1, 2022– June 30, 2024
Reference	Department of Labor and Economic Opportunity PI: 22-11
CFDA Number	17.207; 17.258; 17.259; 17.278

**Appropriation Year (AY) 2021 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Allocations
to Support Integrated Education and Training (IET) Programs for the Period of July 1, 2022 through June 30, 2024
PI: 22-12**

Michigan Works! Southwest has been allocated \$24,412 to support Integrated Education and Training (IET) programs in the four-county area.

Background

The Workforce Innovation and Opportunity Act (WIOA) authorizes the use of Title I and Title II funds to implement Integrated Education and Training (IET) programs, creating new options and services for adults with low basic skills. IET is also a mandatory component of Integrated English Literacy and Civics Education (IELCE) programs under Section 243 of the WIOA.

Model

IET is an approach that can help individuals acquire or refresh key basic skills while also pursuing occupation or industry specific training. The IET program must include the three required components:

- (1) adult education and literacy activities,
- (2) workforce preparation activities, and
- (3) occupational training.

The three required components must occur simultaneously within the overall scope of the IET program, and each must be of sufficient intensity and quality.

The IET model contrasts with the traditional sequential model, in which individuals are directed to complete adult education services before enrolling in occupational training. The IET approach is effective because it recognizes that busy working adults need opportunities to acquire basic skills in a meaningful context that has an immediate application, enables credential attainment, and can directly increase their earning power.

Funding

Funds allocated by this policy will support IET programs that have already been developed by adult education providers and/or that will be developed jointly by Michigan Works! Southwest and local adult education providers. For the purposes of expending the funding awarded in this policy, Michigan Works! Southwest will only be partnering with adult education providers that receive funding from the Department of Labor and Economic Opportunity.

Cost Categories	Funding Levels
Allocation	\$24,412
Training	\$17,089
Supportive Services	\$4,882
Administrative	\$2,441

Technical Information

Program Title/Number	WIOA Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs; Policy Issuance 22-12
Funding Source	WIOA Statewide Activities
Funding Level	\$24,412
Duration	July 1, 2022 – June 30, 2024
CFDA Number	17.258; 17.259; 17.278

**AY2020 WIOA Statewide Activities Funding for Career Exploration and Experience Events
for the Period of July 1, 2022 through June 30, 2023**

PI: 22-14

Michigan Works! Southwest has received an allocation of \$30,000 for the time period of July 1, 2022 through June 30, 2023 to support career exploration and experience events. Each of the events will involve multiple businesses and industries at a single location or virtual event, similar to MiCareer Quest™.

These career events will include the following components:

1. Local in-demand businesses and industries.
2. An overview of the industry and key positions in-demand.
3. Hands-on activities, whenever possible, to provide practical knowledge of the positions available in the various industries.
4. Information pertaining to the educational requirements for key positions in-demand (certificate, apprenticeship, two or four-year degree, etc.).
5. Key aspects of an "average day on the job" should be highlighted.
6. Potential should exist for job shadowing, internships, and/or other work experiences with participating employers after the conclusion of the event.

Michigan Works! Southwest and partner agencies plan to provide the following support in coordination with the event:

1. Facilitate relationship building between educational partners and businesses.
2. Define roles, skills, and training expectations via presentations and hands-on experiences.
3. Arrange transportation, monitor student safety and behavior, and encourage engagement and open communication.
4. Provide information about the availability of corresponding education and training programs.

Technical Information

Program Title/Number	Career Exploration and Experience Events; PI: 22-14
Funding Level	\$30,000
Funding Source	AY20 WIOA Statewide Activities
Period of Performance	July 1, 2022 – June 30, 2023
Source Reference	State of Michigan, LEO, Policy Issuance: 22-14 (July 1, 2022)
CFDA Number	17.258; 17.259; 17.278

**Appropriation Year (AY) 2020 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities
Allocations for Program Year (PY) 2022 Customer Relationship Management (CRM),
the Period of July 1, 2022 through June 30, 2023
PI 22-08**

Background

For PY 2022, the Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) has made available funding totaling \$4,173 for Michigan Works! Southwest to be used in support of electronic systems for customer relationship management (CRM). This is the same allocation Michigan Works! Southwest received for PY 2021.

The funding is to be used to support existing CRM systems or for the purchase or renewal of software licenses that will aid in the identification and information gathering of potential layoffs or opportunities for layoff aversion, while the LEO-WD works on integrating CRM functionality into the state data system.

By using data systems to identify and gather information, local areas are allowed to provide assistance to employers in managing reductions in workforce, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address those needs. An electronic CRM system allows for a more proactive approach to assist employers of those companies at risk of having a layoff or to identify where layoffs have already occurred.

Planned Use

Locally, funds will be used to purchase licenses for Salesforce, a CRM system that is being used across the state for Business Services related activities, such as identification and information gathering of potential layoffs or opportunities for layoff aversion.

Salesforce is a CRM platform that provides users with an interface for case management and task management, and a system for automatically routing and escalating important events. The Salesforce customer portal provides the ability to track what has been entered by Michigan Works! Southwest, as well as what has been entered by identified partners, including local and state economic development. Salesforce also includes a social networking plug-in that enables users to link with social networking websites, provides analytical tools and offers other services including email alert, chat, and Google search.

Technical Information

Program Title/Number

Statewide Rapid Response Allocations for Customer Relationship Management (CRM) for PY2022; PI: 22-08

Funding Source

Appropriation Year (AY) 2020 WIOA Statewide Activities funds

Funding Level

\$4,173

Duration

July 1, 2022 through June 30, 2023

Reference

LEO-WD: PI: 22-08, 6/29/2022

CFDA Number

17.258; 17.259; 17.278

**Appropriation Year 2020 Statewide Activities Funding to Support
Capacity Building and Professional Development (CBPD)
for Program Year (PY) 2022, the Period of July 1, 2022 through June 30, 2023
PI: 22-09**

The Department of Labor and Economic Opportunity is providing Workforce Innovation and Opportunity Act (WIOA) Statewide Activities funds to the Michigan Works! System for enhancing the work of Michigan Works! Agency professionals in the development of skills and abilities that will address the changing program and technological needs presented in the Michigan Works! System.

Capacity Building and Professional Development funds may be utilized for, but are not limited to:

- Supporting state and local partnerships;
- Enhancing system capacity to provide opportunities for individuals with barriers to employment to enter in-demand industry sectors or occupations and nontraditional occupations;
- Developing and improving local program performance and goals; and
- Assisting in ongoing system development and proficiency, including professional development and technical assistance.

Capacity building and professional development activities will be achieved through the membership fee to the Michigan Works! Association. The Association was established in 1987 by Michigan Works! Agencies to foster high-quality employment and training programs serving employers and workers by providing support activities and a forum for information exchange for Michigan's workforce development system. This system has been recognized as one of the most innovative membership and training associations in the country.

Utilizing this funding, the Michigan Works! Association will be able to:

- Provide support to the state and the system in the design, development, implementation and operation of policy and state-level initiatives.
- Serve as a clearinghouse/conduit of information for procedures, policies, and updates on a multitude of topics.
- Provide professional development, technical assistance and training delivered through both classroom and web-based settings.

Technical Information

Program Title/Number	Capacity Building/Professional Development; PI: 22-09
Funding Source	AY2020 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities
Funding Level	\$33,067
Period of Performance	Program Year (PY) 2022 (July 1, 2022 - June 30, 2023)
Source Reference	LEO Policy Issuance: 22-09
CFDA Number	17.258, 17.259, 17.278

Workforce Development Board Policy Revision Summary July 21, 2022

WDB Policy 05 Rev 08 – Supportive Services & Needs Related Payments

- Updated References.
- Removed attachment.
- Under Policy
 - Section A. Supportive Services – deleted the reference to the Attachment and incorporated language from the Attachment into the policy for the following:
 - A.1. - Added criteria for determining supportive services funding.
 - A.4. – Changed “all funding sources” to “per funding sources” and clarified required documentation.
 - A.6. – Added criteria for WIOA (6.a.), NEG (6.b.), PATH (6.c.).
 - A.8. – Added language to clarify Waiver criteria.
 - A.9. – Added language to clarify criteria for requesting Other Supportive Services.
 - Section B. Needs Related Payments
 - Moved and/or combined some clauses.

Workforce Development Board

WDB Policy 5 R08

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.

Supportive Services (SS) and Needs Related Payments (NRPs)

BACKGROUND

Supportive services (SS) assist eligible participants facing specific barriers to participating in program activities, successfully completing training, and/or securing and maintaining employment when no other resources are available to address these needs.

Needs related payments (NRPs) are a stipend form of assistance that may be used to support eligible participants so they can participate in training.

Within the parameters of federal and state regulations and policies, Michigan Works! Southwest and the Workforce Development Board are responsible for establishing local policies and procedures for the use and documentation of supportive services and needs related payments.

SCOPE

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

REFERENCES

Workforce Innovation and Opportunity Act (WIOA) of 2014 and subsequent changes

State of Michigan Workforce Innovation and Opportunity Act (WIOA) Manual, March 11, 2021, and subsequent changes

State of Michigan Trade Adjustment Assistance Manual, modified May 10, 2019, and subsequent changes

State of Michigan Partnership. Accountability. Training. Hope. (PATH) Manual, updated May 19, 2022, and subsequent changes

State of Michigan Policy Issuance 20-35 and subsequent changes, Plan Instructions for Fiscal Year (FY) 2021 Partnership. Accountability. Training. Hope. (PATH) Employment-Related Supportive Services

State of Michigan Policy Issuance 22-12, and subsequent changes Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs

State of Michigan Policy Issuance 20-07c01 and subsequent changes, The Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans for Program Years (PYs) 2020 through 2023

State of Michigan Policy Issuance 22-01c1 and subsequent changes, Fiscal Year (FY) 2021
Temporary Assistance for Needy Families (TANF) Refugee Program Extension

State of Michigan Policy Issuance 21-34 and subsequent changes, Fiscal Year (FY) 2022
Partnership. Accountability. Training. Hope. (PATH) Transitional Support Services

State of Michigan WIOA Electronic Participant Management Information Guide (E P-MIG)
and subsequent changes

State of Michigan WIOA Youth Electronic Participant Management Information Guide (E P-
MIG) and subsequent changes

State of Michigan Trade Adjustment Act Electronic Participant Management Information
Guide (E P-MIG) and subsequent changes

State of Michigan Welfare Reform Electronic Participant Management Information Guide (E
P-MIG) and subsequent changes

Training and Employment Guidance Letter (TEGL) 19-16 Operating Guidance for the
Workforce Innovation and Opportunity Act

20 CFR 680 Adult and Dislocated Worker Activities under Title I of the Workforce
Innovation and Opportunity Act

POLICY

A. Supportive Services

1. Total funds available for supportive services shall be established within the requirements of the fund source and/or State policy guidance and negotiated with each subrecipient/service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds. The role of supportive services as a program component shall be described in each program's plan for service delivery.
2. Supportive services shall only be provided to individuals who meet the fund source and/or State policy requirements, are determined eligible, registered, and actively participating in a workforce development program and/or meet the requirements as set forth in state and/or federal guidance.
3. WIOA funds may be used for supportive services only when other resources are not available.
 - a. An attempt to utilize at least one other resource to address the identified supportive service in need must be made.
 - b. This attempt shall be documented in case notes along with the reason it was not used.
4. Per funding sources, the program staff shall determine the need for the supportive service(s) and document this information in the participant's One Stop Management Information System (OSMIS) case notes and participant file. If an OSMIS ISS is being utilized, the need for supportive service(s) must also be documented within the OSMIS ISS screens.

5. Based on federal, state, and local policies, subrecipients/service providers shall establish written procedures for the use, distribution, and documentation of supportive services.
 - a. The written procedures shall include
 1. specific language that addresses a referral process to ensure that other sources of support are used when available; and
 2. language for processing supportive services and needs-related payments to ensure that acceptable accounting procedures are used in the provision of supportive services.
 - b. A copy of the subrecipient/service provider's supportive services procedures shall be provided to the MW!SW Administrative Unit annually within thirty (30) calendar days of the signing of the subaward agreement.
 - c. The liability for equitable administration and documentation of supportive services is the responsibility of the subrecipient/service provider.
6. Local supportive service limitations and restrictions shall be established by the MW!SW Administrative Unit within federal and state policy guidelines and fund source and/or State policy requirements.
 - a. WIOA - Locally, for WIOA Adult, Dislocated Worker and Youth funding, the cumulative total of the following supportive services is limited to \$1,000 per participant per rolling 12-month period: automobile repair; automobile other (insurance, plates, registration, etc.); public and private transportation; clothing allowance (limited to interview clothing and specific clothing for employment); employment-related medical/dental expenses not covered under Medicaid or other health insurance; one-time work-related expenses (such as professional tools, licensing fees, etc.); physical exams/immunizations; and other supportive services as allowed by State and federal policy.

The local limitation identified above applies to WIOA funding for adults, dislocated workers, and youth. Other funding sources may be used to supplement supportive service needs, provided the need is documented and allowable.

- b. NEG - For individuals participating under a National Emergency Grant (NEG) administered by the MW!SW, supportive services will be available within the USDOL and/or Michigan conditions established in the specific NEG.

When allowable, and unless stated otherwise for a specific NEG, supportive services will use the same guidelines as the WIOA Dislocated Worker program.

The availability or unique conditions for supportive services for a specific NEG shall be communicated in writing to the applicable subrecipient/service provider(s) and funding shall be arranged through the contracting process.

- c. PATH - PATH participants may be provided supportive services not to exceed limitations set forth in the PATH manual.

For PATH participants, the monetary maximums for supportive services as noted in the PATH manual and/or policy are applicable across the individual's total participation/registrations in the PATH program.

- d. Supportive Services as they relate to Special Initiatives must follow guidelines established by funding source and/or the associated State policy.

7. Subrecipients/service providers may establish supportive service limits within the MWSW locally established limitations that are more restrictive than State and federal policy.
8. Waiver - On a case-by-case basis, and based on documented need, the MWSW Administrative Unit, at the written request of a subrecipient/service provider, and within federal and state policy guidelines, may waive a local supportive service limitation. The written request must be submitted to the MW!SW Administration Unit and written authorization from the MW!SW Administration must be obtained to waive the limitation. State approval is required for exceptions outside the scope of State policy/guidance.
9. Other Supportive Services - MWSW Administration may allow and authorize other supportive services if the service requested is not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services, and if the supportive service is allowed and in alignment with the fund source and/or State policy requirements as identified in State policy. Subrecipients/service providers shall submit individual requests in writing to the MW!SW Administrative Unit and written authorization from the MW!SW Administration must be obtained to authorize the other supportive service requested.
10. Regardless of the funding source, supportive services shall be documented as appropriate per policy requirements in the Supportive Services section of the OSMIS and/or a case note entered to describe the need and distribution of the assistance.
11. Subrecipients/service providers, One Stop partners and other community partners shall work together to coordinate the use of supportive services to prevent duplication of these resources.

Referral procedures, eligibility requirements, service limits and other information for partner and community-based supportive services shall be documented and shared with all subrecipients/service providers and One Stop partners.

12. Use and documentation of supportive services will be monitored as a part of the program and financial monitoring processes. All supportive service documentation shall be retained in the participant's program file.

B. Needs Related Payments (NRPs)

1. Needs Related Payments may only be provided to recipients of training services where funding is available and allowable.
2. Participants receiving NRPs must be unemployed and do not qualify for, or have ceased to qualify for, Unemployment Insurance (UI) or Trade Readjustment Allowance (TRA).
3. Participants shall meet all the eligibility criteria for the program/funding source from which NRPs are made available.
4. The maximum payment of NRPs for Dislocated Workers must not exceed the greater of either of the following levels:
 - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
 - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income.

Subrecipient/service provider staff are responsible for making the adjustment based on any notice they receive (verbal or written) from the participant, that a change has occurred in the total family income.

- c. Supporting documentation of the unemployment agency fact sheet or the calculation of the weekly payment must be in the participant's file.
5. The amount of each NRP received and the time period for each payment must be documented in the participant's Individual Service Strategy (ISS).
6. NRPs may not extend beyond the participant's training services. NRPs shall only be provided for the actual hours of attendance in the training activity and only for the duration of the training activity.
7. Subrecipients/service providers shall establish a written procedure and payment system within the guidelines of the funding source.
8. Subrecipients/service providers shall consistently apply the local procedures to all eligible participants in the allowable training activity.
9. Need for an NRP shall be documented in the participant's ISS, case notes and file.
10. Documents that support the payments, including signed and verified hours of attendance, actual amount of each payment, the time period covered by each payment, and other supporting documents will be retained by the MWA.

**INITIAL EFFECTIVE
DATE**

9/8/2005

APPROVED

Initial Policy:	Workforce Development Board	9/8/2005
Revision 01:	WDB Executive Committee	7/7/2011
Revision 02:	WDB Executive Committee	6/5/2014
Revision 02	WDB	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
Revision 03	WDB Executive Committee	6/17/2015
Revision 04	WDB Executive Committee	8/9/2019
Revision 05	WDB	2/18/2021
Revision 06	WDB Executive Committee	10/21/2021
Revision 07	WDB Executive Committee	2/23/2022
Revision 08	WDB Executive Committee	7/xx/2022

EXPIRATION

Ongoing

Workforce Development Board

WDB Policy 5 ~~R07~~R08

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Supportive services (SS) assist eligible participants facing specific barriers to participating in program activities, successfully completing training, and/or securing and maintaining employment when no other resources are available to address these needs.

Needs related payments (NRPs) are a stipend form of assistance that may be used to support eligible participants so they can participate in training.

Within the parameters of federal and state regulations and policies, Michigan Works! Southwest and the Workforce Development Board are responsible for establishing local policies and procedures for the use and documentation of supportive services and needs related payments.

SCOPE

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

REFERENCES

Workforce Innovation and Opportunity Act (WIOA) of 2014 and subsequent changes

State of Michigan Workforce Innovation and Opportunity Act (WIOA) Manual, March 11, 2021, and subsequent changes

State of Michigan Trade Adjustment Assistance Manual, modified May 10, 2019, and subsequent changes

State of Michigan Partnership. Accountability. Training. Hope. (PATH) Manual, ~~October 27, 2021~~ updated May 19, 2022, and subsequent changes

State of Michigan Policy Issuance 20-35 and subsequent changes, Plan Instructions for Fiscal Year (FY) 2021 Partnership. Accountability. Training. Hope. (PATH) Employment-Related Supportive Services

~~State of Michigan Business Resource Network (BRN) Program Manual, August 28, 2020 and subsequent revisions.~~

State of Michigan Policy Issuance ~~21-04~~ 22-12, and subsequent changes Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs

State of Michigan Policy Issuance 20-07c01 and subsequent changes, The Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans for Program Years (PYs) 2020 through 2023

State of Michigan Policy Issuance ~~20-34e222-01c1~~ and subsequent changes, Fiscal Year (FY) 2021 Temporary Assistance for Needy Families (TANF) Refugee Program Extension

State of Michigan Policy Issuance 21-34 and subsequent changes, Fiscal Year (FY) 2022 Partnership, Accountability, Training, Hope. (PATH) Transitional Support Services

State of Michigan WIOA Electronic Participant Management Information Guide (E P-MIG) and subsequent changes

State of Michigan WIOA Youth Electronic Participant Management Information Guide (E P-MIG) and subsequent changes

State of Michigan Trade Adjustment Act Electronic Participant Management Information Guide (E P-MIG) and subsequent changes

State of Michigan Welfare Reform Electronic Participant Management Information Guide (E P-MIG) and subsequent changes

~~State of Michigan Community Ventures / Business Resource Network Electronic Participant Management Information (E P-MIG) Guide and subsequent changes~~

Training and Employment Guidance Letter (TEGL) 19-16 Operating Guidance for the Workforce Innovation and Opportunity Act

20 CFR 680 Adult and Dislocated Worker Activities under Title I of the Workforce Innovation and Opportunity Act

POLICY

A. Supportive Services

1. Total funds available for supportive services shall be established within the requirements of the fund source and/or State policy guidance and negotiated with each subrecipient/service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds. The role of supportive services as a program component shall be described in each program's plan for service delivery.
2. Supportive services shall only be provided to individuals who meet the fund source and/or State policy requirements, are determined eligible, registered, and actively participating in a workforce development program and/or meet the requirements as set forth in state and/or federal guidance.
3. WIOA funds may be used for supportive services only when other resources are not available.
 - a. An attempt to utilize at least one other resource to address the identified supportive service in need must be made.
 - b. This attempt shall be documented in case notes along with the reason ~~why~~ it was not used.
4. ~~For all~~Per funding sources, the program staff shall determine the need for the supportive service(s) and document this information in the participant's One Stop

Management Information System (OSMIS) ~~Individual Service Strategy (ISS)~~, case notes, and participant file ~~as required by the associated State policy. If an OSMIS ISS is being utilized, the need for supportive service(s) must also be documented within the OSMIS ISS screens.~~

5. Based on federal, state, and local policies, subrecipients/service providers shall establish written procedures for the use, distribution, and documentation of supportive services.
 - a. The written procedures shall include
 1. specific language that addresses a referral process to ensure that other sources of support are used when available; and
 2. language for processing supportive services and needs-related payments to ensure that acceptable accounting procedures are used in the provision of supportive services.
 - b. A copy of the subrecipient/service provider's supportive services procedures shall be provided to the MW!SW Administrative Unit annually within ~~thirty~~ (30) calendar days of the signing of the subaward agreement.
 - c. The liability for equitable administration and documentation of supportive services is the responsibility of the subrecipient/service provider.
6. Local supportive service limitations and restrictions shall be established by the MW!SW Administrative Unit within federal and state policy guidelines and fund source and/or State policy requirements.

a. WIOA - Locally, for WIOA Adult, Dislocated Worker and Youth funding, the cumulative total of the following supportive services is limited to \$1,000 per participant per rolling 12-month period: automobile repair; automobile other (insurance, plates, registration, etc.); public and private transportation; clothing allowance (limited to interview clothing and specific clothing for employment); employment-related medical/dental expenses not covered under Medicaid or other health insurance; one-time work-related expenses (such as professional tools, licensing fees, etc.); physical exams/immunizations; and other supportive services as allowed by State and federal policy.

The local limitation identified above applies to WIOA funding for adults, dislocated workers, and youth. Other funding sources may be used to supplement supportive service needs, provided the need is documented and allowable.

b. NEG - For individuals participating under a National Emergency Grant (NEG) administered by the Michigan Works! Agency MW!SW, supportive services will be available within the USDOL and/or Michigan conditions established in the specific NEG.

When allowable, and unless stated otherwise for a specific NEG, supportive services will use the same guidelines as the WIOA Dislocated Worker program.

The availability or unique conditions for supportive services for a specific NEG shall be communicated in writing to the applicable subrecipient/service provider(s) and funding shall be arranged through the contracting process.

c. PATH - PATH participants may be provided supportive services not to exceed limitations set forth in the PATH manual.

For PATH participants, the monetary maximums for supportive services as noted in the PATH manual and/or policy ~~apply to and~~ are applicable across the individual's total participation/registrations in the PATH program.

~~a.d.~~ Supportive Services as they relate to Special Initiatives must follow guidelines established by funding source and/or the associated State policy.

~~b. See Attachment A for a detailed description of local supportive service guidelines by fund source and/or State policy.~~

7. Subrecipients/service providers may establish supportive service limits within the MWSW locally established limitations that are more restrictive than State and federal policy.

8. Waiver - On a case-by-case basis, and based on documented need, the MWSW Administrative Unit, at the written request of a subrecipient/service provider, and within federal and state policy guidelines, may waive a local supportive service limitation. The written request must be submitted to the MW!SW Administration Unite and written authorization from the MW!SW Administration must be obtained to waive the limitation. State approval is required for exceptions outside the scope of all State policy/guidance exceptions.

~~8.9.~~ Other Supportive Services - MWSW Administration may allow and authorize other supportive services if the service requested is not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services, and if the supportive service is allowed and in alignment with the fund source and/or State policy requirements as identified in State policy. Subrecipients/service providers shall submit individual requests in writing to the MW!SW Administrative Unit and written authorization from the MW!SW Administration must be obtained to authorize the other supportive service requested.

~~9.10.~~ Regardless of the funding source, all supportive services shall be documented as appropriate per policy requirements in ~~either~~ the Supportive Services section of the OSMIS and/or a case note entered to describe the need and distribution of the assistance.

~~10. Within fund source guidelines and/or State policy, the Michigan Works! Southwest Administrative Unit may authorize other supportive services in the event services are not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services. Subrecipients/service providers shall submit individual requests in writing, to the Michigan Works! Southwest Administrative Unit.~~

11. Subrecipients/service providers, One Stop partners and other community partners shall work together to coordinate the use of supportive services to prevent duplication of these resources.

Referral procedures, eligibility requirements, service limits and other information for partner and community-based supportive services shall be documented and shared with all subrecipients/service providers and One Stop partners.

12. Use and documentation of supportive services will be monitored as a part of the program and financial monitoring processes. All supportive service documentation shall be retained in the participant's program file.

B. Needs Related Payments (NRPs)

1. Needs Related Payments may only be provided to recipients of training services where funding is available and allowable.
2. Participants receiving NRPs must be unemployed and do not qualify for, or have ceased to qualify for, Unemployment Insurance (UI) or Trade Readjustment Allowance (TRA).
- ~~3. Participants shall meet all the eligibility criteria for the program/funding source from which NRPs are made available.~~
- ~~3.4.~~ The maximum payment of NRPs for Dislocated Workers must not exceed the greater of either of the following levels:
 - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
 - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income. ~~Frontline-Subrecipient/service provider~~ staff are responsible for making the adjustment based on any notice they receive (verbal or written) from the participant, that a change has occurred in the total family income.
 - c. Supporting documentation of the unemployment agency fact sheet or the calculation of the weekly payment must be in the participant's file.
- ~~4.5.~~ The amount of each NRP received and the time period for each payment must be documented in the participant's Individual Service Strategy (ISS).
- ~~5.6.~~ NRPs may not extend beyond the participant's training services. NRPs shall only be provided for the actual hours of attendance in the training activity and only for the duration of the training activity.
- ~~6.7.~~ Subrecipients/service providers shall establish a written procedure and payment system within the guidelines of the funding source.
- ~~7.8.~~ Subrecipients/service providers shall consistently apply the local procedures to all eligible participants in the allowable training activity.
- ~~8. Participants shall meet all the eligibility criteria for the program/funding source from which NRPs are made available.~~
9. Need for an NRP shall be documented in the participant's ISS, case notes and file.
- ~~10. NRPs shall only be provided for the actual hours of attendance in the training activity and only for the duration of the training activity.~~
- ~~11.10.~~ Documents that support the payments, including signed and verified hours of attendance, actual amount of each payment, the time period covered by each payment, and other supporting documents will be retained by the MWA.

INITIAL EFFECTIVE
DATE

9/8/2005

APPROVED

Initial Policy:	Workforce Development Board	9/8/2005
Revision 01:	WDB Executive Committee	7/7/2011
Revision 02:	WDB Executive Committee	6/5/2014
Revision 02	WDB	10/15/2014 (<i>All WDB policies accepted to apply to all four counties</i>)
Revision 03	WDB Executive Committee	6/17/2015
Revision 04	WDB Executive Committee	8/9/2019
Revision 05	WDB	2/18/2021
Revision 06	WDB Executive Committee	10/21/2021
Revision 07	WDB Executive Committee	2/23/2022
<u>Revision 08</u>	<u>WDB Executive Committee</u>	<u>7/xx/2022</u>

EXPIRATION Ongoing

**INTERGOVERNMENTAL TRANSFER OF FUNCTIONS
AND RESPONSIBILITIES ACT of 1967 (PA 8)**

between

**The Branch County Board of Commissioners,
for the County of Branch**

and

**The Calhoun County Board of Commissioners,
for the County of Calhoun**

and

**The Kalamazoo County Board of Commissioners,
for the County of Kalamazoo**

and

**The St. Joseph County Board of Commissioners,
for the County of St. Joseph**

for

**The Administration of the Michigan Works! System and Activities
of the Michigan Works! Southwest Workforce Development Board
for the Michigan Works! Southwest Area**

RESOLUTION

INTERGOVERNMENTAL TRANSFER OF FUNCTIONS AND RESPONSIBILITIES AGREEMENT

This Inter-Governmental Transfer of Functions and Responsibilities Agreement is entered into by Branch County, Calhoun County, Kalamazoo County, and St. Joseph County with an effective date of October 1, 2022;

WHEREAS, the State of Michigan (hereinafter known as the State) set forth guidelines establishing Michigan Works! Areas (MWAs), and

WHEREAS, the State of Michigan has established a system of Workforce Development Boards to carry out workforce development programs and other workforce development initiatives at the local level for the purpose of providing policy direction, and

WHEREAS, effective October 1, 2014, Branch, Calhoun, Kalamazoo, and St. Joseph Counties created a four-county regional alignment, known as Michigan Works! Southwest.

WHEREAS, Michigan Works! Southwest is one of two Michigan Works! Areas that are located within Prosperity Region 8, that is also supportive of the Governor's Regional Economic Prosperity Initiative; and

WHEREAS, State of Michigan policy requires each Michigan Works! Area to identify a Grant Recipient, a Fiscal Agent and an Administrative Agency, (also referred to as the "Michigan Works Agency" or "Administrative Entity"), and

WHEREAS, the State of Michigan, or its designated department, policy requires that at a minimum, Inter-local Agreements address the liability for disallowed costs relating to all state and federal workforce development funds received from the State, and

WHEREAS, Public Act No. 8 of 1967, Ex. Sess., MCL 124.531, et. Seq., permits two or more "political subdivisions" to enter into a contract providing for the transfer of certain functions and responsibilities to one another as a means of implementing state and federal workforce development programs, and

WHEREAS, the specific functions and responsibilities of these entities are established in accordance with this agreement between the Branch County Board of Commissioners, the Calhoun County Board of Commissioners, the Kalamazoo County Board of Commissioners and the St. Joseph County Board of Commissioners and the Michigan Works! Southwest Workforce Development Board,

NOW THEREFORE LET IT BE RESOLVED, that the Branch County Board of Commissioners, the Calhoun County Board of Commissioners, the Kalamazoo County Board of Commissioners and the St. Joseph County Board of Commissioners by concurrent resolution enter into this agreement for the purpose of identifying the Grant Recipient and Administrative Agent for the Michigan Works! Southwest Area that includes Branch, Calhoun, Kalamazoo and St. Joseph Counties, and transfer of functions and responsibilities delineated as follows:

1. FUNCTIONS/RESPONSIBILITIES TRANSFERRED

The Branch County Board of Commissioners (for the County of Branch), the Calhoun County Board of Commissioners (for the County of Calhoun), and the St. Joseph County Board of Commissioners (for the County of St. Joseph) transfers to the Kalamazoo County Board of Commissioners (for the County of Kalamazoo) the functions and responsibilities assigned to the entity termed "Grant Recipient" as defined in Section 107(d)(12)(B)(i) of the Workforce Innovation and Opportunity Act of 2014 and as further clarified in State of Michigan policy issuances.

For purposes set forth, herein, the Kalamazoo County Board of Commissioners shall be designated as the Grant Recipient for the Michigan Works! Southwest Area that includes Branch, Calhoun, Kalamazoo, and St. Joseph Counties. As Grant Recipient, the County

of Kalamazoo:

- a. will be responsible for the administration of workforce development plans and grants assigned to the Michigan Works! Southwest Area for Branch, Calhoun, Kalamazoo, and St. Joseph Counties, in such a manner as determined to be most advantageous to the Michigan Works! Southwest Area;
- b. will be the legal entity that will receive funds directly from the State of Michigan for purposes of carrying out functions described in the approved workforce development grants, plans and/or subaward agreements; and
- c. will be held ultimately liable for federal and state funds expended and, as a general-purpose political subdivision of the State, has sufficient assets to offset any future liabilities/debts which may arise from operations within the Michigan Works! Southwest Area that includes Branch, Calhoun, Kalamazoo and St. Joseph Counties.

2. DURATION OF OPERATION

This agreement is entered into for the period October 1, 2022 through September 30, 2024, by and between the County of Branch, County of Calhoun, County of Kalamazoo and the County of St. Joseph. This agreement shall be reviewed at least every two (2) years.

3. AMENDMENTS TO THIS AGREEMENT

Revisions, amendments or alterations to this agreement may be executed at any time by written notice of one party to the other parties specifying: the basis of the revision, amendment or alteration; substitute language to be added, changed, or deleted; and the effective date for such revision, amendment or alteration. Under normal procedures it is agreed however, that revisions, amendments or alterations be initiated and acted upon

during the biennial planning process and that such changes would be effective on the beginning date of the next biennial agreement.

4. EMPLOYEE TRANSFER, REASSIGNMENT OR BENEFIT ADJUSTMENTS

This agreement is executed solely for the purpose of establishing the entities that will be responsible as the "Grant Recipient" and "Administrative and Fiscal Agent" and will not result in the transfer, reassignment or other treatment of individuals employed by the County of Branch, County of Calhoun, County of Kalamazoo or the County of St. Joseph for the purpose of fulfilling obligations set forth in this agreement.

5. PROPERTY

Properties, as defined by the U.S. Department of Labor, real or personal, acquired through the operation of the Michigan Works! Southwest System that includes Branch, Calhoun, Kalamazoo and St. Joseph Counties, shall be vested with the Grant Recipient except where a title is vested with the State of Michigan or U.S. Department of Labor. All procurement and/or disposition of property used in the administration of programs and activities for the Michigan Works! Southwest Area shall proceed in accordance with the Michigan Works! Southwest Area's procurement procedures as required by the State.

6. FINANCING

Unless otherwise noted, responsibilities and functions transferred or reassigned as a result of this agreement are done so without any financial contribution or other remuneration of one party to the other.

7. OTHER LEGAL, FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS

Except as defined below, there are no other legal, financial or administrative arrangements required to effectuate the terms and conditions of this agreement.

- a. **Administrative and Fiscal Agent** (also known as Michigan Works! Southwest) - The organization designated by this agreement to be responsible for the staffing of the Michigan Works! Southwest Workforce Development Board for Branch, Calhoun, Kalamazoo and St. Joseph Counties; staffing the committees of the Board; and the conduct of the day-to-day administrative and fiscal operations of local programs, as required by the State of Michigan, shall be the W.E. Upjohn Institute for Employment Research, Center for Workforce Innovation and Solutions/Michigan Works! Southwest.

The Director, or designee, for Michigan Works! Southwest shall, by this agreement, be authorized to sign legal documents not otherwise required to be signed by the Grant Recipient's Chief Elected Official.

- b. **Chief Elected Official** - The Chief Elected Official (a.k.a. Local Elected Official - LEO) is the individual authorized to sign legal documents on behalf of Michigan Works! Southwest. The Chairperson of the Kalamazoo County Board of Commissioners shall be the Chief Elected Official for Michigan Works! Southwest.

- c. **Reporting** - Copies of official documents relating to workforce development programs and activities conducted for Michigan Works! Southwest, will be provided to the Grant Recipient with copies to the Administrators/Controllers of each County which is a party to this Agreement. In addition, the Administrative and Fiscal Agent will provide periodic status reports to the Board of Commissioners of each participating county.

- d. **Resource Distribution** - Unless specifically designated by a program or funding source, resources made available to the Michigan Works! Southwest Workforce Development Board shall be allocated to each county consistent with each county's share of the economically disadvantaged population within the Michigan Works! Southwest Area.
- e. **Monitoring of Resource Distribution** - Resource distribution will be monitored based on the percentage of participants served from each county unless the source of program funds dictates another basis for distribution.
- f. **Conflicting Statutory Provision** - If any provision of this agreement conflicts with any statute of the State of Michigan providing for the authorization or performance of joint undertakings between public agencies of this State, the provision of such statutes shall control.
- g. **Severability** - If any sections, subsections, sentence, clause, phrase or portion of this agreement is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.
- h. **WDB Nominations** - Nominations to fill vacancies on the Michigan Works! Southwest Development Board will be solicited from representative organizations by the WDB. Federal and State of Michigan legislation and policy will be followed regarding the appointment process. The WDB will review and recommend appointments to the respective County Board of Commissioners. Final certification of WDB membership

rests with the State of Michigan.

- i. The general composition of the Workforce Development Board shall be allocated as follows:

County:	Branch	Calhoun	Kalamazoo	St. Joseph	At-Large	Non-voting	Total
Approximate Percentage	14%	30%	36%	14%	3% Job Corps	3% LEO	100%

Notes

- A majority of the members shall be representatives of businesses in the local area.
- Community Based Organizations (CBOs) meet the Organized Labor definition in WIOA. CBOs are still required per Michigan Law; Public Act 491 of 2006.
- Not less than 20% of the members shall be representatives of the workforce within the local area.
- "In Michigan, services under Wagner-Peyser are delivered at the local level by the WDB staff or contracted staff. Local Boards will not be required to appoint a member in this category due to the agreement resulting from the State of Michigan v. U.S. Department of Labor, U.S. District Court No. 5:98-CV-16."
- WIOA does not require federal TANF partners but Michigan Law; however, Public Act 491 of 2006 does require TANF partner representation.
- Other (optional) - Organizations that have demonstrated experience and expertise in addressing employment, training, or education needs of targeted populations, including representatives of organizations that serve offenders (e.g. Dept of Corrections) and out-of-school youth (e.g. Job Corps).

8. JOINT BOARD OF COMMISSION

- a. This agreement does not establish any such board or commission or establish duties or memberships for the purpose of executing the terms and conditions of this agreement beyond those specified in this agreement. The member body established for oversight responsibilities for workforce development programs and activities for Branch, Calhoun, Kalamazoo, and St. Joseph Counties shall be with the Michigan Works! Southwest Workforce Development Board (WDB).

- b. Establishment of the Workforce Development Board, and WDB Bylaws for the execution of responsibilities for the Grant Recipient, Workforce Development Board and Administrative and Fiscal Agent, shall be in written form and confirmed at least biennially by the Branch County Board of Commissioners, Calhoun County Board of Commissioners, Kalamazoo County Board of Commissioners, the St. Joseph County Board of Commissioners, and the Michigan Works! Southwest Workforce Development Board.

9. SIGNATURES AND EFFECTIVE DATE.

Counterparts: Facsimile/PDF Signatures - This Agreement may be signed in counterparts and delivered by fax or in .pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

The effective date of this agreement shall be October 1, 2022.

COUNTY OF BRANCH

By: _____
Tim Stoll
Its: Board Chair

Dated: _____

By: _____
Teresa. Kubasiak
Its: County Clerk

Dated: _____

COUNTY OF CALHOUN

By: _____
Steve Frisbie
Its: Board Chair

Dated: _____

By: _____
Kimberly A. Hinkley
Its: County Clerk and Register of Deeds

Dated: _____

COUNTY OF KALAMAZOO

By: _____
Michael Quinn
Its: Board Chair

Dated: _____

By: _____
Meredith Place
Its: County Clerk and Register of Deeds

Dated: _____

COUNTY OF ST. JOSEPH

By: _____
Kathy Pangle
Its: Board Chair

Dated: _____

By: _____
Lindsay Oswald
Its: County Clerk

Dated: _____

Michigan Works! Southwest Workforce Development Board

By: _____
Frank Tecumseh
Its: WDB Chairperson

Dated: _____

**INTERGOVERNMENTAL TRANSFER OF FUNCTIONS
AND RESPONSIBILITIES ACT of 1967 (PA 8)**

between

**The Branch County Board of Commissioners,
for the County of Branch**

and

**The Calhoun County Board of Commissioners,
for the County of Calhoun**

and

**The Kalamazoo County Board of Commissioners,
for the County of Kalamazoo**

and

**The St. Joseph County Board of Commissioners,
for the County of St. Joseph**

for

**The Administration of the Michigan Works! System and Activities
of the Michigan Works! Southwest Workforce Development Board
for the Michigan Works! Southwest Area**

RESOLUTION

INTERGOVERNMENTAL TRANSFER OF FUNCTIONS AND RESPONSIBILITIES AGREEMENT

This Inter-Governmental Transfer of Functions and Responsibilities Agreement is entered into by Branch County, Calhoun County, Kalamazoo County, and St. Joseph County with an effective date of October 1, 202~~20~~²⁰;

WHEREAS, the State of Michigan (hereinafter known as the State) set forth guidelines establishing Michigan Works! Areas (MWAs), and

WHEREAS, the State of Michigan has established a system of Workforce Development Boards to carry out workforce development programs and other workforce development initiatives at the local level for the purpose of providing policy direction, and

WHEREAS, effective October 1, 2014, Branch, Calhoun, Kalamazoo, and St. Joseph Counties created a four-county regional alignment, known as Michigan Works! Southwest.

WHEREAS, Michigan Works! Southwest is one of two Michigan Works! Areas that are located within Prosperity Region 8, that is also supportive of the Governor's Regional Economic Prosperity Initiative; and

WHEREAS, State of Michigan policy requires each Michigan Works! Area to identify a Grant Recipient, a Fiscal Agent and an Administrative Agency, (also referred to as the "Michigan Works Agency" or "Administrative Entity"), and

WHEREAS, the State of Michigan, or its designated department, policy requires that at a minimum, Inter-local Agreements address the liability for disallowed costs relating to all state and federal workforce development funds received from the State, and

WHEREAS, Public Act No. 8 of 1967, Ex. Sess., MCL 124.531, et. Seq., permits two or more "political subdivisions" to enter into a contract providing for the transfer of certain functions and responsibilities to one another as a means of implementing state and federal workforce development programs, and

WHEREAS, the specific functions and responsibilities of these entities are established in accordance with this agreement between the Branch County Board of Commissioners, the Calhoun County Board of Commissioners, the Kalamazoo County Board of Commissioners and the St. Joseph County Board of Commissioners and the Michigan Works! Southwest Workforce Development Board,

NOW THEREFORE LET IT BE RESOLVED, that the Branch County Board of Commissioners, the Calhoun County Board of Commissioners, the Kalamazoo County Board of Commissioners and the St. Joseph County Board of Commissioners by concurrent resolution enter into this agreement for the purpose of identifying the Grant Recipient and Administrative Agent for the Michigan Works! Southwest Area that includes Branch, Calhoun, Kalamazoo and St. Joseph Counties, and transfer of functions and responsibilities delineated as follows:

1. FUNCTIONS/RESPONSIBILITIES TRANSFERRED

The Branch County Board of Commissioners (for the County of Branch), the Calhoun County Board of Commissioners (for the County of Calhoun), and the St. Joseph County Board of Commissioners (for the County of St. Joseph) transfers to the Kalamazoo County Board of Commissioners (for the County of Kalamazoo) the functions and responsibilities assigned to the entity termed "Grant Recipient" as defined in Section 107(d)(12)(B)(i) of the Workforce Innovation and Opportunity Act of 2014 and as further clarified in State of Michigan policy issuances.

For purposes set forth, herein, the Kalamazoo County Board of Commissioners shall be designated as the Grant Recipient for the Michigan Works! Southwest Area that includes Branch, Calhoun, Kalamazoo, and St. Joseph Counties. As Grant Recipient, the County

of Kalamazoo:

- a. will be responsible for the administration of workforce development plans and grants assigned to the Michigan Works! Southwest Area for Branch, Calhoun, Kalamazoo, and St. Joseph Counties, in such a manner as determined to be most advantageous to the Michigan Works! Southwest Area;
- b. will be the legal entity that will receive funds directly from the State of Michigan for purposes of carrying out functions described in the approved workforce development grants, plans and/or subaward agreements; and
- c. will be held ultimately liable for federal and state funds expended and, as a ~~general-purpose~~ general-purpose political subdivision of the State, has sufficient assets to offset any future liabilities/debts which may arise from operations within the Michigan Works! Southwest Area that includes Branch, Calhoun, Kalamazoo and St. Joseph Counties.

2. DURATION OF OPERATION

This agreement is entered into for the period October 1, 202~~20~~²⁰ through September 30, 202~~42~~⁴², by and between the County of Branch, County of Calhoun, County of Kalamazoo and the County of St. Joseph. This agreement shall be reviewed at least every two (2) years.

3. AMENDMENTS TO THIS AGREEMENT

Revisions, amendments or alterations to this agreement may be executed at any time by written notice of one party to the other parties specifying: the basis of the revision, amendment or alteration; substitute language to be added, changed, or deleted; and the effective date for such revision, amendment or alteration. Under normal procedures it is

agreed however, that revisions, amendments or alterations be initiated and acted upon during the biennial planning process and that such changes would be effective on the beginning date of the next biennial agreement.

4. EMPLOYEE TRANSFER, REASSIGNMENT OR BENEFIT ADJUSTMENTS

This agreement is executed solely for the purpose of establishing the entities that will be responsible as the "Grant Recipient" and "Administrative and Fiscal Agent" and will not result in the transfer, reassignment or other treatment of individuals employed by the County of Branch, County of Calhoun, County of Kalamazoo or the County of St. Joseph for the purpose of fulfilling obligations set forth in this agreement.

5. PROPERTY

Properties, as defined by the U.S. Department of Labor, real or personal, acquired through the operation of the Michigan Works! Southwest System that includes Branch, Calhoun, Kalamazoo and St. Joseph Counties, shall be vested with the Grant Recipient except where a title is vested with the State of Michigan or U.S. Department of Labor. All procurement and/or disposition of property used in the administration of programs and activities for the Michigan Works! Southwest Area shall proceed in accordance with the Michigan Works! Southwest Area's procurement procedures as required by the State.

6. FINANCING

Unless otherwise noted, responsibilities and functions transferred or reassigned as a result of this agreement are done so without any financial contribution or other remuneration of one party to the other.

7. OTHER LEGAL, FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS

Except as defined below, there are no other legal, financial or administrative arrangements required to effectuate the terms and conditions of this agreement.

- a. **Administrative and Fiscal Agent** (also known as Michigan Works! Southwest) ~~—The_~~
The organization designated by this agreement to be responsible for the staffing of the Michigan Works! Southwest Workforce Development Board for Branch, Calhoun, Kalamazoo and St. Joseph Counties; staffing the committees of the Board; and the conduct of the day-to-day administrative and fiscal operations of local programs, as required by the State of Michigan, shall be the W.E. Upjohn Institute for Employment Research, ~~Employment Management and Services Division~~Center for Workforce Innovation and Solutions/Michigan Works! Southwest.

The Director, or designee, for Michigan Works! Southwest shall, by this agreement, be authorized to sign legal documents not otherwise required to be signed by the Grant Recipient's Chief Elected Official.

- b. **Chief Elected Official** - The Chief Elected Official (a.k.a. Local Elected Official - LEO) is the individual authorized to sign legal documents on behalf of Michigan Works! Southwest. The Chairperson of the Kalamazoo County Board of Commissioners shall be the Chief Elected Official for Michigan Works! Southwest.

- c. **Reporting** - Copies of official documents relating to workforce development programs and activities conducted for Michigan Works! Southwest, will be provided to the Grant Recipient with copies to the Administrators/Controllers of each County which is a party

to this Agreement. In addition, the Administrative and Fiscal Agent will provide periodic status reports to the Board of Commissioners of each participating county.

- d. **Resource Distribution** - Unless specifically designated by a program or funding source, resources made available to the Michigan Works! Southwest Workforce Development Board shall be allocated to each county consistent with each county's share of the economically disadvantaged population within the Michigan Works! Southwest Area.
- e. **Monitoring of Resource Distribution** - Resource distribution will be monitored based on the percentage of participants served from each county unless the source of program funds dictates another basis for distribution.
- f. **Conflicting Statutory Provision** - If any provision of this agreement conflicts with any statute of the State of Michigan providing for the authorization or performance of joint undertakings between public agencies of this State, the provision of such statutes shall control.
- g. **Severability** - If any sections, subsections, sentence, clause, phrase or portion of this agreement is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.
- h. **WDB Nominations** - Nominations to fill vacancies on the Michigan Works! Southwest Development Board will be solicited from representative organizations by the WDB. Federal and State of Michigan legislation and policy will be followed regarding the

appointment process. The WDB will review and recommend appointments to the respective County Board of Commissioners. Final certification of WDB membership rests with the State of Michigan.

- i. The general composition of the Workforce Development Board shall be allocated as follows:

County:	Branch	Calhoun	Kalamazoo	St. Joseph	At-Large	Non-voting	Total
Approximate Percentage	14%	30%	36%	14%	3% Job Corps	3% LEO	100%

Notes

- A majority of the members shall be representatives of businesses in the local area.
- Community Based Organizations (CBO's) meet the Organized Labor definition in WIOA. -CBO's are still required per Michigan Law; Public Act 491 of 2006.
- Not less than 20% of the members shall be representatives of the workforce within the local area.
- "In Michigan, services under Wagner-Peyser are delivered at the local level by the WDB staff or contracted staff. Local Boards will not be required to appoint a member in this category due to the agreement resulting from the State of Michigan v. U.S. Department of Labor, U.S. District Court No. 5:98-CV-16."
- WIOA does not require federal TANF partners but Michigan Law; however, Public Act 491 of 2006 does require TANF partner representation.
- Other (optional) - Organizations that have demonstrated experience and expertise in addressing employment, training, or education needs of targeted populations, including representatives of organizations that serve offenders (e.g. Dept of Corrections) and out-of-school youth (e.g. Job Corps).

8. JOINT BOARD OF COMMISSION

- a. This agreement does not establish any such board or commission or establish duties or memberships for the purpose of executing the terms and conditions of this agreement beyond those specified in this agreement. The member body established for oversight responsibilities for workforce development programs and activities for Branch, Calhoun,

Kalamazoo, and St. Joseph Counties shall be with the Michigan Works! Southwest Workforce Development Board (WDB).

- b. Establishment of the Workforce Development Board, and WDB Bylaws for the execution of responsibilities for the Grant Recipient, Workforce Development Board and Administrative and Fiscal Agent, shall be in written form and confirmed at least biennially by the Branch County Board of Commissioners, Calhoun County Board of Commissioners, Kalamazoo County Board of Commissioners, the St. Joseph County Board of Commissioners, and the Michigan Works! Southwest Workforce Development Board.

9. SIGNATURES AND EFFECTIVE DATE.

Counterparts: Facsimile/PDF Signatures - This Agreement may be signed in counterparts and delivered by fax or in .pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

The effective date of this agreement shall be October 1, 2020.

COUNTY OF BRANCH

By: _____

~~Ted Gordon~~ Tim Stoll

Its: Board Chair

Dated: _____

By: _____

Teresa. Kubasiak

Its: County Clerk

Dated: _____

COUNTY OF CALHOUN

By: _____

Steve Frisbie

Its: Board Chair

Dated: _____

By: _____

Kimberly A. Hinkley

Its: County Clerk and Register of Deeds

Dated: _____

COUNTY OF KALAMAZOO

By: _____

~~Traey Hall~~ Michael Quinn

Its: Board Chair

Dated: _____

By: _____

~~Timothy A. Snow~~ Meredith Place

Its: County Clerk and Register of Deeds

Dated: _____

COUNTY OF ST. JOSEPH

By: _____

~~Dennis Allen~~ Kathy Pangle

Its: Board Chair

Dated: _____

By: _____

Lindsay Oswald

Its: County Clerk

Dated: _____

Michigan Works! Southwest Workforce Development Board

By: _____

~~Randal Hazelbaker~~ Frank Tecumseh

Its: WDB Chairperson

Dated: _____

Exhibit F

BYLAWS OF THE
MICHIGAN WORKS! SOUTHWEST
WORKFORCE DEVELOPMENT BOARD

Article I: Establishment

Section 1: Name

The name of this Board shall be the Michigan Works! Southwest Workforce Development Board, hereinafter referred to as the WDB.

Section 2: Area Served

The area to be served by the WDB is the jurisdiction of the Counties of Branch, Calhoun, Kalamazoo, and St. Joseph, inclusive of all cities and townships within the jurisdiction boundaries. This area is referred to as Michigan Works! Southwest (MWSW).

Article II: Functions

Section 1: Provision

The WDB was originally established under the Workforce Investment Act (“WIA”) Section 117 "Local Workforce Investment Boards," paragraph (i) "Alternative Entity." The WDB is also intended to constitute a Local Workforce Development Board under the Workforce Innovation and Opportunity Act of 2014 (“WIOA”). The WIOA Section 107(a) prescribes that there shall be established in each local area (certified by the Governor) a local WDB to lead workforce investment and development activities for the area.

Within Michigan, the Workforce Development Board (WDB) was established by the Governor's Workforce Commission and shall conform to policy issuances of the Department of Labor and Economic Opportunity (LEO) / State of Michigan or its successor and applicable federal and state rules and regulations.

The WDB, in conjunction with the units of local government, provides policy guidance and exercises oversight of the activities carried out under the Workforce Innovation and Opportunity Act.

Section 2: Purpose

- A. The WDB shall participate in the development of, and submit recommendations regarding, Michigan Works! Southwest workforce development plans, basic goals, and policies and procedures for the Michigan Works! Southwest Network that includes Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

- B. The WDB shall monitor and provide for objective evaluation of workforce development programs and services in the Michigan Works! Southwest Area.
- C. The WDB shall provide a continuing analysis of the need for employment, training, and related services, including efforts to reduce and eliminate barriers to employment.
- D. The WDB shall identify specific areas of training based on local labor market needs and occupations in demand.
- E. The WDB shall maintain a “one stop” workforce development system which provides customers, both employers and job seekers, with access to a full range of services that are seamless, easily accessible, and tailored to businesses and individual needs.
- F. Members of the WDB shall participate in convening the workforce development network’s stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities. Member engagement may include, however is not limited to, participation on subcommittees of the WDB, industry collaboratives, and acting as champions of the workforce development network on behalf of the WDB. Members shall be given the opportunity to report on activities and involvement at WDB meetings.

Section 3: Distribution of Workforce Development Funds

Unless specifically designated by a program or funding source, resources made available to the WDB shall be allocated to each county consistent with its share of the economically disadvantaged population within Michigan Works! Southwest area.

Resource distribution will be monitored based on the percentage of participants served from each county unless the source of program funds dictates another basis for distribution.

Article III: Organization

Section 1: Membership

The general composition of the membership of the WDB and the process of appointment is directed by federal, state, and local policy. Membership shall be allocated as follows:

County:	Branch	Calhoun	Kalamazoo	St. Joseph	At-Large	Non-voting	Total
Approximate Percentage	14%	30%	36%	14%	3% Job Corps	3%LEO	100%

Notes

- A majority of the members shall be representatives of businesses in the local area.

- Community Based Organizations (CBOs) meet the Organized Labor definition in WIOA. CBOs are still required in Michigan Law; Public Act 491 of 2006.
- Not less than 20% of the members shall be representatives of the workforce within the local area.
- “In Michigan, services under Wagner-Peyser are delivered at the local level by the WDB staff or contracted staff. Local Boards will not be required to appoint a member in this category due to the agreement resulting from the State of Michigan v. U.S. Department of Labor, U.S. District Court No. 5:98-CV-16.”
- WIOA does not require federal TANF partners but Michigan Law; Public Act 491 of 2006 does.
- Other (optional) - Organizations that have demonstrated experience and expertise in addressing employment, training, or education needs of targeted populations, including representatives of organizations that serve offenders (e.g., Dept of Corrections) and out-of-school youth (e.g., Job Corps).

A. Appointment Process

Appointments to the WDB and the filling of vacancies, should they occur, are made following specific appointment procedures defined by State and federal policy. The Chief Elected Official of the appropriate county in need of representation shall be notified in writing of any vacancy.

1. Individuals must be appointed to the WDB. Whenever possible, preference is given to individuals nominated by an organization. For renewal appointments, official members and alternates of the WDB shall be appointed by their representative agency or organization.
2. All WDB appointees must be currently employed in the sector they represent with the exception of employment services (ES), labor and education representatives.
3. "At-large" seats are filled by nominees to assist in addressing any inequities which may exist on the WDB (e.g., low representation of females, minorities, etc.).
4. Approximately fourteen percent (14%) of the seats will be reserved for representatives appointed by the Branch County Board of Commissioners; approximately thirty percent (30%) of the seats will be reserved for representatives appointed by the Calhoun County Board of Commissioners; approximately fourteen percent (14%) of the seats will be reserved for representatives appointed by the St. Joseph County Board of Commissioners, approximately thirty-six (36%) of the seats will be reserved for representatives appointed by the Kalamazoo County Board of Commissioners, and approximately 6% of the seats will be for the combination of at-large and/or non-voting representatives.
5. Terms for members who also serve as County Commissioners shall be for two years or

until their respective term of office ends. Beginning with new and renewal appointments after October 1, 2017, the terms for private sector shall expire in the years ending in an odd number and the terms for non-private sector new and renewal appointments shall expire in the years ending in an even number. If a member resigns or for any reason leaves office prior to the end of a term, his or her replacement shall first be appointed to fill the remainder of the current term.

6. Each County shall have the option to appoint one County Commissioner to the WDB so long as that County Commissioner meets one of the other categories as set forth above. For example, one of Calhoun's private sector appointments could be a County Commissioner who would also be involved/employed in the private sector.

Section 2: Attendance

- A. If a WDB member with a designated alternate is unable to attend a meeting, the designated alternate may attend the meeting and vote in his/her place.
- B. If a WDB member and his/her designated alternate both attend the same meeting, only the regular member may cast a vote.
- C. In the event that a WDB member has excessive absences from regularly scheduled meetings, the WDB Executive Committee will discuss with the WDB member, the member's current and future availability to serve.
- D. Excessive absences shall be defined by the Executive Committee.

Section 3: Neglect of Duties

Grounds for removal may include, but are not limited to, excessive absences. Members of the WDB may be recommended for removal from the WDB by action of the Executive Committee. Any members of the WDB may be removed from the WDB by resolution of the WDB.

Section 4: Officers

- A. **Chairperson of the WDB** shall be a member representing the private sector. The term of the Chairperson may be renewed for a second year; however, cannot exceed two consecutive years. The Chairperson shall, at least every two years, be from a different member county so

that the Chairperson position rotates on a least a two-year basis. The responsibilities of the Chairperson shall include, but are not limited to:

1. Consult on the WDB agenda and preside at all meetings of the WDB and the Executive Committee.
2. Recommend appointments of Chairpersons, members, and ex-officio members to the WDB committees.
3. Serve as ex-officio member of all committees of the WDB.
4. Sign documents requiring WDB approval.
5. Act as the official spokesperson for the WDB.
6. Coordinate activities among other committees of the WDB.
7. Recommend nominations for WDB appointments to fill vacancies.
8. Approve appointments of Committee Chairs.
9. Approve the membership of Ad hoc Committees.

B. **Vice-Chairperson of the WDB** shall be a member representing the private sector elected by vote of the WDB. The duties of the Vice-Chairperson shall include:

1. Carrying out the responsibilities of the Chairperson during the absence, unavailability, or incapacity of the Chairperson.
2. Serve as Vice Chair of the Executive Committee.

C. **Chairpersons of Standing Committees** of the WDB shall be members representing the private sector or as in the case of the Disability Committee, an expert in the field, and shall be appointed by the WDB chair.

D. **Co-chairs** may be appointed for any standing committee, except the Executive Committee, when a committee's charge is expanded, or additional expertise is desirable. For the Monitoring and Evaluation Committee, at least one Co-chair shall be an official WDB member representing the private sector.

Section 5: Committees

A. Executive Committee (Standing Committee)

Shall consist of the Chair, Vice-Chair and the chairs or an appointed representative of each standing committee. The Executive Committee shall include, if not included through the above representation, at least one member from each of the participating counties. The Executive Committee shall have the power to conduct the day-to-day operations of the WDB between the meetings of the full WDB. It shall also have the powers and duties set forth in these bylaws.

B. Monitoring and Evaluation Committee (Standing Committee)

The members of the Monitoring and Evaluation Committee shall be approved by the Executive Committee. Members may be WDB members, ex-officio members, or persons who are not members of the WDB.

The duties of the Monitoring and Evaluation Committee shall include functions and tasks that impact the overall operation of the Michigan Works! Southwest one-stop delivery system such as:

1. Evaluate Michigan Works! Southwest programs, data, activities, and performance from the perspective of the private sector including but not limited to:
 - a. Labor Market Outcomes - demand occupations, placements, earnings, earnings gained and retentions.
 - b. Access and Equity - demographic distribution of services as well as special targeting and recruitment, market penetrations and self-services.
 - c. Return on Investment - comparing and contrasting different methods of service delivery.
2. Assess learning gains and skill enhancements as they relate to the local labor market.
3. Assure that a customer satisfaction system is in place that, at a minimum, measures the level of customer (i.e. job seekers and employers) satisfaction with service delivery.
4. Assess the internal efficiency and effectiveness of the WDB programs and activities.
5. Conduct on site reviews of subrecipient / service provider activity.
6. Monitor contractual compliance, particularly in the area of outcomes, and render opinions on subrecipient performance.

C. Disability Resource Awareness Team (DART) (Standing Committee)

The members of the DART Committee may be WDB members or ex-officio members and may include persons who are not members of the WDB. DART members represent businesses, service providers, advocates, and allies with expertise in assisting individuals with disabilities with their career, training, and employment needs.

The DART Committee shall serve as the WDB's disability resource contact point to advise the WDB regarding accessibility and services.

The DART Committee shall assist with operational and other issues regarding the provision of services to individuals with disabilities, including programmatic and physical access to services, programs, and activities of the one-stop delivery system, appropriate training for staff on providing supports or accommodations, and finding employment opportunities for individuals with disabilities.

DART members will inform, promote, and advise the WDB on strategies to support career pathways, training, and employment options for individuals with disabilities, including youth, to gain and retain employment.

D. Career & Educational Advisory Committee (CEAC) (Advisory Committee)

Per Public Act 491 of 2006, educational advisory groups are required by state law to serve in an advisory capacity to the local WDBs on educational issues. The CEAC will serve as the regional equivalent of educational advisory groups. The CEAC shall serve in an advisory capacity to the WDB for Michigan Works! Southwest on educational issues. The roles and responsibilities of the CEAC are outlined in state policy.

The general composition of the membership of the CEAC and the process of appointment is directed by state policy. CEAC members shall be appointed by the WDB. The WDB shall appoint the chairperson of the CEAC. WDB members, or their alternates, or another designated representative from an educational entity, from the Michigan Works! Southwest area that represents the education sector shall serve on the CEAC.

E. Request for Proposal (RFP) Committee (Ad-hoc Committee)

The WDB Chair shall be notified of the members serving on an RFP Committee and each member of the committee shall complete and sign a Conflict of Interest Statement specific to the RFP being reviewed. Members of the RFP Committee may be WDB members or ex-officio members and may include persons who are not members of the WDB. The duties of the RFP Committee shall be to review and score proposals received in response to an RFP announcement for workforce development services for Michigan Works! Southwest. A competitive bidding process shall be used to solicit proposals.

F. Other Committees may be created upon the recommendation of the Executive Committee.

Section 6: WDB Staff

Professional, technical, and clerical staff support to the WDB and its committees shall be provided by the Administrative Agent. The staff shall:

- A. Provide logistical support and technical assistance to the WDB and WDB committees.
- B. Record, prepare, distribute, and maintain minutes of meetings of the WDB and WDB committees.
- C. Compile, reproduce, and distribute materials and information pertinent to WDB activities.
- D. Prepare plans, grants, applications, reports, and other documents as required by the State or WDB.
- E. Report to the WDB on the status of programs, activities, and legislation.

Article IV: Meetings

Section 1: Regular Meetings

- A. One regular meeting of the full WDB shall, at a minimum, be held each quarter. WDB meetings shall be scheduled to last no longer than one and one-half hours unless prior notice is given. The annual schedule of WDB meetings shall be established by the Executive Committee. The staff of the WDB shall transmit notice of the time and place of each regular meeting at least five (5) calendar days prior to the meeting, to each member of the WDB.
- B. By action of the Executive Committee, regular meetings of the WDB may be rescheduled; however, no fewer than four (4) meetings must be held in each calendar year. Written notice of rescheduled meetings shall be forwarded to WDB members at least five (5) calendar days prior to the regularly scheduled date.

Section 2: Special Meetings

- A. Special meetings of the WDB may be called by the Chairperson, a simple majority of the Executive Committee, or by a simple majority of the voting members.
- B. Notice of a special meeting shall be transmitted to members in writing or by e-mail or phone at least twenty-four (24) hours prior to such a meeting. The notice shall identify the business to be addressed at the meeting.

Section 3: Quorum

- A. No official WDB business may be conducted in the absence of a quorum. To constitute a quorum, a majority of the total membership or a majority of the Executive Committee must be in attendance at the time of the meeting. Vacancies do not count toward a quorum.

Section 4: WDB Committee Meetings

- A. The Executive Committee of the WDB shall conduct its meetings on a monthly basis. Executive Committee meetings shall be scheduled to last no longer than two hours unless prior notice is given. All members of the WDB shall be notified of the Executive Committee meetings and encouraged to attend.
- B. Meetings of other WDB committees shall be scheduled by each of the respective committees.

Section 5: Conflict of Interest

- A. Local policy shall detail the conflict of interest exceptions that would allow representation under specifically defined situations.
- B. No individual shall serve on the Workforce Development Board if they have an ownership interest or are employed by an organization that receives funds under the direct control of the Michigan Works! Southwest.
- C. Members shall be required to meet the conflict of interest disclosure requirement as soon as they are appointed to the WDB and prior to attending their first meeting.

Section 6: Open Meetings

Regular meetings of the WDB and committees shall be scheduled and conducted in compliance with the Open Meetings Act.

Regular and special meetings of the WDB shall be at a date, time, and place for which public notice shall be given.

Notice of changes in the schedule of regular meetings will be posted in compliance with the Open Meetings Act.

The meetings of the WDB and WDB committees shall be open and accessible in accordance with the Americans with Disabilities Act (ADA) requirements.

The use of technology, such as phone and web-based meetings, may be used to conduct meetings, as long as the technology available at the meeting location complies with the requirements of the Open Meetings Act.

Members/alternate members with a health condition or a disability that prevents them from attending a meeting in person, are allowed to participate remotely under the Americans with Disabilities Act (ADA). (per MI Attorney General opinion Feb 2022)

Section 7: Citizen Participation

Any citizen may comment on agenda items during the first Public Comment period on the agenda prior to the taking of a vote thereon.

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 shall limit their comments to four (4) minutes duration. The time limit may be extended by the WDB or Committee Chairperson or by vote of the WDB or Committee.

Section 8: Publication of Proceedings

- A. Proposed minutes shall be available for public inspection within eight (8) business days after each meeting. Approved minutes shall be available for public inspection and posted on the Michigan Works! Southwest (MWSW) website within five (5) business days following approval.
- B. Minutes of the Executive Committee shall constitute the official minutes of the full WDB when the full WDB does not meet.
- C. A record of the proceedings of the WDB and WDB committee meetings shall be maintained by the Administrative Agent at a location accessible to the public.
- D. In accordance with the Americans with Disabilities Act (ADA), the minutes will be made available in alternate format (large print, audio format, etc.) upon special request to the Administrative Agent.

Section 9: Accountability

The State of Michigan holds the Grant Recipient accountable for activities conducted and funds expended.

The Grant Recipient shall hold the Administrative and Fiscal Agent accountable for activities conducted and funds expended.

The Administrative and Fiscal Agent shall hold the service providers/subrecipients accountable for activities conducted and funds expended.

The WDB shall review performance of subrecipients in accomplishing goals established in the workforce development plan.

Article V: Signatures and Effective Date

Counterparts: Facsimile/PDF Signatures - This Agreement may be signed in counterparts and delivered by fax or in .pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

The effective date of this Agreement shall be the date the last party signs it, or October 1, 2022, whichever comes first.

Branch County

By: _____
Tim Stoll
Its: Board Chair

Dated: _____

By: _____
Teresa Kubasiak
Its: County Clerk

Dated: _____

Calhoun County

By: _____
Steve Frisbie
Its: Board Chair

Dated: _____

By: _____
Kimberly A. Hinkley
Its: County Clerk/Register of Deeds

Dated: _____

Kalamazoo County

By: _____
Michael Quinn
Its: Board Chair

Dated: _____

By: _____
Meredith Place
Its: County Clerk/Register of Deeds

Dated: _____

St. Joseph County

By: _____
Kathy Pangle
Its: Board Chair

Dated: _____

By: _____
Lindsay Oswald
Its: County Clerk

Dated: _____

Michigan Works! Southwest Workforce Development Board

By: _____
Frank Tecumseh
Its: Workforce Development Board Chair

Dated: _____

Exhibit F

BYLAWS OF THE
MICHIGAN WORKS! SOUTHWEST
WORKFORCE DEVELOPMENT BOARD

Article I: Establishment

Section 1: Name

The name of this Board shall be the Michigan Works! Southwest Workforce Development Board, hereinafter referred to as the WDB.

Section 2: Area Served

The area to be served by the WDB is the jurisdiction of the Counties of Branch, Calhoun, Kalamazoo, and St. Joseph, inclusive of all cities and townships within the jurisdiction boundaries. This area is referred to as Michigan Works! Southwest (MWSW).

Article II: Functions

Section 1: Provision

The WDB was originally established under the Workforce Investment Act (“WIA”) Section 117 "Local Workforce Investment Boards," paragraph (i) "Alternative Entity." The WDB is also intended to constitute a Local Workforce Development Board under the Workforce Innovation and Opportunity Act of 2014 (“WIOA”). The WIOA Section 107(a) prescribes that there shall be established in each local area (certified by the Governor) a local WDB to lead workforce investment and development activities for the area.

Within Michigan, the Workforce Development Board (WDB) was established by the Governor's Workforce Commission and shall conform to policy issuances of the Department of Labor and Economic Opportunity (LEO) / State of Michigan or its successor and applicable federal and state rules and regulations.

The WDB, in conjunction with the units of local government, provides policy guidance and exercises oversight of the activities carried out under the Workforce Innovation and Opportunity Act.

Section 2: Purpose

- A. The WDB shall participate in the development of, and submit recommendations regarding, Michigan Works! Southwest workforce development plans, basic goals, and policies and procedures for the Michigan Works! Southwest ~~System~~ Network that includes Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

- B. The WDB shall monitor and provide for objective evaluation of workforce development programs and services in the Michigan Works! Southwest Area.
- C. The WDB shall provide a continuing analysis of the need for employment, training, and related services, including efforts to reduce and eliminate barriers to employment.
- D. The WDB shall identify specific areas of training based on local labor market needs and occupations in demand.
- E. The WDB shall maintain a “one stop” workforce development system which provides customers, both employers and job seekers, with access to a full range of services that are seamless, easily accessible, and tailored to businesses and individual needs.
- F. Members of the WDB shall participate in convening the workforce development system’s network’s stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities. Member engagement may include, however is not limited to, participation on subcommittees of the WDB, industry collaboratives, and acting as champions of the workforce development system-network on behalf of the WDB. Members shall be given the opportunity to report on activities and involvement at WDB meetings.
- ~~G. The WDB Member Biography and Committee Interest forms shall be used for a review of member engagement in the workforce development system-network.~~

Section 3: Distribution of Workforce Development Funds

Unless specifically designated by a program or funding source, resources made available to the WDB shall be allocated to each county consistent with its share of the economically disadvantaged population within Michigan Works! Southwest area.

Resource distribution will be monitored based on the percentage of participants served from each county unless the source of program funds dictates another basis for distribution.

Article III: Organization

Section 1: Membership

The general composition of the membership of the WDB and the process of appointment is directed by federal, state, and local policy. -Membership shall be allocated as follows:

County:	Branch	Calhoun	Kalamazoo	St. Joseph	At-Large	Non-voting	Total
Approximate Percentage	14%	30%	36%	14%	3% Job Corps	3%LEO	100%

Notes

- A majority of the members shall be representatives of businesses in the local area.
- Community Based Organizations (CBO's) meet the Organized Labor definition in WIOA. CBO's are still required in Michigan Law; Public Act 491 of 2006.
- Not less than 20% of the members shall be representatives of the workforce within the local area.
- "In Michigan, services under Wagner-Peyser are delivered at the local level by the WDB staff or contracted staff. Local Boards will not be required to appoint a member in this category due to the agreement resulting from the State of Michigan v. U.S. Department of Labor, U.S. District Court No. 5:98-CV-16."
- WIOA does not require federal TANF partners but Michigan Law; Public Act 491 of 2006 does.
- Other (optional) - Organizations that have demonstrated experience and expertise in addressing employment, training, or education needs of targeted populations, including representatives of organizations that serve offenders (e.g., Dept of Corrections) and out-of-school youth (e.g., Job Corps).

A. Appointment Process

Appointments to the WDB and the filling of vacancies, should they occur, are made following specific appointment procedures defined by State and federal policy. The Chief Elected Official of the appropriate county in need of representation shall be notified in writing of any vacancy.

1. Individuals must be appointed to the WDB. Whenever possible, preference is given to individuals nominated by an organization. For renewal appointments, official members and alternates of the WDB shall be appointed by their representative agency or organization.
2. All WDB appointees must be currently employed in the sector they represent with the exception of employment services (ES), labor and education representatives.
3. "At-large" seats are filled by nominees to assist in addressing any inequities which may exist on the WDB (e.g., low representation of females, minorities, etc.).
4. Approximately fourteen percent (14%) of the seats will be reserved for representatives appointed by the Branch County Board of Commissioners; approximately thirty percent (30%) of the seats will be reserved for representatives appointed by the Calhoun County Board of Commissioners; approximately fourteen percent (14%) of the seats will be reserved for representatives appointed by the St. Joseph County Board of

Commissioners, approximately thirty-six (36%) of the seats will be reserved for representatives appointed by the Kalamazoo County Board of Commissioners, and approximately 6% of the seats will be for the combination of at-large and/or non-voting representatives.

5. Terms for members who also serve as County Commissioners shall be for two years or until their respective term of office ends. Beginning with new and renewal appointments after October 1, 2017, the terms for private sector shall expire in the years ending in an odd number and the terms for non-private sector new and renewal appointments shall expire in the years ending in an even number. If a member resigns or for any reason leaves office prior to the end of a term, his or her replacement shall first be appointed to fill the remainder of the current term.
6. Each County shall have the option to appoint one County Commissioner to the WDB so long as that County Commissioner meets one of the other categories as set forth above. For example, one of Calhoun's ~~four~~ private sector appointments could be a County Commissioner who would also be involved/employed in the private sector.

Section 2: Attendance

- A. If a WDB member with a designated alternate is unable to attend a meeting, the designated alternate may attend the meeting and vote in his/her place.
- B. If a WDB member and his/her designated alternate both attend the same meeting, only the regular member may cast a vote.
- C. In the event that a WDB member has excessive absences from regularly scheduled meetings, the WDB Executive Committee will discuss with the WDB member, the member's current and future availability to serve.
- D. Excessive absences shall be defined by the Executive Committee.

Section 3: Neglect of Duties

Grounds for removal may include, but are not limited to, excessive absences. Members of the WDB may be recommended for removal from the WDB by action of the Executive Committee. Any members of the WDB may be removed from the WDB by resolution of the WDB.

Section 4: Officers

- A. **Chairperson of the WDB** shall be a member representing the private sector. The term of the Chairperson may be renewed for a second year~~;~~_; however_; cannot exceed two consecutive years. The Chairperson shall, at least every two years, be from a different member county so

that the Chairperson position rotates on a least a two-year basis. The responsibilities of the Chairperson shall include, but are not limited to:

1. Consult on the WDB agenda and preside at all meetings of the WDB and the Executive Committee.
2. Recommend appointments of Chairpersons, members, and ex-officio members to the WDB committees.
3. Serve as ex-officio member of all committees of the WDB.
4. Sign documents requiring WDB approval.
5. Act as the official spokesperson for the WDB.
6. Coordinate activities among other committees of the WDB.
7. Recommend nominations for WDB appointments to fill vacancies.
8. Approve appointments of Committee Chairs.
9. Approve the membership of Ad hoc Committees.

B. **Vice-Chairperson of the WDB** shall be a member representing the private sector elected by vote of the WDB. The duties of the Vice-Chairperson shall include:

1. Carrying out the responsibilities of the Chairperson during the absence, unavailability, or incapacity of the Chairperson.
2. Serve as Vice Chair of the Executive Committee.

C. **Chairpersons of Standing Committees** of the WDB shall be members representing the private sector or as in the case of the Disability Committee, an expert in the field, and shall be appointed by the WDB chair.

D. **Co-chairs** may be appointed for any standing committee, except the Executive Committee, when a committee's charge is expanded, or additional expertise is desirable. For the Monitoring and Evaluation Committee, at least one Co-chair shall be an official WDB member representing the private sector.

Section 5: Committees

A. **Executive Committee** (Standing Committee)-

Shall consist of the Chair, Vice-Chair and the chairs or an appointed representative of each standing committee. The Executive Committee shall include, if not included through the above representation, at least one member from each of the participating counties. The Executive Committee shall have the power to conduct the day-to-day operations of the WDB between the meetings of the full WDB. It shall also have the powers and duties set forth in these bylaws.

B. **Monitoring and Evaluation Committee** (Standing Committee)

The members of the Monitoring and Evaluation Committee shall be approved by the Executive Committee. -Members may be WDB members, ex-officio members, or persons who are not members of the WDB.

The duties of the Monitoring and Evaluation Committee shall include functions and tasks that impact the overall operation of the Michigan Works! Southwest one-stop delivery system such as:

1. Evaluate Michigan Works! Southwest programs, data, activities, and performance from the perspective of the private sector including but not limited to:
 - a. Labor Market Outcomes - demand occupations, placements, earnings, earnings gained and retentions.
 - b. Access and Equity - demographic distribution of services as well as special targeting and recruitment, market penetrations and self-services.
 - c. Return on Investment - comparing and contrasting different methods of service delivery.
2. Assess learning gains and skill enhancements as they relate to the local labor market.
3. Assure that a customer satisfaction system is in place that, at a minimum, measures the level of customer (i.e., job seekers and employers) satisfaction with service delivery.
4. Assess the internal efficiency and effectiveness of the WDB programs and activities.
5. Conduct on site reviews of subrecipient / service provider activity.
6. Monitor contractual compliance, particularly in the area of outcomes, and render opinions on subrecipient performance.

C. Disability Resource Awareness Team (DART) (Standing Committee)

The members of the DART Committee may be WDB members or ex-officio members and may include persons who are not members of the WDB. DART members represent businesses, service providers, advocates, and allies with expertise in assisting individuals with disabilities with their career, training, and employment needs.

The DART Committee shall serve as the WDB's disability resource contact point to advise the WDB regarding accessibility and services.

The DART Committee shall assist with operational and other issues ~~in regard to~~ regarding the provision of services to individuals with disabilities, including programmatic and physical access to services, programs, and activities of the one-stop delivery system, appropriate training for staff on providing supports or accommodations, and finding employment opportunities for individuals with disabilities.

DART members will inform, promote, and advise the WDB on strategies to support career pathways, training, and employment options for individuals with disabilities, including youth, to gain and retain employment.

D. Career & Educational Advisory Committee (CEAC) (Advisory Committee)

Per Public Act 491 of 2006, educational advisory groups are required by state law to serve in an advisory capacity to the local WDBs on educational issues. The CEAC will serve as the regional equivalent of educational advisory groups. The CEAC shall serve in an advisory capacity to the WDB for Michigan Works! Southwest on educational issues. The roles and responsibilities of the CEAC are outlined in state policy.

The general composition of the membership of the CEAC and the process of appointment is directed by state policy. CEAC members shall be appointed by the WDB. The WDB shall appoint the chairperson of the CEAC. WDB members, or their alternates, or another designated representative from an educational entity, from the Michigan Works! Southwest area that represents the education sector shall serve on the CEAC.

E. Request for Proposal (RFP) Committee (Ad-hoc Committee)

The WDB Chair shall be notified of the members serving on a RFP Committee and each member of the committee shall complete and sign a Conflict of Interest Statement specific to the RFP being reviewed. Members of the RFP Committee may be WDB members or ex-officio members and may include persons who are not members of the WDB. The duties of the RFP Committee shall be to review and score proposals received in response to a RFP announcement for workforce development services for Michigan Works! Southwest. A competitive bidding process shall be used to solicit proposals.

F. Other Committees may be created ~~from time to time~~ upon the recommendation of the Executive Committee.

Section 6: WDB Staff

Professional, technical, and clerical staff support to the WDB and its committees shall be provided by the Administrative Agent. The staff shall:

- A. Provide logistical support and technical assistance to the WDB and WDB committees.
- B. Record, prepare, distribute, and maintain minutes of meetings of the WDB and WDB committees.
- C. Compile, reproduce, and distribute materials and information pertinent to WDB activities.
- D. Prepare plans, grants, applications, reports, and other documents as required by the State or WDB.
- E. Report to the WDB on the status of programs, activities, and legislation.

Article IV: Meetings

Section 1: Regular Meetings

- A. One regular meeting of the full WDB shall, at a minimum, be held each quarter. WDB meetings shall be scheduled to last no longer than one and one-half hours unless prior notice is given. The annual schedule of WDB meetings shall be established by the Executive Committee. The staff of the WDB shall transmit notice of the time and place of each regular meeting at least five (5) calendar days prior to the meeting, to each member of the WDB.
- B. By action of the Executive Committee, regular meetings of the WDB may be rescheduled; however, no fewer than four (4) meetings must be held in each calendar year. Written notice of rescheduled meetings shall be forwarded to WDB members at least five (5) calendar days prior to the regularly scheduled date.

Section 2: Special Meetings

- A. Special meetings of the WDB may be called by the Chairperson, a simple majority of the Executive Committee, or by a simple majority of the voting members.
- B. Notice of a special meeting shall be transmitted to members in writing or by e-mail or phone at least twenty-four (24) hours prior to such a meeting. The notice shall identify the business to be addressed at the meeting.

Section 3: Quorum

- A. No official WDB business may be conducted in the absence of a quorum. To constitute a quorum, a majority of the total membership or a majority of the Executive Committee must be in attendance at the time of the meeting. -Vacancies do not count toward a quorum.

Section 4: WDB Committee Meetings

- A. The Executive Committee of the WDB shall conduct its meetings on a monthly basis. Executive Committee meetings shall be scheduled to last no longer than two hours unless prior notice is given. All members of the WDB shall be notified of the Executive Committee meetings and encouraged to attend.
- B. Meetings of other WDB committees shall be scheduled by each of the respective committees.

Section 5: Conflict of Interest

- A. Local policy shall detail the conflict of interest exceptions that would allow representation under specifically defined situations.
- B. No individual shall serve on the Workforce Development Board if ~~he/she has~~ they have an ownership interest or ~~is~~ are employed by an organization that receives funds under the direct control of the Michigan Works! Southwest.
- C. Members shall be required to meet the conflict of interest disclosure requirement as soon as they are appointed to the WDB and prior to attending their first meeting.

Section 6: Open Meetings

Regular meetings of the WDB and committees shall be scheduled and conducted in compliance with the Open Meetings Act.

Regular and special meetings of the WDB shall be at a date, time, and place for which public notice shall be given.

Notice of changes in the schedule of regular meetings will be posted in compliance with the Open Meetings Act.

The meetings of the WDB and WDB committees shall be open and accessible in accordance with the Americans with Disabilities Act (ADA) requirements ~~to the general public~~.

The use of technology, such as phone and web-based meetings, may be used to conduct meetings, as long as the technology available at the meeting location complies with the requirements of the Open Meetings Act.

Members/alternate members with a health condition or a disability that prevents them from attending a meeting in person, are allowed to participate remotely under the Americans with Disabilities Act (ADA). (per MI Attorney General opinion Feb 2022)

Section 7: Citizen Participation

Any citizen may comment on agenda items during the first Public Comment period on the agenda prior to the taking of a vote thereon.

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 shall ~~ordinarily~~ limit their comments to four (4) minutes duration. The time limit may be extended by the WDB or Committee Chairperson or by vote of the WDB or Committee.

Section 8: Publication of Proceedings

- A. Proposed minutes shall be available for public inspection within eight (8) business days after each meeting. Approved minutes shall be available for public inspection and posted on the Michigan Works! Southwest (MWSW) website within five (5) business days following approval.
- B. Minutes of the Executive Committee shall constitute the official minutes of the full WDB when the full WDB does not meet.
- C. A record of the proceedings of the WDB and WDB committee meetings shall be maintained by the Administrative Agent at a location accessible to the public.
- D. In accordance with the Americans with Disabilities Act (ADA), the minutes will be made available in alternate format (large print, audio format, etc.) upon special request to the Administrative Agent.

Section 9: Accountability

The State of Michigan holds the Grant Recipient accountable for activities conducted and funds expended.

The Grant Recipient shall hold the Administrative and Fiscal Agent accountable for activities

conducted and funds expended.

The Administrative and Fiscal Agent shall hold the service providers/subrecipients accountable for activities conducted and funds expended.

The WDB shall review performance of subrecipients in accomplishing goals established in the workforce development plan.

Article V: Signatures and Effective Date

Counterparts: Facsimile/PDF Signatures - This Agreement may be signed in counterparts and delivered by fax or in .pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

The effective date of this Agreement shall be the date the last party signs it, or October 1, ~~2020~~2022, whichever comes first.

Branch County

By: _____

~~Ted Gordon~~Tim Stoll

Its: Board Chair

Dated: _____

By: _____

Teresa Kubasiak

Its: County Clerk

Dated: _____

Calhoun County

By: _____

Steve Frisbie

Its: Board Chair

Dated: _____

By: _____

Kimberly A. Hinkley

Its: County Clerk/Register of Deeds

Dated: _____

Kalamazoo County

By: _____

~~Tracy Hall~~Michael Quinn

Its: Board Chair

Dated: _____

By: _____

~~Timothy A. Snow~~Meredith Place

Its: County Clerk/Register of Deeds

Dated: _____

St. Joseph County

By: _____

~~Dennis Allen~~Kathy Pangle

Its: Board Chair

Dated: _____

By: _____

Lindsay Oswald

Its: County Clerk

Dated: _____

Michigan Works! Southwest Workforce Development Board

By: _____

~~Randall Hazelbaker~~Frank Tecumseh

Its: Workforce Development Board Chair

Dated: _____