

WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AMENDED AGENDA

THURSDAY, MARCH 17, 2022 from 9:00 – 10:30 A.M.

In-Person Meeting – MASKS Required

At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo MI 49001

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

Public Access is available at:

<https://us02web.zoom.us/j/81615986633?pwd=c3lEZGJKaXJncnRqdjhKSjBaU0p5Zz09>

Meeting ID: 816 1598 6633 **Passcode:** 946937 **Or Dial US Toll Free:**
888 475 4499 US 833 548 0276 US 833 548 0282 US 877 853 5257 US

- 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 Executive Committee February 23, 2022 Meeting Minutes (*Exhibit A1*)
 - B. WDB Full Board February 17 Meeting Notes (*Exhibit A2*)
- VI. COMMITTEE REPORTS**
 - A. Monitoring & Evaluation Jan Meeting Report Jackie Murray
- VII. NEW BUSINESS**
 - A. WDB Plans (*Vote Required*) Amy Meyers
 - 1. PY2022 Young Professionals Initiative (*Exhibit B1*)
 - 2. FY2022 Going PRO Talent Fund (*Exhibit B2*)
 - B. CEAC & WDB Appointments (*Vote Required*) (*Exhibit C1 & C2*) Kathy Olsen
 - C. WDB Policies (*Vote Required*)
 - 1. WDB Policy 06 Rev 07, Procurement and Property Management (*Exhibit E*)
- VIII. STAFF REPORTS**
 - A. Business Services Update
 - B. Labor Market Information Update (*Exhibit D*) & Operations Update
 - C. Directors Report (*Exhibit F*)
- IX. OLD BUSINESS**

X. CITIZENS' TIME

XI. MEMBERS' TIME

XII. UPCOMING MEETINGS

- A. Executive Committee – Thurs, April 21, 2022, from 9:00-10:30 am
at Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI
- B. Full Workforce Development Board – Thurs, May 19, 2022, from 9:00-10:30 am
at Southwest Michigan First, 180 E Water St, Suite 2690, Kalamazoo MI 49007 (Enter building
off 2nd floor of adjacent parking ramp)
- C. Monitoring & Evaluation Committee –Tues, March 22, 2022, from 3:30-5:00 pm (Note Time).
Virtual meeting.
- D. Career Educational Advisory Council (CEAC) – Mon, March 21, 2022, from 1:00-3:00 pm
Virtual meeting.
- E. Disability Awareness Resource Team (DART) Committee – Tues, April 12, 2022, from 2:00-4:00 pm
Virtual meeting

XIII. ADJOURNMENT

Frank Tecumseh, Chair

**Workforce Development Board
 Executive Committee Meeting Minutes
 February 23, 2022**

CALL TO ORDER: Workforce Development Board Chair, Frank Tecumseh, called the meeting to order at the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo at 9:00 a.m.

Members attending in-person introduced themselves.

WDB Executive Committee Members Present:

Randall Hazelbaker (PS)*	Dave Maurer (PS)*	Frank Tecumseh (PS)*
Kris Jenkins (Educ)*	Jackie Murray (PS)*	* Exec Committee

WDB Executive Committee Members Absent

Dan Dunn (PS)*	Lisa Godfrey (PS)*
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Other WDB Members Present:

None

Michigan Works! / Upjohn Institute Staff Present:

Jakki Bungart- Bibb	Amy Meyers
Aseel Hussein (virtual)	Kathy Olsen

Michigan Works! Services / Program Staff Present:

Sam Dougherty (WDI) (virtual)

Guests Present:

None

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

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

APPROVAL OF MINUTES (Exhibit A)

Motion made by Kris Jenkins and supported by Randall Hazelbaker to approve the WDB Executive Committee meeting minutes of December 16, 2021. Motion carried.

NEW BUSINESS

WDB Plans

CY2022 Michigan Works! System Plan (Exhibit B1)

Amy Meyers reported the plan summary for the CY2022 Michigan Works! System Plan (Exhibit B1) was included in the agenda packet. The MW System Plan is nonfinancial and is inclusive of a series of certifications, assurances, stipulations, and administrative procedures applicable for all programs funded under the Michigan Department of Labor and Economic Opportunity (MI-LEO). This is an annual plan, in alignment with the calendar year, and the required administrative procedures are included on the plan document, including identification of board leadership, the one-stop operator, as well as all of the service providers for the Michigan Works! Southwest workforce development system. She further reported that there are no changes from last year's requirements.

Motion made by Dave Maurer and supported by Kris Jenkins to approve the CY2022 Michigan Works! System Plan. Motion carried.

WDB Policies

WDB Policy 05 Rev 07 Supportive Services and Needs Related Payments (Exhibit C)

Kathy Olsen reported updates to State policy required an update to a local Board policy. WDB Policy 05, Rev 07 Supportive Services and Needs Related Payments was updated to align with the state requirements. Changes to the policy references included updating the effective date of the PATH Manual and adding State Policy 21-34 to the list of references. Attachment A was also updated to align with state policy, and under the AEP/PATH column, transitional support services was changed from ‘not allowable’ to what is allowed per State Policy 21-34.

Motion made by Randall Hazelbaker and supported by Dave Maurer to approve WDB Policy 05 Rev 07 Supportive Services and Needs Related Payments. Motion carried.

CEAC Appointment (Exhibit D)

Kathy Olsen reported Laura McGuire, a current member of the Michigan Works! Southwest Career Educational Advisory Council (CEAC), has transitioned to a new role at DENSO and has requested that Jeff Birkholz, Manager of North Technical Training for DENSO, replace her on the CEAC.

Motion made by Kris Jenkins and supported by Dave Maurer to approve the appointment of Jeff Birkholz, Manager of North Technical Training for DENSO, replacing Laura McGuire to the Michigan Works! Southwest Career Educational Advisory Council (CEAC) for the balance of a term that began July 1, 2021 and ends June 30, 2023. Motion carried.

WDB Appointment (Exhibit E)

Kathy Olsen referred members to the memo from the Nominating Committee (Exhibit E). She reported that current WDB member, Jose Orozco, representing Voces, a community-based organization, has requested that Charles Rose, also representing Voces, replace Evelia Bautista as his alternate on the WDB for the balance of a term that began October 1 2020, and which ends September 30, 2022.

Motion made by Jackie Murray and supported by Kris Jenkins to approve the appointment of Charles Rose, replacing Evelia Bautista, as an alternate for Jose Orozco, representing a community-based organization, on the Michigan Works! Southwest Workforce Development Board for the balance of a term that began October 1, 2020, and which ends September 30, 2022. Motion carried.

Kris Jenkins reported that Randy Sowles who has served as her alternate on the Workforce Development Board is retiring and she will be requesting approval of his replacement. She will follow-up with a written request.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

None.

OTHER

The 2020-2021 year-end annual report data was distributed at the meeting.

UPCOMING MEETINGS

Upcoming meetings include:

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- The next WDB Executive Committee meeting is scheduled for Thursday, March 17, 2022 from 9:00 – 10:30 a.m.
 - The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, May 19, 2022 from 9:00 – 10:30 a.m. at Southwest Michigan First.
 - The next Monitoring and Evaluation Committee meeting is scheduled for Tuesday, March 22, 2022 from 3:00 – 5:30 p.m.
 - The next Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 21, 2022 from 1:00-3:00 p.m.
 - The next Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, April 12, 2022 from 2:00-4:00 p.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:10 a.m.

Kathy Olsen

Date

Frank Tecumseh

Date

**Workforce Development Board
Meeting Notes
February 17, 2022**

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

Kathy Olsen introduced attendees. Randall Hazelbaker was participating from Branch County Board of Commissioners, Jared Hoffmaster was participating from St. Joseph County Board of Commissioners, and Monteze Morales and Mike Quinn were participating from Kalamazoo County Board of Commissioners.

WDB Members Present:

Kathi Cain-Babbitt, alt for Willcutt (Labor)	Kris Jenkins (Educ)*	Mike Quinn (PS)
Dan Dunn (PS)*	Cathy Knapp, alt. for Jill Bland (Econ Dev)	Frank Tecumseh (PS)*
John Fiore (MRS)	Monteze Morales (Educ)	Elizabeth VanDusen (PS)
Lisa Godfrey (PS)*	Jackie Murray (PS)*	Ken Willcutt (Labor)
Randall Hazelbaker (PS)*	Brian O'Donnell (Labor)	* Exec Committee
Jared Hoffmaster (PS)	Jose Orozco (CBO)	

WDB Members Absent

Richard Anderson (Labor)	Lisa Johansen (DOC)	David Sutherland (PS)
Dr. Adrien Bennings (Educ)	Derek King (PS)	Angila Wilson (PS)
Trevor Bidelman (Labor)	Dave Maurer (PS)*	* Exec Committee
Karen Doubleday (DHHS)	Chantel Paxton (PS)	
Jessica Eyster (PS)	Windy Rea (Job Corps)	

Michigan Works! / Upjohn Institute Staff Present:

Jakki Bungart- Bibb	Amy Meyers
Ashley Iovieno	Kathy Olsen

Michigan Works! Services / Program Staff Present:

Tara Butts (YOU/KRESA)	Sam Dougherty (WDI)	Amanda Sutherland (YOU/KRESA)
Paige Daniels (YOU/KRESA)	Aly Lipari (YOU/KRESA)	Mark Waurio (PATH/WEUI)
Dawn DeLuca (YOU/KRESA)	Sarah Mansberger (YOU/KRESA)	Roger Weekley (YOU/KRESA)

Guests Present:

Robert Corder (BCU)	Katie Higgs (City of Coldwater)	Don Reid (USA Today Network)
Emma Frick, for Rep. Julie Rogers	Audrey Tappenden (Coldwater ED)	Charles Rose (Voces)

ANNOUNCEMENT

Board Chair, Frank Tecumseh, announced that with the meeting being changed to virtual due to the weather forecast, no official business will occur at today's meeting. Instead, today's meeting will be to inform. The Executive Committee will meet next Wednesday to approve plans and policies that require a vote.

SHINING STAR AWARD (Exhibit A)

Frank Tecumseh reported that beginning this month, a new item called the Shining Star Award was added to the monthly agenda. This award is to highlight staff accomplishments. Jakki Bungart-Bibb reported the Michigan Works! Association acknowledges a shining star from each Michigan Works! area annually at their fall

conference. The Michigan Works! Southwest Shining Star Award celebrates front line staff who, through dedication and outstanding contributions to workforce development, personify the Michigan Works! mission. Locally, each month, employees can submit nominations for their peers. The Operations Team will select a monthly winner via an electronic poll and the winner will be acknowledged at the next monthly Workforce Development Board meeting. Along with that acknowledgment, the winner will receive a certificate signed by the Board chair, as well as a traveling plaque and trophy. She noted that this is one of the many ways where staff can celebrate frontline staff who work tirelessly to serve our communities. The inaugural winner has been selected and he is in attendance at today's meeting. Roger Weekley is a career navigator who was nominated by his peers because he has exceptional customer service skills, taking time to ensure the customers' needs are met with the greatest care. He is extremely helpful to all those around him and brings a smile and positive attitude not only to the customers but also to his coworkers. Congratulations Roger and thank you for your passion to serve and your commitment to the Michigan Works! mission!

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Disability Awareness Resource Team (DART) – John Fiore reported the DART Committee recently met. At that meeting, staff from Kalamazoo RESA gave a brief presentation on the financial services project that was mentioned at a previous Board meeting. The presentation did result in a couple of community connections that will support the initiative. Committee members also discussed the previously developed desktop training modules. Committee members will be reviewing each module to ensure that they continue to contain the most current and correct information and that the hyperlinks used within each module are correct. Emerging issues discussed at the meeting included accessibility for individuals with disabilities for voting and for attending public meetings, as well as the advocacy work that is taking place to ensure that people with disabilities have the ability to fully participate in their communities. The committee also discussed mobility in West Michigan during the winter months and the ongoing advocacy efforts with local governments to implement snow removal plans that would support and allow individuals with disabilities to access the communities. During the partner updates, members learned that applications for Project SEARCH have increased.

NEW BUSINESS

None.

STAFF REPORTS

Business Services Activities

Ashley Iovieno provided a PowerPoint presentation highlighting the results of the grant awards for the Going PRO Talent Fund (GPTF) FY22. Awards were reported to be:

- Kalamazoo County - Of 43 applications, 32 employers were awarded a total amount of \$1,557,685.
- Calhoun County – Of 17 applications, 11 (1 pending) employers were awarded a total amount of \$477,425.
- Branch County – Of 6 applications, 2 employers were awarded a total amount of \$51,606.
- St. Joseph County – Of 8 applications, 5 (1 pending) employers were awarded a total amount of \$398,145.
- Other Michigan counties that applied under Michigan Works! Southwest included 8 employer applications of which 7 were awarded a total amount of \$259,173.

Ms. Iovieno also shared data comparing the number of GPTF applications and awards for FY20, FY21 and FY22. There were 57 applications in FY20, 44 applications in FY21 and 82 applications in FY22. There were 57 GPTF awards in FY21 for a total of \$2,700,438 and 82 (2 pending) for a total amount of \$2,744,034 in FY22. For the FY22 awards, local employers are planning to train 1,804 employees, and 1,088 new hires. Of those numbers, plans are to train 238 new apprentices.

Ms. Iovieno also reported that childcare continues to be a difficult issue across the State. Michigan Works! Southwest recently partnered with the State of Michigan, Childcare Resources, West Michigan Works!, and Berrien, Cass, and Van Buren Counties to host a virtual job fair. This event took place yesterday. There were 43 booths of childcare providers from across the West Michigan area. Efforts are being made to recruit individuals for these jobs and to assist with opening additional childcare businesses. Jose Orozco reported Voces is planning to pilot two classrooms for early childhood and if all goes well, they may be looking for applicants in September. Lisa Godfrey noted that she has been on the Workforce Development Board for 30 years and the number one issue 30 years ago was childcare and questioned why this issue cannot be addressed. Ms. Iovieno reported this past year couple of years, childcare was drastically affected by the pandemic and many locations struggled to keep their doors open. Moving forward, it is important to recognize childcare as an industry with professional careers and then put the tools behind that with appropriate quality training. Michigan Works! Southwest has made efforts over the past few years to develop an early childhood development apprenticeship program. When businesses have better trained employees, they will be able to open more classrooms and thus be able to open up additional childcare slots. Another item to be addressed is the high cost of childcare as well as the high cost to operate a childcare center. Jakki Bungart-Bibb reported that in the past, there has not always been the backing of state and federal funding to address this issue because with low wages, these jobs were not considered high-demand, high-wage jobs. Now, these jobs are recognized as high demand and efforts are being made to provide more training and increase wages and staff are hoping to be able to ‘move the needle’. Ms. Iovieno also reported that staff worked with local childcare providers in applying for stabilization grants and quite a few local providers applied and received grants that allowed for them to offer sign-up bonuses. Mike Quinn reported that he and his wife have operated a Montessori preschool for over three decades. The childcare stabilization grant was a huge benefit to them and although the \$1,000 hiring bonus was available, they did not need to hire new employees because they did not lose employees during the pandemic. The grant did allow for awarding bonuses to current employees which really helped with employee retention. Jakki Bungart-Bibb reported Calhoun County was recently approved for the Tri-Share program to support childcare.

Labor Market Information

Michigan’s Labor Market News – Jakki Bungart-Bibb reported Michigan’s [February edition of Labor Market News](#) will be sent out following the meeting. This edition focuses on inflation trends in Michigan. Using data from the Consumer Price Index, the feature article highlights key indicators, wage trends, and the cost of goods and services in Michigan. The map of the month visualizes national housing price trends relative to Michigan. The industry focus in this edition is focused on food and beverage stores which have been heavily impacted by inflation. In this edition, the Michigan unemployment rate was reported to be at 5.6%, the national rate was reported to be at 3.9%, and the four counties in the Michigan Works! Southwest service area ranges from 3.7% to 5.3%.

Job Demand Dashboard - Ms. Bibb reported 2021 was a record year for online job postings, with over one million total. This past reporting month, the [Job Demand Dashboard](#) showed a significant decrease, close to 20% in comparison to the prior month. The top occupations on the list remain the same as previous months - Registered Nurses, retail sales workers, and frontline supervisors of retail sales workers. Following the meeting, the link to the Job Demand Dashboard for Region 8 and the link to the Upjohn Institute publications were emailed to members and guests.

Burning Glass Analytics and Real Time Jobs Data - 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 December 1, 2021 through January 31, 2022 was included in the meeting notice.

Operations Update

Ms. Bibb reported the Michigan Works! Southwest Service Centers continue to be open to the public, offering both virtual and in-person services. Two of the service centers did transition to virtual services for a short period of time at the end of January due to illnesses and staffing shortages. All centers went back to in-person services as of February 1, 2022. Staff are seeing an increase in the number of individuals registering for work statewide; however, the number

of customers visiting the centers continues to be well below pre-pandemic levels. Locally, 579 individuals registered for work in January. Lastly, Ms. Bibb reported that there will be an expungement fair on February 23, 2022 from 10:00 a.m. to 3:00 p.m. in Calhoun County at the Kellogg Arena.

Director's Report (Exhibit B)

Jakki Bungart- Bibb reported on highlights of the Director's Report (Exhibit B) that was emailed to members prior to the meeting.

Federal Update – Ms. Bibb reported a third FY 2022 continuing resolution (CR) was passed by the house earlier this month. This CR will extend funding through March 11, 2022. The Senate must also pass the measure before it is sent to the president. The current CR expires Feb 18, 2022; thus, an update is anticipated either today or tomorrow.

State Update – Ms. Bibb reported a brief summary of workforce related items in the Governor's proposed budget for 2023 was listed on the Director's Report that was sent to members prior to the meeting. A few of these items are in alignment with the Michigan Works! legislative priorities shared at the previous Workforce Development Board meeting. She highlighted \$15 million for barrier removal and employment supports, \$15 million in youth programming, and proposed funding for pre-apprenticeships and innovative childcare programs. A [hyperlink to a media release](#) that provides greater detail about the proposed budget was included on the report.

PROGRAM – ECONOMIC DEVELOPMENT UPDATES

Frank Tecumseh introduced the presenters for the program. They included Audrey Tappenden, Economic Development Coordinator for Coldwater Area Economic Development; Robert Corder, Vice President, Attraction for Battle Creek Unlimited and Cathy Knapp, Partner at Southwest Michigan First.

Ms. Tappenden reported on the top employers in Branch County and noted that the county is looking forward to seeing how three possible expansions will play out in the next year. Information was provided on five housing developments that included the Thompson Boulevard neighborhood; a second MISHDA MOD house; a 310-unit apartment complex; 5 units at 8 South Monroe funded with a CRP award; and a 7-unit project applying for CRP, which is pending. An update was provided regarding a 1,500-acre project with 150-megawatt potential that Apex Clean Energy & esaSolar are working on. She further reported that the Children's Museum of Branch County is working on relocation and expansion in partnership with Coldwater Downtown Development Authority (DDA) which includes a \$350,000 renovation at a DDA-owned building. Talent development initiatives included a focus on the Young Professionals organization planned by the county's Chamber of Commerce, and the Coldwater Township Sunrise Rotary PROMISE Project for allied health and industrial trade programs. Lastly, an update was provided regarding efforts for Main Street and redevelopment ready communities. This included a CEDAM fellow working towards RRC certification for the City of Coldwater; and the selection of Coldwater DDA to serve as a Main Street organization for which a baseline assessment is in process.

Mr. Corder reported on industrial investments and expansions, as well as multiple community development projects that included the McCamly Hotel redevelopment, the BC TRAIN relocation support, the Washington Heights Entrepreneurial Fund, the Tiger Room food accelerator, the Real Estate Improvement Fund, and housing initiatives. Information was also provided on Calhoun County MEGA sites and the work that is being done in partnership with MEDC and community partners regarding several prospects. Information pertaining to the possibility of a BTL Drone Park that would include drone manufacturing, drone operations, drone repair and maintenance, drone training, and Urban Air Mobility (UAM) was shared. Mr. Corder reported BCU plans to restart in-person business retention visits and outreach in 2022 which were halted in 2020 due to COVID-19. The housing shortage in the Battle Creek area is critical and new housing at all levels is needed to grow the regional economy. The 2022 outlook included a hopeful lessening effect of COVID-19, supply chain disruptions that are leading to higher costs, the acceleration of electric vehicles (EV), labor challenges, accelerating downtown efforts, housing, a focus on EV/Battery technology, and drones, adding BCU staff for marketing and development roles, and a focus on domestic travel only.

Ms. Knapp reported on total investment and jobs data regarding 2021 expansion/attraction project announcements. Attraction efforts for Southwest Michigan First in 2021 was focused on key markets with high concentrations of site selectors that included over 128 site consultant impact visits. Many talent initiatives/collaborations were focused on Career Technical Education (CTE) in St. Joseph and Kalamazoo Counties and included work with the CTE Steering Committee in Kalamazoo on the design of the new center and development of the redesigned curriculum. Southwest Michigan First also worked with local colleges on the development of strong internship and apprenticeship programs. In 2021 more than 280 acres of industrial land was sold to developers and Southwest Michigan First is working with local investors and municipalities to extend infrastructure and create additional shovel-ready parcels in several areas of the counties. A total of 380 company consultations were conducted in 2021, offering solutions surrounding multiple workplace issues. Additional initiatives reported on included facilitating First Path, a nine-week entrepreneurship course; orchestrating MIX to bring together local creators and innovators; monthly Business First virtual events to share resources to help businesses with trending issues; and administering a USEPA Brownfield Assessment Grant for the St. Joseph County Brownfield Authority. Lastly, Ms. Knapp shared four work pillars that Southwest Michigan First will be focused on in 2022 under the leadership of their new CEO, Jonas Peterson.

OLD BUSINESS

None.

CITIZENS' TIME

No comments.

MEMBERS' TIME

No comments.

UPCOMING MEETINGS

- The WDB Executive Committee meeting will be meeting next week. Kathy Olsen reported the meeting will most likely be on Wednesday, February 23, 2022 from 9:00-10:00 a.m. Once a meeting location is confirmed, a meeting notice and agenda packet will be sent out. The Executive Committee will also meet on March 17, 2022 from 9:00-10:30 a.m.
- The next meeting of the full WDB is scheduled for Thursday, May 19, 2022 from 9:00 – 10:30 a.m. at Southwest Michigan First.

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

- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 21, 2022 from 1:00-3:00 p.m.
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, March 22, 2022 from 3:30 – 5:00 p.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, April 12, 2022 from 2:00-4:00 p.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 10:12 a.m.

Kathy Olsen

Date

Frank Tecumseh

Date

Young Professionals 2022 Initiative

PI: 22-03

Michigan Works! Southwest has received an allocation of \$450,000 for the time period of March 1, 2022 through February 28, 2023 to increase career awareness and preparation while reducing youth unemployment. This will be accomplished by introducing under-represented young adults, ages 14 to 24, to the world of work while providing participants and their families with income. Services and opportunities, available through the Young Professionals Initiative, will place young adults on the path to gain the skills necessary to achieve lifelong economic self-sufficiency.

Eligibility

All individuals served with this funding must be eligible for the WIOA Youth, Adult, or Dislocated Worker program.

Allowable Activities and Expenses

Although not an exhaustive list, examples of allowable expenditures with Young Professional Initiative funding include:

- Wages/stipends paid for participation in a work experience.
- Stipends paid for participation in career exploration or career preparedness activities.
- Participant work experience and/or related activities orientation sessions.
- Employer work experience orientation sessions.
- Classroom training or the required academic education component directly related to the work experience.
- Incentive payments directly tied to the completion of work experience or classroom training for those enrolled as WIOA Youth.
- Employability skills/job readiness training to prepare youth for a work experience.
- Supportive services.
- Volunteer and/or community service.

Technical Information

Program Title/Number	Young Professionals 2022 Initiative; PI: 22-03
Funding Level	\$450,000
Funding Source	AY20 WIOA Statewide Activities
Period of Performance	March 1, 2022 – February 28, 2023
Source Reference	State of Michigan, LEO, Policy Issuance: 22-03
CFDA Number	17.258; 17.259; 17.278

**Going PRO Talent Fund (Talent Fund) Program Administration Fiscal Year (FY) 2022,
the Period of January 1, 2022 through September 30, 2023**

PI: 22-02

Background

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

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

Training

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

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

Funding

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

Funding Summary

Funding Source and Cost Categories

Funding Levels

Total Allocation

\$3,067,782

Award Amount

\$2,867,086

Administration

\$200,696

Source: PI: 22-02, 3/16/2022

Technical Information

Program Title/Number

Going PRO Talent Fund (Talent Fund) Program Administration Fiscal Year (FY) 2022/PI: 22-02

Funding Source

State Funds

Funding Level

\$3,067,782

Duration

January 1, 2022 – September 30, 2023

Reference

State of Michigan; LEO PI: 22-02; 3/16/2022

CFDA Number

N/A

DATE: March 10, 2022
TO: Workforce Development Board
FROM: Nominating Committee
SUBJECT: Workforce Development Board – Membership and
Career Educational Advisory Council Membership

We are requesting WDB consideration and approval of a membership change to the Workforce Development Board for Michigan Works! Southwest, as well as a membership change to the WDB Career and Educational Advisory Council (CEAC) for Michigan Works! Southwest. The service area for the Michigan Works! Southwest WDB and CEAC includes Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

- Appointment of Dustin Scharer, Assistant Superintendent of CTE for Branch County beginning on July 1, 2022, replacing Randy Sowles who is retiring, as the alternate for Kris Jenkins, on the WDB for the balance of a term that began October 1, 2020 and which ends September 30, 2022.
- Appointment of Dustin Scharer, Assistant Superintendent of CTE for Branch County beginning on July 1, 2022, replacing Randy Sowles who is retiring, as the Branch County Career Technical Education representative on the CEAC for the balance of a term that began July 1, 2021 and which ends June 30, 2023.

DATE: March 15, 2022
TO: Workforce Development Board Executive Committee
FROM: Nominating Committee
SUBJECT: Career Educational Advisory Council – Change in Alternate Member

We are requesting WDB consideration and approval of a change in alternate representation for KVCC, representing a post-secondary institution, on the WDB Career and Educational Advisory Council (CEAC) for Michigan Works! Southwest.

- Appointment of Dr. Mark Dunneback, Dean for Business & Technical Careers at KVCC, replacing Dr. Tracy Labadie, as the alternate for Dr. Deb Coates, representing a post-secondary institution, for the balance of a term that began July 1, 2020 and which ends June 30, 2022.

Workforce Development Board

WDB Policy 6 R07

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.

Procurement and Property Management

BACKGROUND	Federal and state regulations require Michigan Works! Agencies (MWA) to establish, maintain and follow written policies and procedures to guide the selection of subrecipients and vendors for all procurements done with federal and/or state funds. This policy and the related Procurement and Property Management Procedures shall fulfill that requirement and are consistent with applicable federal and state regulations and policies.
SCOPE	<p>All workforce development programs, services and activities under the auspices of the Michigan Works! Southwest Workforce Development Board (WDB).</p> <p>Within the Michigan Works! Southwest Agency, the procurement standards outlined in this policy and the companion procedures shall be used to conduct all procurements unless stipulated otherwise by a specific funding source.</p>
DEFINITIONS	<p>Equipment—tangible personal property with a unit acquisition cost of \$5,000 or more and having a useful life of one year or more.</p> <p>The State or State—refers to the State of Michigan’s workforce development department and its successors.</p> <p>Supplies—tangible personal property with a unit acquisition cost of less than \$5,000.</p>
REFERENCES	<p>State of Michigan’s Workforce Development and its successors, Policy Issuance 19-30 and subsequent changes, Procurement</p> <p>State of Michigan’s Workforce Development and its successors, Policy Issuance 22-XX and subsequent changes, Property Management</p> <p>Workforce Innovation and Opportunity Act of 2014</p> <p>Code of Federal Regulations (CFR), Title 2 – Grants and Agreements</p> <p>2 CFR Part 200 and 2 CFR Part 2900 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</p> <p>Code of Federal Regulations (CFR), Title 48 – Federal Acquisition Regulations System</p> <p>Michigan Works! Southwest Workforce Development Board Policy 10, and subsequent revisions/changes, Standards of Conduct</p> <p>Michigan Works! Southwest Workforce Development Board Policy 31, and subsequent revisions/changes, Records Management and Destruction</p>

POLICY

I. Simplified Acquisition Threshold

- A. Unless otherwise prescribed by the specific grant or funding source, the simplified acquisition threshold for procurements made in whole or in part with funds administered by the State is \$250,000.
- B. Prior approval from the State is required before initiating any procurement of equipment, capital improvements, and/or other capital expenditures in excess of the simplified acquisition threshold and using formula funds administered by the State. State established procedures must be used to secure required prior approval for these types of procurements.
- C. The entity initiating any procurement over the simplified acquisition threshold, including contract modifications, must perform a cost or price analysis.
- D. Discretionary funds and other non-formula funds administered by the State may have lower thresholds for which prior State and/or federal agency approval is required. If no specific guidance is provided from the funding agency, approval from the federal awarding agency is required for expenditures, including equipment, of \$5,000 or more.

II. Procurement Standards

- A. Prior to initiating any procurement, the Michigan Works! Southwest (MWSW) Agency and their subrecipients must conduct a review of their current equipment, supplies and services to assure the planned purchase is necessary and non-duplicative.
 - 1. The MWSW Agency and their subrecipients must also contact the MWSW Agency's property coordinator prior to the purchase of supplies or equipment to assure that a suitable item is not available in the inventory of returned/unused items.
 - 2. Lease versus purchase options shall also be considered as a means to avoid unnecessary or duplicative purchases.
- B. Funds shall be awarded only to entities capable of successfully meeting the terms, conditions, and specifications in the procurement documents. All procurement decisions shall consider a proposer's past performance, integrity, risk potential and financial and technical resources.
- C. The total value of the procurement is to be considered before determining the procurement method to be used.
- D. Procurements shall be conducted using only the methods approved by the state or federal funding agency.
 - 1. Approved procurement methods include:
 - a. Micro-Purchases
 - b. Small Purchases
 - c. Sealed Bids
 - d. Competitive Proposals (Request for Proposals/RFP) and
 - e. Noncompetitive Proposals (Sole Source purchases).
 - 2. A detailed description of each approved procurement method, situations for use, and the requirements for each method shall be included in the local Procurement and Property Management Procedures.
- E. For all procurements in excess of the simplified acquisition threshold, formal procurement procedures shall be used. Formal procedures shall include only sealed bids or competitive proposals (RFP).
- F. Documentation of each step in the procurement process must be maintained including rationale for the method of procurement, selection of contract type, independent estimates, cost/price analysis, solicitations, bids, proposals,

documentation of costs, justifications, bidder lists, contractor selection or rejections, resulting agreements, profit, and the basis for the agreement price.

1. Written procedures for procurement transactions must include:
 - a. a clear and accurate description of the requirements and
 - b. identify the requirements and all other factors to be used to evaluate proposals/bids.
 2. Documentation of the procurement of a subrecipient and all non-equipment and supply purchases shall be maintained for three years after the end of the funding period.
- G. Prior approval from the MWSW Agency's Administration is required for all subrecipient equipment purchases of \$5,000 or more.
- H. Procurements cannot be separated into multiple processes or purchases unless it is documented that using such a procedure would result in a cost savings or maximize participation by small businesses and minority and women-owned and veteran-owned businesses.
- I. The entity initiating the procurement shall be responsible for the settlement of all contractual and administrative issues arising out of procurements.
- J. All entities shall conduct procurements without consideration for statutorily or administratively imposed state or local geographic preferences in the evaluation of bids or proposals unless applicable Federal statutes mandate or encourage geographic preference.
- K. Equipment or products purchased with Workforce Innovation and Opportunity Act (WIOA) Title I or II or Wagner-Peyser (W-P) Act funds shall comply with the "Buy American Act."

III. Selection of Subrecipients

- A. The selection of subrecipients for direct workforce development services, must be conducted using Request for Proposal (RFP), a formal, competitive procurement process.
- B. The primary consideration in selecting an agency or organization to deliver services shall be the effectiveness of the entity to deliver the services as described in the solicitation documents and their level of potential risk.
1. RFP documents shall require proposers to submit documentation and/or responses that demonstrate
 - a. their understanding of and ability to work with the population being served,
 - b. to design and implement effective programming, and
 - c. to meet program requirements and performance goals while operating within budget and allowable cost parameters.
 2. Written evaluation criteria for each RFP for direct service delivery shall be weighted to assure that effectiveness is the focus of consideration, and that level of risk has been evaluated.
- C. A committee consisting of at least three voting members of the WDB shall review and evaluate proposals submitted in response to an RFP for the provision of direct services. Up to two representatives of other MWA oversight entities may be included in the RFP review committee.
1. As part of the committee review, a consensus recommendation for subrecipient selection shall be made.
 2. This recommendation, along with the internal staff recommendation, will be used in the subrecipient selection decision.
 3. The subrecipient selection decision shall be communicated to the WDB at the next regularly scheduled meeting of the Michigan Works! Southwest Workforce Development Board (Executive Committee or the Full Board).

- D. Unless otherwise required by the funding source, the RFP instructions shall indicate that the solicitation for services shall be for a period of no more than three years.
 - 1. Initial agreements awarded as a result of an RFP process will be developed for a one-year period. The development of agreements for the second and third years of funding is contingent upon
 - a. the availability of state/federal funding,
 - b. satisfactory attainment of performance objectives,
 - c. the negotiation of budgets and performance levels, and
 - d. an evaluation of risk.
 - 2. Michigan Works! Southwest Administration reserves the right to conduct an additional solicitation during the three-year period if it is determined to be in the best interest of the program.
 - 3. Agreements awarded as a result of an RFP for direct service delivery shall be structured for cost reimbursement only.
- E. An administration monitoring system shall be used to ensure that subrecipients perform in accordance with the terms, conditions, and specifications of their agreement.
- F. Agreements awarded in response to an RFP shall contain sufficient language to
 - 1. protect the federal funds from waste, fraud, and abuse;
 - 2. protect the fund recipient and subrecipient; and
 - 3. be in compliance with applicable federal, state, and local laws.
- G. The MWSW Agency shall not award a contract to any party which is debarred, suspended, ineligible for, or otherwise excluded from participation in federal assistance programs or funding.
 - 1. The Procurement and Property Management Procedures shall include procedures to assure that funds are not awarded in violation of this requirement.
 - 2. Agreements shall contain the provisions required by federal and state statute and policy, including but not limited to Equal Employment Opportunity (EEO), Davis-Bacon, termination for cause and for convenience and Byrd Anti-Lobbying.

IV. Procurement and Property Management Procedures

- A. The Michigan Works! Southwest Administration shall establish, maintain, and follow Procurement and Property Management Procedures that are consistent and align with applicable federal, state, and local laws, regulations, policies, and procedures.
 - 1. These procedures shall establish a procurement environment that allows full and open competition.
 - 2. Standards shall be established in the Procurement Procedures to assure that unfair requirements that would restrict competition are not placed on procurements.
 - 3. The Standards of Conduct/Conflict of Interest policies and procedures established by the WDB shall be incorporated into these Procedures and shall address employee, Workforce Development Board member, and organizational conflict of interest.
- B. This policy and the Procurement and Property Management Procedures shall apply to all subrecipients.
 - 1. Subrecipients may utilize the procurement procedures of their organization if the requirements of this policy and the related procedures are incorporated in their organization's procedures.

2. Subrecipients using the MWSW Agency's Procurement and Property Management Procedures must formally adopt them through their administrative structure.
- C. The Procurement and Property Management Procedures shall include procedures for the recording and disposition of equipment and supplies, inventory requirements, and procurement record retention requirements that incorporate federal, state, and local regulations and policies.

V. Equipment and Property Management

- A. All goods purchased with grant funds shall be used by the program or project for which it was purchased.
- B. When no longer needed for the original program or project, the equipment may be used in other activities supported by a federal agency.
- C. Goods purchased with grant funds shall be used until they are no longer useful or needed by the original program or project; or no longer used by another federally supported program or project for which the equipment was reassigned.
 1. The Michigan Works! Southwest Agency's property coordinator shall be contacted regarding proper disposition of equipment and supplies deemed no longer useful or needed.
 2. The Procurement and Property Management Procedures shall detail the procedure for disposition of equipment and supplies based on the requirements of policy and the funding source.
- D. All subrecipients shall be responsible for proper control, maintenance, and accountability of all goods purchased with grant funds, regardless of the cost of the items.
- E. Adequate records sufficient to detail the status and significant history of all goods purchased in whole or in part with state or federal funds shall be maintained.
- F. At a minimum, records of equipment and supply purchases shall be retained for three years after the funding period ends or final disposition of the equipment, whichever is longest.
- G. A local inventory system shall be utilized to track equipment and supplies. All subrecipients shall maintain an equipment and property inventory and submit and/or reconcile their inventory based on a schedule established by the MWSW Agency.

**INITIAL EFFECTIVE
DATE**

7/1/2005

APPROVED

Initial Policy	WDB Executive Committee	7/1/2005
Revision 01	Workforce Development Board	5/14/2009
Revision 02	WDB Executive Committee	7/12/2012
Revision 03	WDB Executive Committee	6/6/2013
Revision 03	Workforce Development Board	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
Revision 03-Addendum	WDB Executive Committee	4/15/2015
Revision 04	WDB Executive Committee	7/15/2015
Revision 05	WDB Executive Committee	7/20/2016
Revision 06	WDB Executive Committee	01/10/2020
Revision 07	WDB Executive Committee	03/xx/2022

EXPIRATION

Ongoing

Workforce Development Board

WDB Policy 6 ~~R06~~R07

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.

Procurement and Property Management

BACKGROUND

Federal and state regulations require Michigan Works! Agencies (MWA) to establish, maintain and follow written policies and procedures to guide the selection of subrecipients and vendors for all procurements done with federal and/or state funds. This policy and the related Procurement and Property Management Procedures shall fulfill that requirement and are consistent with applicable federal and state regulations and policies.

SCOPE

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

Within the Michigan Works! Southwest Agency, the procurement standards outlined in this policy and the companion procedures shall be used to conduct all procurements unless stipulated otherwise by a specific funding source.

DEFINITIONS

Equipment—tangible personal property with a unit acquisition cost of \$5,000 or more and having a useful life of one year or more.

The State or State—refers to the State of Michigan's workforce development department and its successors.

Supplies—tangible personal property with a unit acquisition cost of less than \$5,000.

REFERENCES

State of Michigan's ~~w~~Workforce ~~d~~Development ~~department~~ and its successors, Policy Issuance 19-30 and subsequent changes, Procurement

State of Michigan's ~~w~~Workforce ~~d~~Development ~~department~~ and its successors, Policy Issuance ~~12-3022-XX~~ and subsequent changes, Property Management

Workforce Innovation and Opportunity Act of 2014

Code of Federal Regulations (CFR), Title 2 – Grants and Agreements

2 CFR Part 200 and 2 CFR Part 2900 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

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 - 3. Agreements awarded as a result of an RFP for direct service delivery shall be structured for cost reimbursement only.
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 - 1. protect the federal funds from waste, fraud, and abuse;
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 - 2. Standards shall be established in the Procurement Procedures to assure that unfair requirements that would restrict competition are not placed on procurements.
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- B. This policy and the Procurement and Property Management Procedures shall apply to all subrecipients.
 - 1. Subrecipients may utilize the procurement procedures of their organization if the requirements of this policy and the related procedures are incorporated in their organization's procedures.

2. Subrecipients using the MWSW Agency's Procurement and Property Management Procedures must formally adopt them through their administrative structure.
- C. The Procurement and Property Management Procedures shall include procedures for the recording and disposition of equipment and supplies, inventory requirements, and procurement record retention requirements that incorporate federal, state, and local regulations and policies.

V. Equipment and Property Management

- A. All goods purchased with grant funds shall be used by the program or project for which it was purchased.
- ~~B.~~ B. When no longer needed for the original program or project, the equipment may be used in other activities supported by a federal agency.
- ~~B.C.~~ C. Goods purchased with grant funds shall be used until they are no longer useful or needed by the original program or project; or no longer used by another federally supported program or project for which the equipment was reassigned.
 1. The Michigan Works! Southwest Agency's property coordinator shall be contacted regarding proper disposition of equipment and supplies deemed no longer useful or needed.
 2. The Procurement and Property Management Procedures shall detail the procedure for disposition of equipment and supplies based on the requirements of policy and the funding source.
- ~~C.D.~~ D. All subrecipients shall be responsible for proper control, maintenance, and accountability of all goods purchased with grant funds, regardless of the cost of the items.
- ~~D.E.~~ E. Adequate records sufficient to detail the status and significant history of all goods purchased in whole or in part with state or federal funds shall be maintained.
- ~~E.F.~~ F. At a minimum, records of equipment and supply purchases shall be retained for three years after the funding period ends or final disposition of the equipment, whichever is longest.
- ~~F.G.~~ G. A local inventory system shall be utilized to track equipment and supplies.
All subrecipients shall maintain an equipment and property inventory and submit and/or reconcile their inventory based on a schedule established by the MWSW Agency.

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<u>Revision 07</u>	<u>WDB Executive Committee</u>	<u>03/xx/2022</u>

EXPIRATION

Ongoing

Directors Report

March 17, 2022

Legislative Day

Representatives from Michigan Works! Southwest attended Legislative Day on March 9th in Lansing. The day included a Michigan Works! Board of Directors meeting, a workforce development panel discussion, and visits with legislative representatives.

2022 State Legislative Priorities <https://anyflip.com/mtrn/zaww/>

- Going Pro Talent Fund – The Michigan Works! network supports the Governor’s \$100 million expansion of funding for the Talent Fund in the MI New Economy plan and advocates for a baseline of \$50 million for FY 2022.
- Youth Work Experience – The Michigan Works! network supports an \$80 million investment over the next three years to support work experience, career coaching, and wraparound services for youth.
- Supplemental Workforce Program Funding – The Michigan Works! network is advocating for an investment of \$30 million over the next three years to support Barrier Removal Employment success.
- Sixty By 30 – The Michigan Works! network is advocating for requiring individuals to fill out an application for key Sixty by 30 initiatives, virtually or in-person, at a local Michigan Works! office.
- Adult Education Services – The Michigan Works! network is advocating for \$97.5 million through the existing workforce system over the next three years to help approximately 120,000 individuals earn a GED or high school equivalent by investing in a regional approach to support additional resources, services, and collaboration amongst the workforce (Michigan Works!), education (K-12, adult education, and post-secondary) systems that tie adult education services to jobs.

Impact Awards

The Impact Awards are hosted by the Michigan Works! Association annually to recognize workforce development success being achieved across Michigan. During the event, which is going to be held both virtually and in person on March 24th, local lawmakers present tributes to dozens of honorees from across the state.

For the MWSW area, the YWCA, Southwest Childcare Resources and customer Jazmine Carpenter, a participant in our WIOA Youth services, are being recognized. Through working with her MWSW Career Coach, Jazmine was able to overcome significant barriers and begin training and gain employment in the childcare industry. After being hired by the YWCA, Jazmine quickly transitioned to a Lead Teacher position, and upon (the upcoming) completion of her early childhood apprenticeship, she will hold the nationally recognized CDA Certificate and the U.S. Department of Labor Early Childhood Education Certificate. She will also have nine experiential college credits through the Early Childhood Education Program at Kalamazoo Valley Community College.

Federal Update

Congress passed omnibus legislation to fund the government for the remainder of Fiscal Year 2022, offering small increases in spending on many workforce development programs. Some key gains, however, are relatively small. The bill increases the Workforce Innovation and Opportunity Act Adult Program by only \$8 million, a gain of about 1 percent, to \$870.7 million. Gains for the Youth and Dislocated Worker Programs are of similar scales, and this is the case for many workforce development programs that are administered by the Employment and Training Administration. One larger increase comes to ETA's funding for apprenticeships, which is raised by \$50 million, or 27 percent, to \$235 million. Overall, this legislation raises funding by approximately 7 percent above FY 2021 funding which appears modest for many workforce development programs while leaving some level. This comes without making any major funding reductions or program eliminations.