

WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE AGENDA

Thursday, July 18, 2024 from 9:00-10:30 a.m.

In-Person Meeting

At the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, MI 49007

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

Public Access is available at:

<https://us02web.zoom.us/j/85353137350?pwd=dU9peUp1bFo3TGIZbU1zTU5MSFJLdz09>

Meeting ID: 853 5313 7350 Passcode: 081335

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

- I. CALL TO ORDER / INTRODUCTIONS Jackie Murray, Chair
- II. TRANSPARENCY & INTEGRITY OF WDB DECISIONS Kathy Olsen
- III. PUBLIC TIME
- IV. MINUTES *(Vote Required)*
 - A. May 16, 2024 WDB Quarterly Meeting Minutes ([Exhibit A](#))
- V. COMMITTEE REPORTS
 - A. Monitoring Committee – March & May Brian O'Donnell
- VI. NEW BUSINESS
 - A. AGREEMENTS Amanda Rosenberg
 - 1. Workforce Development Agreement ([Exhibits B1 & B2](#))
 - B. PLANS *(Vote Required)* Amanda Rosenberg
 - 1. MI Reconnect Targeted Outreach ([Exhibit C1](#))
 - 2. AY24 Wagner-Peyser Employment Services ([Exhibit C2](#))
 - 3. AY24 WIOA Statewide Activities Funding for PY24 High Concentrations of WIOA Eligible Youth ([Exhibit C3](#))
 - 4. AY24 WIOA Statewide Activities Funding for Career Exploration and Experience Events ([Exhibit C4](#))
 - 5. AY24 WIOA Statewide Activities Funding for PY24 Customer Relations Management ([Exhibit C5](#))
 - 6. AY24 WIOA Statewide Activities Funding for Capacity Building ([Exhibit C6](#))
 - C. ANNOUNCEMENTS
 - 1. WIOA Title II Adult Education Amy Meyers
 - 2. Posting of WIOA Four-Year Local and Regional Plans Amanda Rosenberg

VII. STAFF REPORTS

- A. Business Services Update, Dashboard (*Exhibit D*) and Lightcast Data Analytics (*Exhibit E*)
- B. Operations Update & Dashboard (*Exhibit F*)
- C. Directors Report (*Exhibit G*)

Ashley Iovieno
Amy Meyers
Jakki Bungart-Bibb

VIII. OLD BUSINESS

IX. PUBLIC TIME

X. MEMBERS' TIME

XI. UPCOMING MEETINGS

- A. Executive Committee – Thursday, August 15, 2024 (9:00-10:30 am)
At the MI Works! Service Center, 200 W. Van Buren St, Battle Creek, MI 49017
- B. Monitoring & Evaluation Committee – Thursday, October 24, 2024 (8:00-9:30 am)
Location TBD
- C. Disability Awareness Resource Team (DART) – Tuesday, September 17, 2024 (2:00-4:00 pm)
At Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI 49007
- D. Career Educational Advisory Council (CEAC) – TBD (1:00-3:00 pm)
At Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI 49007
- E. Full Workforce Development Board – Thursday, September 19, 2024 (9:00-10:30 am)
At the Three Rivers Chamber, 1116 N. Main Street, Three Rivers, MI 49093

XII. ADJOURNMENT

Jackie Murray, Chair

**Workforce Development Board
 Meeting Minutes
 May 16, 2024**

CALL TO ORDER: Workforce Development Board Chair, Jackie Murray, called the meeting to order at 9:00 a.m. at the Branch County Community Health Building, 570 Marshall Road, Coldwater, Michigan.

INTRODUCTIONS: Individuals attending in-person introduced themselves and Shelby Springett introduced individuals attending virtually. Bud Norman, Branch County Administrator, welcomed attendees and provided promotional materials and products from Branch County businesses to all attendees. He noted 517 Day is May 17th and explained that the area’s phone area code is 517 and thus they also celebrate the county on 5/17.

WDB Members Present:

Jill Bland (Econ Dev)	Kris Jenkins (Educ)*	Liz Van Dussen (PS) [∇]
Lisa Godfrey (PS)*	David Maurer (PS)*	
Randall Hazelbaker (PS)*	Jackie Murray (PS)*	* Exec Committee
Rebecca Hill (MRS) [∇]	Brian O’Donnell (PS)*	[∇] Attended virtually
Jared Hoffmaster (PS)	Frank Tecumseh (PS)*	

WDB Members Absent

Jeff Hepler (PS)	Jose Orozco (CBO)	Paul Watson (Educ)
Al Ives (PS) [∇]		

Center for Workforce Innovation and Solutions / Michigan Works! Southwest Staff Present:

Jakki Bungart-Bibb (MWSW)	Hannah Klein (MWSW)	Amanda Rosenberg (MWSW)
Latesha Griffin (MWSW)	Amy Meyers (MWSW)	Shelby Springett (MWSW)
Ashley Iovieno (MWSW)	Kathy Olsen (MWSW)	Aaron Tabb (MWSW) [∇]

Guests Present

Dr. Baskin (Educ) [∇]	Michael Klein	
Jim Benton (KRESA) [∇]	Bud Norman (Branch County)	Tate Westra [∇]
Paige Daniels (KRESA)	Lisa Smith (KRESA)	(for Representative Rogers)
Joshua Englehart	Amanda Sutherland (KRESA) [∇]	

RECOGNITIONS

Shining Star Awards

February Shining Star - Hannah Klein was recognized as the February Shining Star. Amy Meyers reported Hannah Klein is a Career Navigator for Michigan Works! Southwest, who frequently assists with organizing events and navigating last-minute schedule changes. She stands out as the best person to go to with general questions regarding services offered at the Calhoun County Service Center. Additionally, Hannah continuously shows her excitement as she assists others and her co-workers noted that Hannah is filled with an endless energy that helps to make every day better.

March Shining Star – Latesha Griffin was recognized as the March Shining Star. Amy Meyers reported that Latesha Griffin goes above and beyond to ensure customers receive top notch service at the Battle Creek and Albion locations. She provides exceptional service and creates a very welcoming and positive environment for customers seeking support. Latesha is always eager to learn, is team oriented, attentive to detail, flexible, and empathetic. Latesha’s work facilitating workshops, UIA navigation, RESEA, and job search, along with following up with customers to

remove employment barriers, further speaks to her hard work and dedication to the Michigan Works! Southwest mission and to her team.

April Shining Star – Aaron Tabb was recognized as the April Shining Star. Amy Meyers reported that Aaron Tabb's passion for his work shines through in his consistent dedication and the quality of his contributions to Michigan Works! Southwest, which includes a proactive attitude and willingness to assist wherever needed. His actions are truly commendable and show great initiative and dedication to his team. Aaron's commitment to ensuring a smooth operation of the front desk, support for his colleagues, as well as strong leadership qualities, are a testament to his passion for Michigan Works! Southwest. Aaron consistently puts his best foot forward, demonstrating a commitment to excellence, and his enthusiasm for what he does not only benefits his team, but also encourages those around him to strive for excellence. His kindness, patience, reliability, and passion are the driving force behind his outstanding performance, making him an invaluable asset to his team.

MW! Association Impact Awards

Jakki Bungart-Bibb reported that the annual Michigan Works! Association Impact Award honors an employer and a job seeker from each Michigan Works! Area. Honorees are employers who are champions of workforce development, who contribute to strengthening the economy by creating jobs and developing talent and job seekers who are striving to be the best version of themselves. This year's Impact Award was celebrated in April, and Hi-Tech Electric was the employer chosen to represent MWSW. Brian O'Donnell, WDB Vice-chair, along with one of Hi-Tech's youth apprentices, Austin Edwards, were recognized at the event. Ms. Bibb then shared the [Hi-Tech Impact Award video](#). Brian O'Donnell reported that Hi-Tech was honored to be chosen for this award and it was quite humbling. There continues to be a shortage in the skilled trades and the impact of this award will raise awareness of the opportunities available with apprenticeship training, especially with the youth population. Printed copies of the Impact Awards booklet were distributed at the meeting.

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

Kathy Olsen asked members present if there were any items on the agenda 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.

PUBLIC TIME

None.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Jared Hoffmaster and supported by Brian O'Donnell to approve the April 18, 2024 Executive Committee meeting minutes. Motion carried.

COMMITTEE REPORTS

No Reports.

NEW BUSINESS

Request for Proposal (RFP) Announcement

Amanda Rosenberg reported that, in March, MWSW announced the public posting of Request for Proposals for the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Services, as well as WIOA Youth services. As a result of reviews of proposals received, the WIOA Adult and Dislocated Worker programs were awarded to the Workforce Development Institute (WDI), and the WIOA Youth program was awarded to Kalamazoo RESA. She thanked Board members for their time reviewing proposals and extended a congratulations to both WDI and KRESA.

Adult Education RFP Reviewer Request

Amy Meyers reported the State is currently accepting WIOA Title II, Adult Education and Family Literacy Act (AEFLA) applications. Proposals are due May 17, 2024, and the State is expected to release copies to Workforce Boards for their

review by Wednesday, May 22, 2024. Ms. Meyers asked for Board volunteers to review the proposals for alignment with the local workforce plan and will send an email with further details regarding this request..

PRESENTATION

Paige Daniels, Executive Director of Career Development, KRESA

Ashely Iovieno, Director of Business Solutions, MW! Southwest

Lisa Smith, CareerNOW Program Coordinator, KRESA

Paige Daniels reported the presentation will cover the world of apprenticeships and its impact on individuals, including youth, and employers. She introduced the other presenters and noted that a key partnership is the work the with the Business Solutions Team and the support they provide.

Ashely Iovieno reported National Youth Apprenticeship week just ended and although it is not official yet, Michigan ranked no. 1 with celebrations held during the week. She explained that registered apprenticeships have two critical components which are on-the-job training with a mentor along with related technical instruction (RTI); together they support the apprentice learning while they earn wages. All apprentices who graduate from a Registered Apprenticeship receive a national, industry-recognized, portable credential. She highlighted the impressive benefits for individuals and employers and reported that the average salary for apprenticeship completers is \$80,000 and the Return on Investment for employers is \$1.47 for every dollar spent. Additional employer benefits included a diverse and highly skilled workforce, improved productivity and profitability, increased staff loyalty, retention of workers, flexible training options, minimized liability costs, and access to federal and state resources. She noted that apprenticeships encompass much more than skilled trades occupations, as there are nearly 1,200 apprenticeable occupations, including new and emerging growth industries. Ms. Iovieno introduced members to the [Michigan Apprenticeship Dashboard](#) and noted that this interactive tool can be used to discover statewide, regional, and occupational data regarding Michigan Registered Apprenticeships. She encouraged members to explore the website and to contact her if they had any questions.

Lisa Smith reported a pre-apprenticeship program is a set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship Program (RAP) and that it is not an alternative to school; instead, it is a short-term career pathway for students and can occur during high school or post-graduation. Students are introduced to various apprenticeship programs, participate in industry tours, hear from guest speakers, can be dual enrolled with other workforce programs, and have access to a direct connection to, and application support for Registered Apprenticeship Programs. Benefits to youth included expanded post-secondary options, work-based/experiential learning, and the opportunity to earn while learning. Multiple pre-apprenticeship pathways while still in high school were highlighted. The presenters then highlighted an IT apprenticeship at Kalamazoo RESA and activities held during Youth Apprenticeship Week.

STAFF REPORTS

Business Solutions Update and Dashboard (*Exhibits B & C*)

Ashley Iovieno provided a Business Solutions update that included MiCareerQuest™ St. Joseph County, current unemployment rates, Lightcast job demand reports, the Going PRO Talent Fund, employers served, the most recent Labor Market newsletter, as well as an impact story highlighting work with a local employer.

The Business Solutions Dashboard (*Exhibit B*) included photos from the recent MiCareerQuest™ St Joseph County where 55 employers and partners provided a variety of hands-on activities for approximately 800 ninth grade students. She thanked all who helped support this event. She also reported that planning is already underway for the next MiCareerQuest™ event that will be held in Kalamazoo in the fall. Jakki Bungart-Bibb noted that MWSW is the only MW! agency who holds more than one MiCareerQuest™ event. Page 3 of the Dashboard included a summary of apprenticeship registrants as well as the unemployment rates by county as of March 2024. A link to the most recent Lightcast reports (*Exhibit C*) was included in the meeting notice. Ms. Iovieno reported that for the MW! Southwest four-county area, the data remains consistent with healthcare careers being the top occupation category and employer job postings concurred. There is also a demand for fast food workers. There were 424 unique postings in the MWSW area which is down from last month. Positions requiring a high school diploma or GED were the highest number of

postings. Reports included the four-county area, a Region 8 report, and individual reports for each MWSW county. Page 4 of the Dashboard included Going PRO Talent Fund (GPTF) data for the FY23 Employer Led Collaboratives (ELCs), and page 5 of the Dashboard included data for GPTF FY24 Cycle 1. The application period for GPTF FY24 Cycle 2 closed on Friday, May 10, 2024, and she reported that a total of 44 applications were received. Staff continue to work on several ELC applications and those will be submitted as soon as they are finalized. The last page of the Dashboard highlighted the number of employers served and services provided through April 2024.

The Department of Technology, Management and Budget just released a [summer 2024 job market forecast for Michigan teens \(ages 16-19\)](#). Ms. Iovieno reported that in 2024, nearly a quarter million Michigan teens are expected to search for work and 218,000 are forecasted to be employed this summer. She encouraged members to check out the full report.

Ms. Iovieno highlighted the work that Michigan Works! Southwest is doing with Morgan Olson and noted that the strong relationship that Business Solutions Professional, Lynn Page, has built with the employer was instrumental in providing services during a recent layoff. Lynn worked with MW Southwest team in Three Rivers, the Unemployment Agency, and the Morgan Olson HR team to provide services onsite to assist the employees.

Operations Update and Dashboard (*Exhibit D*)

Amy Meyers reported on services provided for victims of last week's tornadoes. MWSW staff were contacted late yesterday and asked to participate in a resource fair tomorrow. She thanked Ashley Iovieno and the entire MWSW Team for their quick response to this request. She also reported that staff from the USDOL visited the state during the month of April to conduct a monitoring of Veterans services. As part of the visit, MWSW was selected as a site to also be monitored. The monitoring included an extensive review of MWSW services to veterans. Although a formal written report outlining the outcomes of this visit had not been received, positive feedback was provided, including how impressed DOL staff were with the knowledge that MW! staff had. Ms. Meyers extended a thank you to frontline staff for their daily work in serving the veteran population. In follow-up to last month's meeting, she highlighted page 3 of the Service Dashboard and reminded members that the LEAP program is now called GEMS (Gain Employment Maintain Support); however, the scope and goal of the program has not changed, and GEMS services will continue to be offered to unemployed or underemployed child support payers which can be voluntary or court-ordered. Regarding the BRES data also on page 3 of the Services Dashboard, Ms. Meyers reported BRES services are ending in September and Jakki Bungart-Bibb will provide an update on BRES during the Director's Report.

Director's Report (*Exhibit E*)

Jakki Bungart-Bibb distributed a written Director's Report (*Exhibit E*) which was also included in the updated agenda packet and posted on the MWSW website. Topics covered in the report included the Governor's State workforce plan, annual planning information and workforce analysis reports that can be used for updating the local plan; a research paper aligning economic development and workforce development policies and practices to center low-wage workers; the State budget; and WIOA reauthorization. The link to the Director's Report and the information and links within it was sent to members prior to and following the meeting.

Ms. Bibb reported that Susan Corbin, the Director of Michigan Department of Labor and Economic Opportunity (LEO), was scheduled to attend today's meeting; however, this has been postponed to the September meeting that will be held in Three Rivers. The State legislature has a July 1 deadline to wrap-up the budget process. MW! Directors and the MW! Association will continue to reach out to elected officials to reiterate state legislative priorities to increase GPTF, Barrier Removal funding and youth career exploration funding.

A handout was distributed at the meeting that provided an overview of the Barrier Removal funding, how it was utilized around the state, and the potential impact if those funds are no longer allocated to Michigan Works! Agencies as they have been for the last few years. Locally, the funds were used to support the Clean Slate program, the ERN®, and support services to the ALICE population. Regarding WIOA reauthorization, the House passed a bill called A Stronger Workforce for America Act. The bill proposes some great improvements to WIOA, as well as some

significant changes that are concerning. Links to a fact sheet, a section by section summary, and to the complete bill were provided in the written Director’s report.

OLD BUSINESS

None.

PUBLIC TIME

No comments.

MEMBERS’ TIME

Jill Bland reported that the 2024 Southwest Michigan Supplier Summit will be held on Tuesday, May 21, 2024, from 8:30 a.m. to 12:00 p.m. at FireKeepers Casino & Hotel in Battle Creek. Pure Michigan Business Connect (PMBC) is partnering with Southwest Michigan First and a regional partner group to host this event. This event is designed to support small businesses interested in showcasing their capabilities to local buyers by providing them with a variety of resources that will enable them to put their best foot forward.

Dave Maurer reported the Michigan Manufacturers Association Workforce Solutions Regional Meeting will be held on Tuesday, May 21, 2024, from 11:30 a.m. to 2:00 p.m. at the Kalamazoo Radisson. Jakki Bungart-Bibb is one of the panelists presenting at the event and attendees will hear powerful stories and have access to tactical solutions.

Kris Jenkins reported there will be a Cultural Jubilee in Coldwater on Saturday, May 18, 2024, from 10:00 a.m. to 4:00 p.m. This family-friendly event, held on South Hanchett Street and Tibbits Plaza and will include displays, exhibits, and activities, as well as a market area, a stage for entertainment, and an area for presentations and conversations.

MEETING FOLLOW-UP

Links to further information regarding items reported on during Committee Reports, Business Solutions, Operations, Director’s Reports, and Member’s Time were emailed to WDB members following the meeting.

UPCOMING MEETINGS

Jackie Murray referred members to the list of upcoming WDB meetings that were listed on the agenda.

- The next Full Workforce Development Board meeting is Thursday, September 19, 2024 from 9:00-10:30 a.m. at the Three Rivers Chamber of Commerce, 1116 N. Main Street, Three Rivers, Michigan.
- The next Executive Committee meeting is Thursday, June 20, 2024 from 9:00-10:30 a.m.
- The next Monitoring and Evaluation Committee is Tuesday, May 21, 2024 from 8:00-9:30 a.m.
- The next Disability Awareness Resource Team (DART) meeting is Tuesday, June 11, 2024 from 2:00-4:00 p.m. (this meeting was cancelled)
- The next Career Educational Advisory Council (CEAC) meeting is Monday, September 19, 2024 from 1:00-3:00 p.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 10:27 a.m.

Kathy Olsen Date

Jackie Murray Date

APPROVED

These minutes were approved on _____

**Workforce Development Agreement
Between The County of Kalamazoo
and the W.E. Upjohn Institute for Employment Research**

Background

The County of Kalamazoo has been designated as the Grant Recipient by the State of Michigan, to provide for the planning, implementation, delivery, and overall management of workforce development services, under its authority as Grant Recipient.

The Workforce Development Agreement is made and entered into by and between the W.E. Upjohn Institute for Employment Research (Michigan Works! Southwest), designated as the Administrative and Fiscal Agent, and the County of Kalamazoo, the Grant Recipient.

Purpose

In alignment with the goals and purposes set forth in workforce development legislation and State of Michigan regulations, the purpose of the Workforce Development Agreement is 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.

Budget

The following funding allocation budget is included in the July 1, 2024 – June 30, 2025 Workforce Development Agreement:

Estimated 2024-2025 Funding Allocation Budget: \$8,577,152

July 1, 2024 – June 30, 2025

October 1, 2024 – September 30, 2025

Duration

The Workforce Development Agreement is completed every two years, with a budget modification completed annually to reflect actual expenditures, compared to the proposed budget.

Modification

In addition, a modification to the July 1, 2023 – June 30, 2024 Workforce Development Agreement is being updated to reflect the following:

Actual 2023-2024 Fund Availability: \$14,670,868

July 1, 2023 – June 30, 2024

October 1, 2023 – September 30, 2024

Contract 2023-1
Modification 01

Budget Year 2023-2024

**ACTUALS
 FUNDING LEVELS
 BUDGET YEAR 2023-2024**

FUNDING SOURCE	AVAILABILITY	ADMINISTRATION	PROGRAM
July 1, 2023 - June 30, 2024			
WIOA Adult	2,111,268.00	211,126.00	1,900,142.00
WIOA Dislocated Worker	722,473.00	72,247.00	650,226.00
WIOA Youth	2,490,525.00	249,052.00	2,241,473.00
High Concentration Youth	14,320.00	1,432.00	12,888.00
Capacity Building	33,321.00	-	33,321.00
Career Events	30,000.00	-	30,000.00
WIOA SWA CRM	4,173.00	-	4,173.00
WIOA SWA Participant Training	175,000.00	17,500.00	157,500.00
Statewide Activities- Emp Serv Support	118,326.00	11,832.00	106,494.00
Wagner Peyser	640,935.00	115,368.00	525,567.00
WIOA Auto Related DWG	19,511.00	1,951.00	17,560.00
2024 Young Professionals	194,718.00	19,471.00	175,247.00
JMG	210,000.00	21,000.00	189,000.00
MiStairs	116,527.00	11,651.00	104,876.00
MiReach	148,409.00	14,840.00	133,569.00
ASC RAP	161,282.00	16,128.00	145,154.00
EV Jobs Academy	421,085.00	33,686.00	387,399.00
Talent Action Team (TAT)	400,000.00	31,200.00	368,800.00
2023 RESEA	184,792.00	33,262.00	151,530.00
GPTF FY 23 Cycle 1	1,749,434	122,460	1,626,974
GPTF ELC	899,805	62,986	836,819
Total	10,845,904	1,047,192	9,798,712

October 1, 2023 - September 30, 2024			
PATH TANF	2,483,039	297,964	2,185,075
PATH Refugee P&I	39,690	4,762	34,928
PATH State P&I	205,786	24,694	181,092
FAE&T	101,973	10,197	91,776
Trade Adjustment Assistance	644,820	23,029	621,791
WIOA SWA Additional Training	100,000	10,000	90,000
FAE&T Support Services	10,657	-	10,657
GPTF FY23 Cycle 2	238,999	16,730	255,729
Total	3,824,964	387,376	3,471,048

14,670,868 1,434,568 13,269,760

**Exhibit II-A
BY 23/24
Agreement 2023-01
Modification 01**

ACTUALS FUNDING LEVELS BUDGET YEAR 2023-2024 July 1, 2023 - June 30, 2024	
MWSW Administration Operating Budget	[] ORIGINAL [X] MODIFICATION DATE: 5/31/2024
	Actual Expenditures Admin
SALARIES/ WAGES - 5010	679,674
EMPLOYEE FRINGE BENEFITS- 5090	310,007
CONFERENCES - 6040	0
CONSULTING - 6050	13,365
COPIES DUPLICATING - 6060	567
DATA ACQUISITION - 6070	9,202
EQUIPMENT PURCHASE - 6250	3,746
EQUIPMENT PURCHASE - 6270	153
INSURANCE - 6280	8,533
MAINTENANCE - 6410	136
MARKETING * - 6420	3,562
INTERNET CHARGES - 6290	835
MEMBERSHIPS * - 6440	18,051
MISCELLAENOUS EXPENSE - 6510	1,416
POSTAGE/MAILING - 6550	1,153
PRINTING -MARKETING MATERIALS - 6565	8,302
PRINTING OTHER - 6570	1,211
PROFESSIONAL DEVELOPMENT * - 6580	4,129
SOFTWARE LICENSES - 6710	1,415
SPACE RENTAL *** - 6730	58,177
SUPPLIES & REPAIRS - IT- 6930	300
SUPPLIES - 6940	877
TELEPHONE - 6950	3,525
TRAVEL (STAFF) - 6955	25,710
Total Operating Budget	1,154,047

*Line Statements affected by special grants and fund availability.

***Admin office space rental.

Contract 2023-1
Modification 01

Budget Year 2024-2025

**ESTIMATED
 FUNDING LEVELS
 BUDGET YEAR 2024/2025**

FUNDING SOURCE	AVAILABILITY	ADMINISTRATION	PROGRAM
July 1, 2024 - June 30, 2025			
WIOA Adult	1,479,049	147,904	1,331,145
WIOA Dislocated Worker	852,463	85,246	767,217
WIOA Youth	1,744,767	174,476	1,570,291
High Concentration Youth	14,422	1,442	12,980
Wagner Peyser	730,662	131,519	599,143
Capacity Building	33,575	0	33,575
SWA ES	175,000	17,500	157,500
CRM	4,173	0	4,173
Total	5,034,111	558,087	4,476,024

October 1, 2024 - September 30, 2025			
PATH TANF	2,542,133	305,056	2,237,077
PATH Refugee P&I	39,690	4,762	34,928
PATH State P&I	212,377	25,485	186,892
FAE&T	98,257	9,825	88,432
Trade Adjustment Assistance	650,584	32,526	618,058
Total	3,543,041	377,654	3,165,387

8,577,152 935,741 7,641,411

Agreement 2023-01

May 2024

**ESTIMATED FUNDING LEVELS BUDGET YEAR 2024/2025
 BRANCH - CALHOUN - KALAMAZOO-ST. JOSEPH BUDGET**

July 1, 2024 - June 30, 2025

MWSW Administration Operating Budget	<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> MODIFICATION DATE: 5/31/2024
	Projected Expenditures Admin
SALARIES/ WAGES - 5010	583,501
EMPLOYEE BENEFITS - 5090	266,139
CONFERENCES - 6040	0
CONSULTING - 6050	10,837
COPIES DUPLICATING - 6060	459
DATA ACQUISITION - 6070	7,462
EQUIPMENT PURCHASE - 6250	3,037
EQUIPMENT PURCHASE - 6270	124
INSURANCE - 6280	6,919
MAINTENANCE - 6410	110
MARKETING *- 6420	2,889
INTERNET CHARGES - 6290	677
MEMBERSHIPS *- 6440	14,636
MISCELLANEOUS EXPENSE - 6510	1,148
POSTAGE/MAILING - 6550	935
PRINTING- MARKETING MATERIALS - 6565	6,732
PRINTING OTHER - 6570	983
PROFESSIONAL DEVELOPMENT *- 6580	3,348
SOFTWARE LICENSES - 6710	1,147
SPACE RENTAL ***- 6730	0
SUPPLIES & REPAIRS - IT - 6930	243
SUPPLIES - 6940	711
TELEPHONE - 6950	2,858
TRAVEL (STAFF) - 6955	20,846
TOTAL OPERATING BUDGET	935,741

*Line Statements affected by special grants and fund availability.

***Admin office space rental.

Michigan Reconnect Targeted Outreach

PI: 24-16

Michigan Works! Southwest has been awarded \$22,836 to support partner employers in connecting current and potential employees with Reconnect, raising the number of working-age adults with a skills certificate or college degree to 60 percent by 2030. This will build a better Michigan by closing the skills gap, increasing opportunity, and making Michigan more competitive.

Background

The Michigan Reconnect Program (Reconnect) provides eligible students a chance to work toward an associate degree or Pell-eligible skills certificate at in-district community colleges, tuition-free. Reconnect aims to connect Michiganders to good-paying jobs and to connect businesses with the talent they need to thrive in their communities.

Allowable Activities

Michigan Works! Southwest will work with employers to build awareness and incentivize participation in Reconnect, using an industry-sector approach. Activities will be targeted to current and potential employees ages 21-24 with high school diplomas who do not have college degrees and are not enrolled in college.

Eligible activities include the following:

- Hiring a consultant to work with employers to create education-friendly policies.
- Presentations to human resources staff at the employers' locations.
- Free Application for Federal Student Aid (FAFSA) completion and/or college enrollment nights at the employers' locations.
- Supporting employers with outreach to potential Reconnect applicants.
- One-on-one consultations with employers (i.e., review of policy manuals).
- Relationship-building with employers to encourage applications.
- Creation of materials for education/awareness for employers.
- Development of materials on college programs that speak to employer needs.
- Information sessions hosted virtually and/or on company premises.

Technical Information
Program Title/Number
Funding Source
Funding Level
Duration
CFDA Number

Michigan Reconnect Targeted Outreach: PI 24-16
State and Local Fiscal Recovery Funds (SLFRF)
\$22,836
April 1, 2024 – September 30, 2024
N/A

Appropriation Year (AY) 2024 Wagner-Peyser Employment Service (ES) Allocations

PI: 24-21

Michigan Works! Southwest has received notice of an allocation for Employment Service operations totaling \$730,662 for the time period of July 1, 2024 through June 30, 2026. This is a decrease of \$28,599, from AY2023 allocations.

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 Employment Services :

Measure	Target*
Employment Rate 2nd Quarter After Exit	65.0%
Employment Rate 4th Quarter After Exit	63.0%
Median Earnings 2nd Quarter After Exit	\$5,419

Performance targets specific to PY2024 will be negotiated in the future.

Funding Summary

Wagner Peyser Allocation	\$730,662
Administration	\$131,519
Program	\$599,143

Technical Information

Program Title/Number	Appropriation Year (AY) 2023 Wagner -Peyser Employment Service (ES) Operations; PI:24-21
Funding Source	Wagner-Peyser Act 7(a)
Funding Level	\$730,662
Duration	July 1, 2024– June 30, 2026
Reference	Department of Labor and Economic Opportunity PI: 24-21
CFDA Number	17.207

**Appropriation Year (AY) 2024 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding
for Program Year (PY) 2024 High Concentrations of WIOA Eligible Youth
PI: 24-19**

The Department of Labor and Economic Opportunity has allocated Michigan Works! Southwest \$14,528 in Workforce Innovation and Opportunity Act (WIOA) Statewide Activities funding to serve High Concentrations of WIOA Eligible Youth for program year 2024 (July 1, 2024 through June 30, 2025).

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	\$14,528
Distribution by Cost Category	
Administration	\$ 1,452
Program	\$13,076

Source: PI: 24-19: 7/01/2024

Technical Information

Program Title/Number Funding Source Funding Level Duration Reference	Appropriation Year (AY) 2023 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for Program Year (PY) 2024 (July 1, 2024 through June 30, 2025) High Concentrations of WIOA Eligible Youth Workforce Innovation and Opportunity Act Statewide Activities \$14,528 PY2024 (July 1, 2024 - June 30, 2025) State of Michigan PI: 24-19; 7/01/2024
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**Appropriation Year (AY) 2024 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities
Allocations for Program Year (PY) 2024 Customer Relationship Management (CRM),
the Period of July 1, 2024 through June 30, 2025
PI: 24-20**

Background

For PY 2024, 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 2023.

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 renew 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 PY2024; PI: 24-20
Funding Source	Appropriation Year (AY) 2024 WIOA Statewide Activities funds
Funding Level	\$4,173
Duration	July 1, 2024 through June 30, 2025
Reference	LEO-WD: PI: 24-20, 7/01/2024
CFDA Number	17.258; 17.259; 17.278

Career Exploration and Experience Events

PI: 24-18

Michigan Works! Southwest has received an allocation of \$40,000 for the time period of July 1, 2024 through December 31, 2025 to support career exploration experiences. Each of the events will involve multiple businesses and industries at a single location or virtual event, similar to MiCareerQuest™ or similar career exploration and experience events.

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! 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: 24-18
Funding Level	\$40,000
Funding Source	AY24 WIOA Statewide Activities
Period of Performance	July 1, 2024 – December 31, 2025
Source Reference	State of Michigan, LEO, Policy Issuance: 24-18 (July 1, 2024)
CFDA Number	17.258; 17.259; 17.278

**Appropriation Year (AY) 2024 Statewide Activities Funding to Support
Capacity Building and Professional Development (CBPD)
for Program Year (PY) 2024, the Period of July 1, 2024 through June 30, 2025
PI: 24-17**

The Department of Labor and Economic Opportunity is providing Workforce Innovation and Opportunity Act (WIOA) Statewide Activities funds to Michigan Works! Southwest, to enhance 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, in the amount of \$32,790. This is a decrease of \$531, from Program Year 2023.

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: 24-17
Funding Source	AY2024 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities
Funding Level	\$32,790
Period of Performance	Program Year (PY) 2024 (July 1, 2024 - June 30, 2025)
Source Reference	LEO Policy Issuance: 24-17; June 28, 2024
CFDA Number	17.258, 17.259, 17.278

Exhibit D

June 30, 2024
Business Solutions Summary

Michigan Works! Southwest Dashboard



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AmericanJobCenter[®]
network

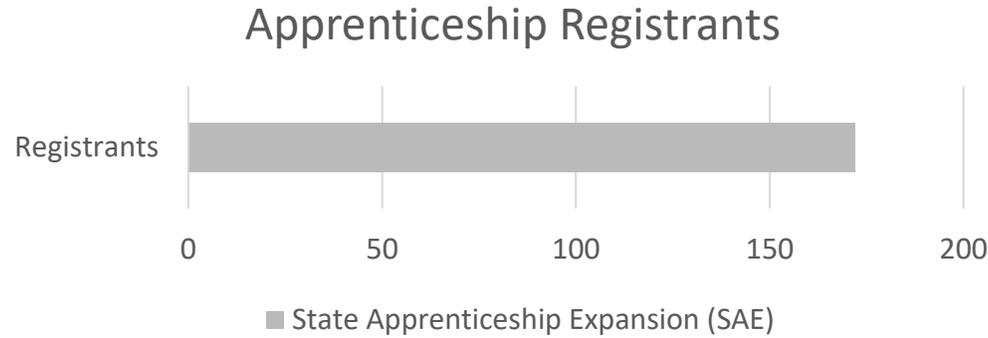
*Michigan Works! is an equal opportunity employer/program supported by the State of Michigan. 1-800-285-WORK (9675).
Auxiliary aids and services are available upon request. Dial 711 for Relay Center and TTY.
Supported in part with state and/or federal funds.*

Apprenticeship Summary

Total Registrants

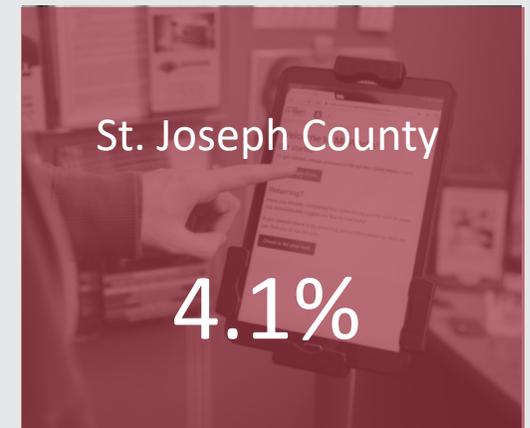
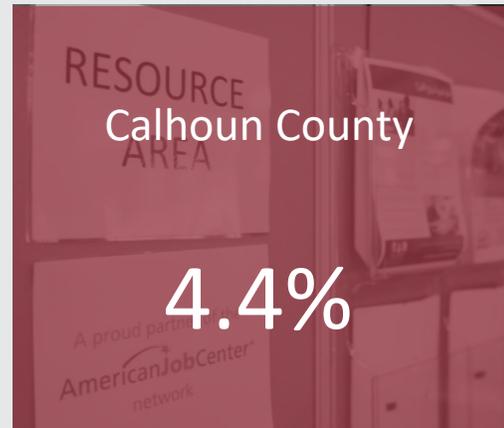
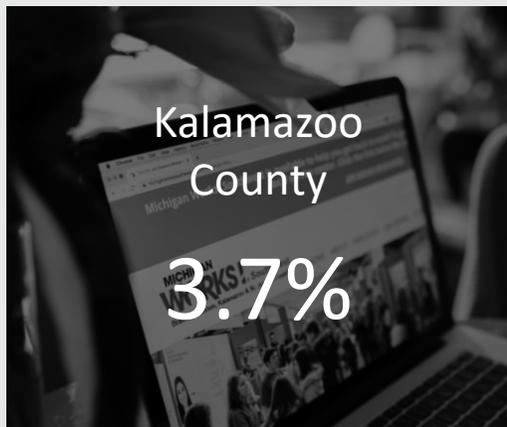
(June 30, 2024)

172



Unemployment Rate by County

May 2024



Going Pro Talent Fund (GPTF) FY2023 ELC



\$1,150,650

Awarded to companies



Branch

\$28,340

Calhoun

\$257,660

St. Joseph

\$15,600

Kalamazoo

\$1,800



33

Companies Awarded GPTF



Branch

1

Calhoun

18

St. Joseph

1

Kalamazoo

1



777

Individuals to be trained



Branch

19

Calhoun

206

St. Joseph

9

Kalamazoo

2



0

Planned Apprentices



Branch

0

Calhoun

0

St. Joseph

0

Kalamazoo

0



1

Anticipated New Hires



Branch

0

Calhoun

1

St. Joseph

0

Kalamazoo

0

*12 additional employers outside of Michigan Works! Southwest's four-county area were awarded GPTF money.

Going Pro Talent Fund (GPTF) FY2024 Cycle I



\$2,121,381.03

Awarded to companies



Branch

\$0

Calhoun

\$584,072

St. Joseph

\$256,780

Kalamazoo

\$1,188,899.03



31

Companies Awarded GPTF



Branch

0

Calhoun

7

St. Joseph

3

Kalamazoo

19



1077

Individuals to be trained



Branch

0

Calhoun

293

St. Joseph

148

Kalamazoo

590



223

Planned Apprentices



Branch

0

Calhoun

47

St. Joseph

22

Kalamazoo

154



351

Anticipated New Hires



Branch

0

Calhoun

93

St. Joseph

53

Kalamazoo

174

*Two (2) additional employers outside of Michigan Works! Southwest's four-county area were awarded GPTF money.

Going Pro Talent Fund (GPTF) FY2024 Cycle 2



\$682,111.00

Awarded to
companies



Branch

\$0

Calhoun

\$129,790

St. Joseph

\$32,800

Kalamazoo

\$519,521



15

Companies
Awarded GPTF



Branch

0

Calhoun

5

St. Joseph

1

Kalamazoo

9



300

Individuals
to be trained



Branch

0

Calhoun

56

St. Joseph

23

Kalamazoo

221



117

Planned
Apprentices



Branch

0

Calhoun

24

St. Joseph

6

Kalamazoo

87



78

Anticipated New
Hires



Branch

0

Calhoun

2

St. Joseph

5

Kalamazoo

71

Going Pro Talent Fund (GPTF) FY2024 ELC



\$216,365

Awarded to companies



Branch

\$0

Calhoun

\$88,715

St. Joseph

\$0

Kalamazoo

\$28,200



10

Companies Awarded GPTF



Branch

0

Calhoun

8

St. Joseph

0

Kalamazoo

1



150

Individuals to be trained



Branch

0

Calhoun

124

St. Joseph

0

Kalamazoo

15



0

Planned Apprentices



Branch

0

Calhoun

0

St. Joseph

0

Kalamazoo

0



6

Anticipated New Hires



Branch

0

Calhoun

6

St. Joseph

0

Kalamazoo

0

*One (1) additional employer outside of Michigan Works! Southwest's four-county area was awarded GPTF money.

Employers Served

Number of Employers Served
(7/1/2023 – 6/30/2024)

412

Number of Services Provided
(7/1/2023 – 6/30/2024)

2968

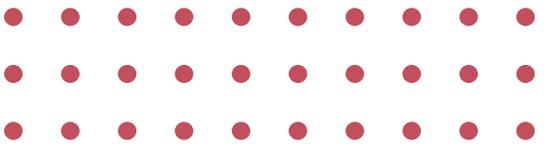


Exhibit F

June 30, 2024
Services Summary

Michigan Works! Southwest Dashboard



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*Michigan Works! is an equal opportunity employer/program supported by the State of Michigan. 1-800-285-WORK (9675).
Auxiliary aids and services are available upon request. Dial 711 for Relay Center and TTY.
Supported in part with state and/or federal funds.*

PATH

Partnership. Accountability.
Training. Hope.

Number of Participants
(Served 10/01/2023 – 6/30/2024)

756

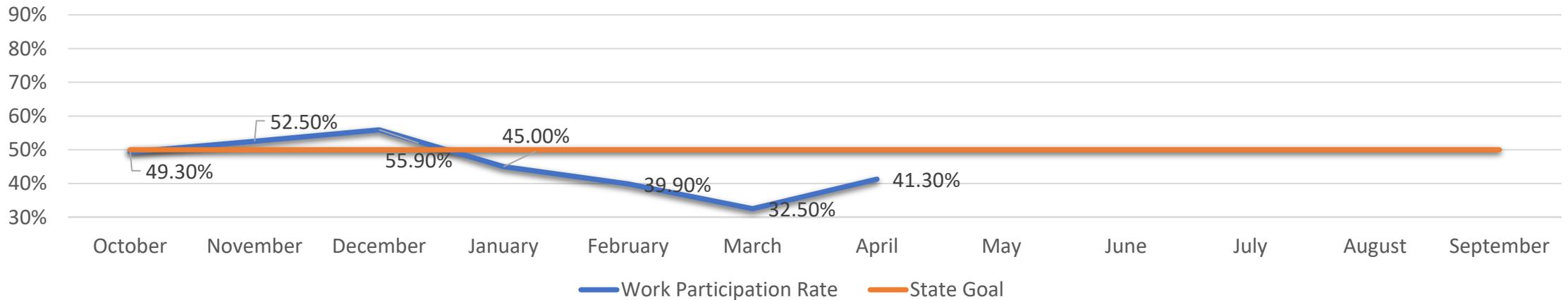
Employment Rate
(10/01/2023 – 6/30/2024)

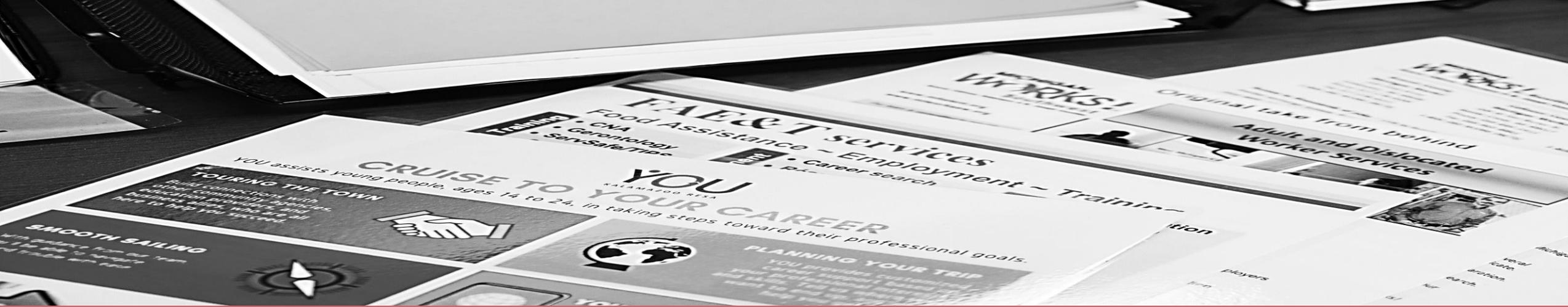
34.1%

Wage
(10/01/2023 – 6/30/2024)

\$15.59

PATH Work Participation Rate (FY24): 45.2%





GEMS

Gain Employment Maintain Support

212

Number of Participants
(Served 10/01/2023 – 6/30/2024)

57.5%

Employment Rate
(10/01/2023 – 6/30/2024)

\$15.75

Average Wage
(10/01/2023 – 6/30/2024)

BRES

Barrier Removal Employment Success

173

Number of Individuals Who Received BRES
Services
(10/01/2023 – 6/30/2024)

Most Common BRES Support Services Provided:

- Housing and Rental Assistance
- Transportation Related

WIOA and Wagner-Peyser Performance

(Workforce Innovation and Opportunity Act)

	WIOA Adult			WIOA Dislocated Worker			WIOA Youth			Wagner-Peyser			Average Indicator Score
Column	1	2	3	4	5	6	7	8	9	10	11	12	13
Total Program Year-To-Date: MWA 14 - Southwest	Target	Actual	Matrix Score	Target	Actual	Matrix Score	Target	Actual	Matrix Score	Target	Actual	Matrix Score	
Employment 2nd Quarter After Exit	88.6%	86.8%	98.0%	90.1%	88.2%	97.9%	80.6%	66.4%	82.4%	65.0%	76.4%	117.5%	98.9%
Employment 4th Quarter After Exit	83.6%	89.6%	107.2%	87.6%	75.0%	85.6%	72.8%	79.5%	109.2%	63.0%	75.7%	120.2%	105.5%
Median Earnings 2nd Quarter After Exit	\$6,192	\$9,719	157.0%	\$7,914	\$10,955	138.4%	\$3,660	\$4,939	135.0%	\$5,175	\$8,639	166.9%	149.3%
Credential Attainment Rate	77.3%	90.0%	116.4%	76.9%	100.0%	130.0%	71.4%	50.0%	70.0%				105.5%
Measurable Skill Gains	65.1%	89.3%	137.2%	67.6%	79.6%	117.8%	33.3%	54.4%	163.4%				139.4%
Average Program Score			123.1%			113.9%			112.0%			134.9%	121.0%

PY23-Q4 outcomes 4/01/2024-6/31/2024; data pull 7/10/2024

See Slide 6 & 7 for Performance Measures Definitions

Employer Resource Network® (ERN®)

Key Performance Indicators (10/01/2023 to 6/30/2024)

767% ROI

Increased Productivity and Retention Saves Money

Based on retention; turnover costs = \$4,129 per employee.

Highlight



An Employee (EE) reached out to their ERN® Success Coach (SC), in search of financial options to assist with needed car repairs that limited their ability to get to work. The EE's vehicle required substantial repairs. Fortunately, EE had a car warranty that covered over \$7,000 of the required work, leaving the repair bill just over \$1,000. The ERN® SC and EE discussed possible options, and various turnaround times, knowing that the EE relied on this vehicle for transportation to and from work. During this discussion, the EE expressed interest in applying for a hardship loan with ERN® financial partner, Kalsee Credit Union. The SC and EE examined the application process. The EE completed this application, submitting it to the ERN® SC, with the required documentation. Within one day, the Staff of Kalsee Credit Union approved and closed this hardship loan application. As a result, the EE built credit, and no longer stressed about transportation to maintain employment.

WIOA Performance Measures Overview

Source: State of Michigan WIOA Manual

Employment Rate – 2nd Quarter after Exit: The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program. For WIOA Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit.

Employment Rate – 4th Quarter after Exit: The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program. For WIOA Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit.

Median Earnings – 2nd Quarter after Exit: The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in On-the-Job Training [OJT] and customized training) who attain a recognized post-secondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within four quarters after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed within four quarters after exit or is enrolled in an education or training program leading to a recognized post-secondary credential within 365 days of exit from the program.

WIOA Performance Measures Overview

Source: State of Michigan WIOA Manual

Measurable Skill Gains: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

- Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the post-secondary education level.
- Documented attainment of a secondary school diploma or its recognized equivalent.
- Secondary or post-secondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the state's unit academic standards.
- Satisfactory or better progress report towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training.
- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.