

WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, August 21, 2025, from 9:00-10:30 a.m.

In-Person Meeting

Michigan Works! Southwest, 200 W. Van Buren St., Battle Creek, MI 49017

Note: Members must attend in person to participate in voting

Public Access is available at:

<https://us02web.zoom.us/j/87557967388?pwd=qXUIZ5Q7An6HKbV8Rl4av2q67OqjMO.1>

Meeting ID: 875 5796 7388 Passcode: 387097

Or Dial US Toll Free

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|---|------------------|
| I. CALL TO ORDER / INTRODUCTIONS | Brian O'Donnell |
| II. TRANSPARENCY & INTEGRITY OF WDB DECISIONS | Debbie Horn |
| III. PUBLIC TIME – AGENDA ITEMS | |
| IV. MINUTES <i>(Vote Required)</i>
July 17, 2025, WDB Executive Committee Meeting Minutes <i>(Exhibit A)</i> | Brian O'Donnell |
| V. COMMITTEE REPORTS
None | |
| VI. NEW BUSINESS | |
| A. WDB Plans <i>(Vote Required)</i>
1. PY2025 Capacity Building and Professional Development (CBPD) <i>(Exhibit B)</i>
2. PY2025 Employment Service Operations <i>(Exhibit C)</i> | Amanda Rosenberg |
| B. WDB Bylaws <i>(Exhibit D1-D3) (Vote Required)</i> | Amy Meyers |
| C. WDB Policy <i>(Vote Required)</i>
1. WDB Policy 18 R07: Monitoring <i>(Exhibit E1-E3)</i> | Amy Meyers |
| D. WDB 18-Month Meeting Calendar <i>(Exhibit F) (Vote Required)</i> | Amy Meyers |

VII. STAFF REPORTS

- A. Business Services Update, Dashboard (*Exhibit G*) and Lightcast Data Analytics (*Exhibit H*) Ashley Iovieno
- B. Operations Update & Dashboard (*Exhibit I*) Amy Meyers
- C. Director Updates Jakki Bungart-Bibb

VIII. OLD BUSINESS

IX. PUBLIC TIME – NON-AGENDA ITEMS

X. MEMBERS' TIME

XI. UPCOMING MEETINGS

- A. Full Workforce Development Board – Thursday, September 18, 2025 (9:00-10:30 am)
At the Three Rivers Area Chamber of Commerce, 1116 N. Main Street, Three Rivers, MI 49093
- B. Executive Committee – Thursday, October 16, 2025 (9:00-10:30 am)
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- C. Career Educational Advisory Council (CEAC) – Monday, September 15, 2025 (1:00-3:00 pm)
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- D. Disability Awareness Resource Team (DART) – Tuesday, September 16, 2025 (2:00-4:00 pm)
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007

XII. ADJOURNMENT

Brian O'Donnell

**Workforce Development Board
 Executive Committee Meeting Minutes
 July 17, 2025**

CALL TO ORDER: Workforce Development Board member Frank Tecumseh called the meeting to order at 9:00 a.m. at the Upjohn Institute for Employment Research, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

WDB Members Present:

Darrin Adair (Educ)*	Jeff Heppler (PS)	
Jonathan Current (Labor)	Dave Maurer (PS)*	∨ Virtual
Randall Hazelbaker (PS)*	Frank Tecumseh (PS)*	* Exec Committee

WDB Executive Members Absent

Brian O'Donnell (PS)*

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

Amy Meyers	Debbie Horn	Kathy Olsen
Jakki Bungart-Bibb	Ashley Iovieno	

Guests Present:

Representative Julie Rogers	Kristine Stevens	Jennifer Teske [∨]
Kevin Reese	Amanda Sutherland [∨]	
For Rep. Julie Rogers		

INTRODUCTIONS

All attendees introduced themselves and the entities they represent.

ELECTION OF CHAIR/VICE-CHAIR

Motion made by Randall Hazelbaker to move Brian O'Donnell into the Chair position for the remainder of Jackie Murray's term that ends September 30, 2025, due to Jackie Murray changing employment and resigning from the Board; and nominating Frank Tecumseh to fill the Vice-Chair position, also for the remainder of this term, which ends on September 30, 2025. Motion was supported by Jeff Heppler. Motion carried.

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

State Representative Julie Rogers reported that all legislators hold "Coffee Hours" for community engagement. These events are announced on social media, and staff can provide details if needed. Representative Rogers announced that her next coffee hour was Friday, July 18, 2025, at Davis Street Park in the Vine Neighborhood. Additionally, a town hall on maternal health equity was set for July 31, 2025, and featured a panel discussion from 6:00-7:00 p.m. on initiatives such as the Rx Kids program,

which supports pregnant families in Kalamazoo. The town hall will be held at the Kalamazoo Nonprofit Advocacy Coalition (KNAC), with the doors opening at 5:30 p.m.

LEGISLATIVE UPDATE

State Representative Julie Rogers reported that the FY26 Budget for the state has missed the July 1st deadline for the first time in years. She shared the traditional steps in the budget formulation, noting that while the Senate has progressed, the House has struggled, particularly with significant cuts proposed in a “skinny budget” that many legislators opposed. The lack of progress in budget deliberations significantly concerns key areas such as Medicaid and behavioral health, where no committee discussions have occurred thus far. Additionally, Ms. Rogers reported that recent federal legislation has introduced significant cuts to state funding, exacerbating the budget crisis. Despite Michigan's Budget Stabilization Fund, which is designed for emergencies, the reliance on federal funds means that the state may not be able to backfill these losses effectively. Meanwhile, new processes for legislatively directed spending are being introduced, and discussions on these earmarks are expected in the coming weeks. As the legislature approaches its mandatory budget deadline of October 1, 2025, the urgency for advocacy and communication from community leaders was emphasized. Ms. Rogers reported that the delay in budget approvals has already affected local governments and educational institutions, with some schools facing layoffs due to uncertainty in funding. To effectively address current challenges and ensure the timely delivery of a budget that meets the needs of Michigan's residents, the legislature needs to maintain sustained pressure and foster open channels of communication. This proactive approach will help mitigate the risk of a potential government shutdown.

A brief discussion took place regarding the potential implications of a federal and/or state shutdown. Ms. Rogers emphasized the importance of sharing personal experiences to illustrate how impactful budget cuts would be on local businesses.

APPROVAL OF MINUTES *(Exhibit A)*

Motion made by Jeff Heppler and supported by Randall Hazelbaker to approve June 18, 2025, WDB Executive Committee meeting minutes. Motion carried.

COMMITTEE REPORTS

Dave Maurer reported that the Monitoring and Evaluation Committee met on May 22, 2025, for the monitoring of the Partnership. Accountability. Training. Hope. (PATH) and Food Assistance Employment & Training (FAE&T) programs. Mr. Maurer reported that overall, the report was positive. Issues with incomplete files are still occurring; additionally, some files still contain old documentation. It was also noted, progress has been made on the Work Participation Rate (WPR). Mr. Maurer reported that one participant was interviewed, who praised the program, highlighting the helpfulness of the staff and the overall assistance provided. The participant's only concern was with the timing of benefits due to a handoff between DHHS and Michigan Works!, which did not directly reflect any shortcomings regarding the program operated under MW! Southwest.

Mr. Maurer also reported that the Monitoring and Evaluation Committee met on June 26, 2025, for the monitoring of the following programs: Gain Employment Maintain Support (GEMS), Barrier Removal and Employment Success (BRES), Michigan Citizen Reentry Initiative (MiCRI) and MiCRI Expansion, Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH), and Michigan Statewide Targeted Apprenticeship Inclusion and Readiness System (MiSTAIRS). Mr. Maurer reported challenges related to incomplete files and files containing incorrect forms for both GEMS, MiCRI/MiCRI Expansion, and MiSTAIRS. It was also noted, some improvements were made over the previous year. Interviews were conducted with two participants who complemented the services offered by MWSW, one a BRES participant and the other a GEMS. Both individuals learned about the program through word of mouth and expressed their satisfaction with the outcomes they received. One suggestion for improvement was made regarding the GEMS program, which was to enhance collaboration with the

Friend of the Court (FOC) to share the available services through MWSW.

NEW BUSINESS

IFA Modifications – Wagner Peyser Update (*Exhibit B*)

Amy Meyers reported on the IFA Modifications as described in Exhibit B. Ms. Meyers provided additional explanation for this modification, reporting that on June 30, 2025, a federal notice for proposed rulemaking (NPRM) was posted for a 60-day comment period that would remove the merit-based requirement for the Wagner Peyser funding. The Board was asked to approve changes in the infrastructure funding agreement (IFA), specifically removing Area Community Services Employment & Training Council (ASCET), also known as West Michigan Works!, as a partner, while re-identifying the Upjohn Institute to maintain the current operations of Wagner Peyser services. The team was thanked for their quick adaptation and support during this transition. A brief discussion was held regarding the merit-based staffing requirement.

Motion made by Jeff Heppler and supported by Jon Current to approve IFA Modifications. Motion carried.

Plans (*Exhibits C-F*)

Amy Meyers requested Board consideration and approval of five workforce development plans that were included in the agenda packet. Details for each plan were described in the corresponding Exhibit and are listed below:

- PY2025 Workforce Innovation Opportunity Act (WIOA) Adult and Youth Programs (*Exhibit C*)
- AY 2024/PY2025 WIOA High Concentration of WIOA Eligible Youth (*Exhibit D*)
- AY2024/PY2025 Customer Relationship Management (*Exhibit E*)
- AY2024 WIOA Career Exploration and Experience Events (*Exhibit F*)
- AY2024 WIOA Statewide Activities Funding to Support Continuity of Service Delivery (*Exhibit G*)

Motion made by Dave Maurer and supported by Darrin Adair to approve the five plans as presented. Motion carried.

Public Notice – Rescission of WIOA Plan Modification

Amy Meyers reported that the Modification of the WIOA Plan, which designates the Area Community Services Employment & Training Council (ASCET), also known as West Michigan Works!, as the provider of Wagner Peyser services at Michigan Works! Southwest has been retracted, in follow-up to the release of the NPRM. Pending the outcome, additional changes could occur on October 1, 2025.

STAFF REPORTS (*Exhibits H & I*)

Business Solutions - Ashley Iovieno reported that the revised dashboard (Exhibit H) was provided in the agenda packet, and it includes the updated numbers for employers served and services provided through May 2025. Ms. Iovieno also reported that the Business Solutions Dashboard contains the updated Going PRO Talent Fund Cycle 2 awards. Planning for FY26 has begun, and info sessions have been scheduled with the State in August to learn about any updates to the grant. May 2025 unemployment rates for our four-county region ranged from 5% to 6.3% with the state unemployment rate currently 5.3% while the national rate is 4.2%.

Ms. Iovieno further reported that the most recent Lightcast reports were included in the email sent to Board members as a link and can also be found on our Michigan Works! website. The same positions as in the last several months remain in demand, and the employers' postings reflect this data. There were 303 unique job postings in the area, which is lower than last month's 348.

Ms. Iovieno also reported that Marshall Excelsior has announced plans to close its entire Marshall facility by March 2026, a decision that will impact approximately 71 employees. In response, Michigan

Works! Southwest has stepped in, providing immediate assistance to those affected by the closure. MWSW plans to host orientation sessions to help displaced workers secure new employment as quickly as possible. MWSW has worked closely with this company for many years, as they have been an Employer Resource Network® (ERN®) partner.

Additionally, Ms. Iovieno reported that The Ferrero Group has purchased the W.K. Kellogg Company for \$3.1 billion. The MWSW Business Solutions Team has reached out to check in and offer support. The potential impact is currently unknown; however, the support is appreciated. It has been reported that the plan is to keep Battle Creek as the core location for the company and that it will be Ferrero's headquarters for North American cereal. The link for the official press release from The Ferrero Group is <https://www.ferrero.com/int/en/news-stories/news/ferrero-to-acquire-wk-kellogg-co>

Ms. Iovieno reported that an exciting outreach event is planned for Wednesday, August 27, 2025, from 11:00 am to 1:00 pm at the Catalyst Center in Kalamazoo. This event is called Charging the Future, and it is a lunch and learn event for individuals interested in learning more about the EV and mobility sector while enjoying a complimentary lunch. Additionally, the efforts with the Ford Blue Oval battery plant continue. MWSW continues to host monthly meetings with local partners and Ford to keep everyone informed about the progress, along with separate check-ins directly with Ford. Training opportunities are also being explored with a grant that ends in September.

A brief discussion was held regarding the unemployment rates. It was noted that the demand for MWSW services is on the rise, while funding is being reduced. Additionally, some questions were asked about the age, location, and sector trends of the unemployed. Ms. Iovieno confirmed that the manufacturing sector is the main one affected, especially for individuals between 25 and 55 years of age. Additionally, it was noted that many employers are uncertain in this economy and have become reluctant to make big purchases and hiring decisions. Ms. Iovieno reported that more specific trends can be provided if anyone desires this information.

Operations

Amy Meyers reported a comprehensive analysis of foot traffic across all four counties, which was displayed in a handout she distributed at the meeting, illustrating traffic trends at each site. The data provided was for the time period 7/1/2024 to 6/30/2025 and was broken down by month. While there has been a notable increase in foot traffic, it remains below pre-pandemic levels. The reported figures for each county are as follows: Kalamazoo reported 90,000 visits, St. Joseph had 21,000, Calhoun reported 45,000, and Branch recorded 26,000. Foot traffic data for the community-based offices located at the Douglass Community Association in Kalamazoo and Albion were not included in this analysis.

Directors Report

Jakki Bungart-Bibb reported that the state of Michigan's Labor and Economic Opportunity department, in collaboration with a consulting agency and the statewide Barrier Removal Committee, is working together to finalize a Career Navigation Strategy. This is being driven by the state workforce development board and in alignment with the state's workforce plan. The Michigan Works! system, which has been providing career navigation for years, contributed insights through interviews and focus groups to identify existing practices, potential improvements, and necessary funding. The next steps involve presenting the findings and recommendations to the state workforce board, with ongoing monitoring of the initiative's progress and potential implementation of the suggestions. Appreciation was expressed for the team's valuable feedback in this process.

Ms. Bungart-Bibb also reported, in addition to State Representative Julie Rogers' update, that the budget delay has resulted in additional time spent on enhancing advocacy efforts for workforce development funding. Advocacy letters were sent to lawmakers, showcasing the importance of these programs and sharing local outcomes, which led to several requests for meetings to discuss these

issues further. She encouraged board members, particularly those from the private sector, to attend these meetings as their input is valuable. Additionally, she emphasized the importance of program leaders sharing participant stories, as these personal narratives can significantly impact discussions with lawmakers.

Ms. Bungart-Bibb also reported that the Michigan Works! Association and a couple of local Michigan Works! directors recently advocated for the reauthorization of WIOA and increased workforce development funding in Washington, D.C., while having productive discussions with key lawmakers. The directors plan to maintain momentum by communicating with lawmakers and sharing success stories. The message emphasizes the importance of individual voices in advocacy efforts and invites others to participate. To facilitate this, a statewide document and talking points have been provided for anyone interested in engaging in advocacy opportunities. Copies of this document were provided at the meeting and can be accessed virtually via this [LINK](#).

Ms. Bungart-Bibb also reported that the reauthorization of WIOA faces uncertainty despite bipartisan support, primarily due to ongoing congressional debates over critical elements such as training mandates and funding flexibility. The A Stronger Workforce for America Act (ASWA) gained momentum in late 2024; however, discussions have since stalled. Meanwhile, the administration proposed the Make America Skilled Again (MASA) block grant program, which aims to consolidate various funding sources into a formula-driven allocation for states, potentially leading to significant funding cuts and new apprenticeship spending requirements. Currently, ASWA and MASA are the primary proposals under consideration for WIOA reauthorization, though more options may emerge.

Ms. Bungart-Bibb added one additional Federal update: The U.S. Departments of Education (ED) and Labor (DOL) have announced a new interagency agreement (IAA) outlining a new partnership between these agencies intended to streamline federal oversight and administration of education and workforce development programs. Workforce Boards should anticipate increased centralized communication from the DOL and watch for forthcoming implementation guidance from ED and DOL.

OLD BUSINESS

None

PUBLIC TIME

None

MEMBERS' TIME

Frank Tecumseh thanked Kathy Olsen for her 32 years of dedication to the Board and congratulated her on her upcoming retirement. A brief discussion took place regarding the recruitment of additional members for the Workforce Development Board. Acknowledgement was made that all current open positions are filled; however, there is an opportunity to add new members based on the required composition. Referrals for potential candidates are still welcome, and all submissions will be thoroughly considered.

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Appropriation Year (AY) 2023 Workforce Innovation and Opportunity (WIOA) Statewide Activities (SWA) and Fiscal Year (FY) 2025 General Fund/General Purpose (GF/GP) Funding to Support Program Year (PY) 2025 Capacity Building and Professional Development (CBPD) for, the Period of July 1, 2025 through June 30, 2026
PI: 25-22

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 \$47,745.

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.

Funding Summary

Total Allocation	\$47,745
WIOA SWA	\$33,421
GF/GP	\$14,324

Source: PI: 25-22, July 17,2025

**Appropriation Year (AY) 2025 Wagner-Peyser and Fiscal Year (FY) 2025 State Penalty and Interest (P&I)
Allocations to Support Program Year (PY) 2025 Employment Service (ES) Operations
PI: 25-23**

Michigan Works! Southwest has received notice of an allocation for Wagner – Peyser (WP) Employment Service (ES) operations totaling \$741,999, for the time period of July 1, 2025 through June 30, 2027. This WP allocation is a decrease of \$11,337 from AY2024 allocations.

In further support of PY 2025 Employment Services (ES), Michigan Works! Southwest has been allocated \$190,320 in State Penalty and Interest (P&I) funding.

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	70.0%
Employment Rate 4th Quarter After Exit	67.0%
Median Earnings 2nd Quarter After Exit	\$8,000

Funding Summary

Wagner Peyser Allocation	\$741,999
Program	\$608,440
Administration	\$133,559

Source: PI: 25-23, July 18, 2025

Penalty and Interest (P&I)	\$190,320
Program	\$156,063
Administration	\$ 34,257

Source: PI: 25-23, July 18, 2025

Workforce Development Board Bylaw Revision Summary

August 21, 2025

In addition to minor edits, reorganizing, and general formatting changes made throughout the bylaws, proposed edits include:

- Condensed language in Provision section
- Updated Purpose and Goals to align language with WIOA requirements and monitoring activities
- Enhanced language regarding Attendance and Voting; including the use of Proxies. Specifically:
 - Section 3.3.E: If a WDB member does not have an alternate designee and is unable to attend a meeting, the WDB member may designate a Proxy who is a private sector member of the Executive Committee to vote in their place. All proxy appointments must be in writing and presented to the person presiding over the meeting at the start of the meeting, or as soon after that is reasonably practicable. A WDB member designating a vote by proxy will be deemed as being in attendance for quorum, notice, waiver, voting, and other purposes. Copies of all proxies for each meeting will be maintained with official meeting minutes.
- Added additional Chairperson responsibility. Specifically, the Chairperson:
 - Shall, by their election as Chairperson, represent the WDB, and delegate authority and responsibility as needed.
- Added language to allow for a Temporary Chairperson
- Removed references to the Monitoring Committee (note: responsibilities were reabsorbed by the WDB throughout the document, as appropriate)
- Participation Options section updated to detail teleconferencing options
- Added Section 5.6: Action Between Meetings which states:
 - At times, it may become necessary to conduct business between meetings. The WDB Chairperson is authorized to conduct or approve business on behalf of the WDB in these instances. Notice of the proposed Action Between Meetings and the opportunity to comment shall be provided to WDB members at least 48 hours prior to this approval taking place. In these situations, the action must be ratified at the next WDB meeting.
- Public Participation section updated to state, “Agendas may be modified at the beginning of a meeting to add a Legislative Update on an as-needed basis.”
- Updated Accountability Section to include:
 - Language regarding monitoring, specifically: To provide primary oversight, the WDB shall be charged with reviewing all programs/ services funded by Michigan’s

workforce development department and other federal and state sources under the auspices of the Michigan Works! Southwest Workforce Development Board, at least annually.

- Added language regarding the Sunshine Provisions

BYLAWS OF THE
MICHIGAN WORKS! SOUTHWEST
WORKFORCE DEVELOPMENT BOARD

DRAFT

WDB Bylaws
October 1, 2024
Amended August 21, 2025

ARTICLE I: ESTABLISHMENT

Section 1.1: Name

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

Section 1.2: Area Served

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

Section 1.3: Provision of Establishment

The WDB is established pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, Section 107.

ARTICLE II: PURPOSE AND GOALS

Section 2.1: Purpose

The purpose of the WDB, in partnership with the units of local government of the four-county area, shall be consistent with those purposes that are identified for a local WDB under the Workforce Innovation and Opportunity Act of 2014 and amendments thereto, in accordance with public law.

The WDB shall be responsible for strategic planning, policy development, and oversight of the local workforce investment system. The WDB shall also:

- A. Make recommendations regarding the improvement of the local employment and training delivery network, including federal and state resource use, expanded coordination of job training and employment activities, and other related activities.
 - B. Together with the State of Michigan, develop and adhere to the area's Local Plan. Further, the WDB shall, together with other local areas and the State of Michigan, develop and adhere to the area's Regional Plan.
 - C. Serve as a forum for public and private sector representation to encourage cooperative uses of employment and training funding, facilities, and workforce development staff resources, for a comprehensive and coordinated service delivery system that maximizes the quality of services, customer satisfaction, and effectiveness of the services provided.
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Section 2.2: Roles and Responsibilities

The roles and responsibilities of the WDB shall be consistent with those that are identified for a local WDB under WIOA Section 107(d) and 20 CFR 679.370 and any amendments thereto, including, but not limited to:

- A. Developing the local plan and regional plan.
 - B. Conducting workforce research and regional labor market analysis.
 - C. Convening, brokering, and leveraging system stakeholders to assist in the development of the local plan, and identifying non-federal expertise and resources to leverage support for workforce development activities.
 - D. Leading employer engagement with diverse entities to promote business representation on the board, support utilization of the workforce system and workforce investment activities, meet employer needs, support economic growth, and develop and implement proven or promising strategies to meet the skill needs of workers and employers to expand employment and career advancement opportunities for in-demand industry sectors or occupations.
 - E. Leading efforts in the development and implementation of career pathways with secondary and postsecondary education.
 - F. Leading efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and job seekers (including individuals with barriers to employment), including providing physical and programmatic accessibility; to identify and disseminate information carried out in other local areas for meeting such needs.
 - G. Developing strategies to use technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers by facilitating connections among the intake and case management information systems, access to services provided through one-stop delivery system, identified strategies to meet the needs of individuals with barriers to employment, and the leveraging of resources and capacity within the local workforce development system.
 - H. In partnership with the chief elected official for the local area, conducting program oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area; and ensuring the appropriate use, management and investment of the funds provided under WIOA for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area to maximize performance outcomes under WIOA sec. 116.
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- I. Negotiating and reaching an agreement on local performance accountability measures and methods for funding one-stop infrastructure costs.
- J. Selecting, and where appropriate terminating, the following providers in accordance with 2 CFR part 200: one-stop operators, providers of youth workforce investment activities, eligible providers of training services, and providers of career services.
- K. Working with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- L. Coordinating activities with education and training providers in the local area, reviewing applications to provide adult education and literacy activities under WIOA title II for the local area to determine whether such applications are consistent with the local plan; making recommendations to the eligible agency to promote alignment with such plan; and replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
- M. Developing a budget consistent with the local plan and the duties of the local board, as appropriate, subject to the approval of the chief elected official.
- N. Annually assessing the physical and programmatic accessibility of one-stop centers in the area.

Section 2.3: Distribution of Workforce Development Funds

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

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

ARTICLE III: MEMBERSHIP

Section 3.1 Membership

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

County:	Branch	Calhoun	Kalamazoo	St. Joseph	Region	At-Large	Total
Approximate Percentage	11%	27%	33%	11%	11%	7%	100%

Notes

- A majority of the members shall be representatives of businesses in the local area. At a minimum, two members must represent small business.
- Community-Based Organizations (CBOs) meet the Organized Labor definition in WIOA. CBOs are still required in Michigan Law, Public Act 491 of 2006. The representation from labor and community-based organizations combined shall be a minimum of 20% of the total Board membership.
- In Michigan, services under Wagner-Peyser are delivered at the local level by the WDB staff or contracted staff. Local Boards will not be required to appoint a member in this category due to the agreement resulting from the State of Michigan v. Alexis M. Herman.
- Region – Some appointments represent the entire region rather than a specific county.
- Some appointments represent more than one county but not the entire area, and those members may be duplicative.
- Other (optional) - Organizations that have demonstrated experience and expertise in addressing employment, training, or education needs of targeted populations, including representatives of organizations that serve offenders (e.g., Department of Corrections) and out-of-school youth (e.g., Job Corps).

Section 3.2 Appointment Process

Appointments to the WDB and the filling of vacancies are made following specific appointment procedures defined by State and Federal policy. The Chief Elected Official shall be notified in writing of any vacancy.

- A. Individuals must be appointed to the WDB. Whenever possible, preference is given to individuals nominated by an organization. For renewal appointments, official members and alternates of the WDB may be appointed by their representative agency or organization.
- B. All WDB appointees must be currently employed in the sector they represent, with the exception of employment services (ES), labor, and education representatives.
- C. To ensure board membership reflects the demographics of the local service area, “At-



large” seats will be filled by nominees reflecting the diversity of the area. This means prioritizing nominees with diverse backgrounds to assist in addressing any inequities that may exist on the WDB (e.g., low representation of females, minorities, etc.).

- D. The representatives from each county will be appointed by the Board of Commissioners for the County they represent. The regional representatives will be appointed by Kalamazoo County.
- E. Terms for members who also serve as County Commissioners shall be for two years or until their respective term of office ends. New and renewal appointments for the private sector shall have terms expire in the years ending in an odd number, and the terms for non-private sector new and renewal appointments shall expire in the years ending in an even number. If a member resigns or for any reason leaves office prior to the end of a term, their replacement shall first be appointed to fill the remainder of the current term.
- F. Each County shall have the option to appoint one County Commissioner to the WDB, so long as that County Commissioner meets one of the other categories as set forth above. For example, one of Calhoun’s private sector appointments could be a County Commissioner who would also be involved/employed in the private sector.

Section 3.3 Attendance and Voting

- A. Each appointed WDB member is entitled to one vote.
- B. Members/alternate members must attend in person to participate in voting. Members/alternate members with a health condition or a disability that prevents them from attending a meeting in person are allowed to participate remotely under the Americans with Disabilities Act (ADA) (Opinion 7318 – ADA – State of Michigan).
- C. If a WDB member with an alternate designee is unable to attend a meeting, the alternate designee may attend the meeting and vote in place of the WDB member.
- D. If a WDB member and their alternate designee both attend the same meeting, only the WDB member may cast a vote.
- E. If a WDB member does not have an alternate designee and is unable to attend a meeting, the WDB member may designate a Proxy who is a private sector member of the Executive Committee to vote in their place.

All proxy appointments must be in writing and presented to the person presiding over the meeting at the start of the meeting, or as soon after that is reasonably practicable. A WDB member designating a vote by proxy will be deemed as being in attendance for quorum, notice, waiver, voting, and other purposes. Copies of all proxies for each meeting will be maintained with official meeting minutes.

F. In the event that a WDB member has excessive absences from regularly scheduled meetings, the WDB Executive Committee will discuss current and future availability to serve with the WDB member.

G. Excessive absences shall be defined by the Executive Committee.

Section 3.4: Neglect of Duties

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

Section 3.5 Conflict of Interest

A. The existence of a conflict of interest does not prohibit an individual from serving on the WDB. Local policy shall detail the conflict of interest exceptions that would allow representation under specifically defined situations.

B. No individual shall serve on the Workforce Development Board if they have an ownership interest or are employed by an organization that receives funds under the direct control of Michigan Works! Southwest.

C. Members shall be required to meet the conflict of interest disclosure requirement as soon as they are appointed to the WDB and prior to attending their first meeting.

ARTICLE IV: OFFICERS

A. **Chairperson of the WDB** shall be a member representing the private sector, elected by vote of the WDB and/or the WDB Executive Committee for a one-year term. The term of the Chairperson may be renewed for a second year; however, it cannot exceed two consecutive years. The Chairperson shall, at least every two years, be from a different member county so that the Chairperson position rotates on a two-year basis. The responsibilities of the Chairperson shall include, but are not limited to:

a. Consult on the WDB agenda and preside over all meetings of the WDB and the Executive Committee.

b. Recommend appointments of Chairpersons, members, and ex officio members to the WDB committees.

c. Serve as ex officio member of all committees of the WDB.

d. Sign documents requiring approval of the WDB.

- e. Act as the official spokesperson of the WDB.
 - f. Coordinate activities among committees of the WDB.
 - g. Recommend nominations of WDB appointments to fill vacancies.
 - h. Approve the appointment of Committee Chairs.
 - i. Approve membership of Ad hoc Committees.
 - j. Shall, by their election as Chairperson, represent the WDB, and delegate authority and responsibility as needed.
- B. **Vice Chairperson of the WDB** shall be a member representing the private sector elected by a vote of the WDB. The duties of the Vice-Chairperson shall include:
- a. Carrying out the responsibilities of the Chairperson during the absence, unavailability, or incapacity of the Chairperson.
 - b. Serve as Vice Chair of the Executive Committee.
- C. **Temporary Chairperson** may be appointed in the event that both Chairperson and Vice-Chairperson are absent from a meeting of the Workforce Development Board. The Temporary Chairperson shall be elected from among the Private Sector members present to preside over that meeting. The duties of the chair shall be ad hoc for that meeting only.
- D. **Chairpersons of Standing Committees** shall be of the Private Sector and members of the WDB.
- E. **Co-chairs** of Committees may be appointed to any standing or advisory committees, except the Executive Committee, when a committee's charge is expanded or additional expertise is desirable.

ARTICLE V: COMMITTEES

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

An Executive Committee shall serve as a standing committee of the WDB. Membership shall consist of the Chairperson, Vice Chair, with a minimum of three other members appointed by the Chairperson and shall include representation from each of the four counties served. The Executive Committee has the authority to conduct the day-to-day operations of the WDB between the meetings of the full WDB and the powers and duties set forth in these bylaws.

B. Disability Awareness Resource Team (DART) (Advisory Committee)

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

The DART Committee shall serve as the WDB's disability resource contact point to advise the WDB regarding accessibility and services. The DART Committee shall also assist with operational and other issues regarding the provision of services to individuals with disabilities, including programmatic and physical access to services, programs, and activities of the one-stop delivery system, appropriate training for staff on providing supports or accommodations, and finding employment opportunities for individuals with disabilities, as appropriate.

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

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

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

D. Request for Proposal (RFP) Committee (Ad hoc Committee)

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

E. Other Committees may be created upon the recommendation of the WDB and/or Executive Committee.

ARTICLE VI: WDB STAFF

Professional, technical, and clerical staff support to the WDB and its committees shall be

provided by the Administrative Agent. The staff shall:

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

ARTICLE VII: MEETINGS

Section 5.1 Regular Meetings

A minimum of one official meeting of the WDB shall be held at least quarterly (four meetings each year). The meeting calendar establishing dates and locations shall be established and approved by the WDB no later than the final meeting of the previous calendar year. WDB meetings shall be scheduled to last no longer than one and one-half hours unless prior notice is given. The staff of the WDB shall transmit notice of the time and place of each regular meeting at least five (5) calendar days prior to the meeting to each member of the WDB.

By action of the Executive Committee, regular meetings of the WDB may be rescheduled; however, written notice of rescheduled meetings shall be forwarded to WDB members at least five (5) calendar days prior to the scheduled meeting date.

Section 5.2 Special Meetings

Special meetings of the WDB may be called by the Chairperson, a simple majority of the Executive Committee, or by a simple majority of the voting members.

Notice of a special meeting shall be transmitted to members in writing, by email, or by phone at least twenty-four hours prior to such a meeting. The notice shall identify the business to be addressed at the meeting.

Section 5.3 Committee Meetings

Annual meeting calendars for other standing and advisory committees shall be established by

each respective committee. Meeting dates for Ad-hoc Committees shall be scheduled, as needed.

Section 5.4 Quorum

No official WDB business may be conducted in the absence of a quorum. To constitute a quorum, a majority (51%) of the total membership or a majority of the Executive Committee must be in attendance at the time of the meeting. Vacancies do not count toward a quorum.

Section 5.5 Participation Options

The WDB will make every effort and pay particular attention to participation options made possible by advancements in electronics and telecommunications. The use of Zoom and/or other methods of teleconference may be made available for members to attend WDB meetings. WDB members' participation in meetings by teleconferencing shall be consistent with the Open Meetings Act (1976 PA 267, as amended, MCL 15.261, et seq). Upon approval of the Chairperson, Board members may appear at a meeting via a teleconferencing device, including speaker phone, provided that a quorum is present at the meeting site and all individuals attending the meeting can hear and be heard by the Board member(s) attending via teleconferencing device. Failure to establish a video/audio teleconference due to technical or other problems shall not preclude conducting the meeting if a quorum is present. If a Board member participates via teleconferencing, this will be indicated on the meeting minutes.

Section 5.6 Action Between Meetings

At times, it may become necessary to conduct business between meetings. The WDB Chairperson is authorized to conduct or approve business on behalf of the WDB in these instances. Notice of the proposed Action Between Meetings and the opportunity to comment shall be provided to WDB members at least 48 hours prior to this approval taking place. In these situations, the action must be ratified at the next WDB meeting.

Section 5.7 Open Meetings Act

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

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

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

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

Section 5.8 Public Participation

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

The second Public Comment period on the agenda is an opportunity for members of the public to provide comments on non-agenda items.

Speakers, other than members, after being recognized by the Chairperson, shall identify themselves and shall limit their comments to four (4) minutes in duration. The time limit may be extended by the WDB or Committee Chairperson, or by vote of the WDB or Committee.

Agendas may be modified at the beginning of a meeting to add a Legislative Update on an as-needed basis.

Section 5.9 Publication of Proceedings

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

ARTICLE VIII: ACCOUNTABILITY

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

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

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

To provide primary oversight, the WDB shall be charged with reviewing all programs/ services funded by Michigan's workforce development department and other federal and state sources under the auspices of the Michigan Works! Southwest Workforce Development Board, at least annually.

Additionally, business of the WDB will be conducted in an open manner as required by WIOA sec. 107(e), by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the Local WDB. Known as the "Sunshine Provisions," this shall include:

- A. Information about the Local Plan, or modifications to the Local Plan, before submission of the plan;
- B. List and affiliation of Local WDB members;
- C. Selection of one-stop operators;
- D. Award of grants or contracts to eligible training providers of workforce investment activities, including providers of youth workforce investment activities;
- E. Minutes of formal meetings of the Local WDB; and
- F. Local WDB by-laws, consistent with § 679.310(g).

ARTICLE IX: AMENDMENTS/MODIFICATIONS AND REVIEWS

The bylaws shall be deemed to be automatically modified without further action necessary to reflect any changes in relevant legislation, regulations, or local policies.

These Bylaws shall be reviewed and reapproved at a minimum, every two-year period to align with the Intergovernmental Agreement between the WDB and each of the Counties within the MWSW service area.

ARTICLE X: SIGNATURES AND EFFECTIVE DATE

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

The effective date of this Agreement shall be the date the last party signs it, or October 1, 2025, whichever comes first.

Branch County

By: _____
Randall Hazelbaker, Board Chair

Dated: _____

By: _____
Teresa A. Kubasiak, County Clerk

Dated: _____

Calhoun County

By: _____
Derek King, Board Chair

Dated: _____

Kalamazoo County

By: _____
Jenn Strebs, Board Chair

Dated: _____

St. Joseph County

By: _____
Jared Hoffmaster, Board Chair

Dated: _____

By: _____
Gina Everson, County Clerk / Register of Deeds

Dated: _____

Michigan Works! Southwest Workforce Development Board

By: _____
Brian O'Donnell, Board Chair

Dated: _____



Exhibit D3

**BYLAWS OF THE
MICHIGAN WORKS! SOUTHWEST
WORKFORCE DEVELOPMENT BOARD**

WDB Bylaws OCTOBER 1, 2024

Article I: Establishment

Section 1: Name

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

Section 2: Area Served

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

Article II: Functions

Section 1: Provision

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

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

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

Section 2: Purpose

- A. The WDB shall participate in the development of, and submit recommendations regarding, Michigan Works! Southwest workforce development plans, and policies for the Michigan Works! Southwest Network that includes Branch, Calhoun, Kalamazoo, and St. Joseph Counties.
- B. The WDB shall monitor and provide for objective evaluation of workforce development programs and services in the Michigan Works! Southwest Area.

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

Section 3: Distribution of Workforce Development Funds

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

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

Article III: Organization

Section 1: Membership

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

County:	Branch	Calhoun	Kalamazoo	St. Joseph	Region	At-Large	Total
Approximate Percentage	11%	27%	33%	11%	11%	7%	100%

Notes

- A majority of the members shall be representatives of businesses in the local area.
- Community Based Organizations (CBOs) meet the Organized Labor definition in WIOA. CBOs are still required in Michigan Law; Public Act 491 of 2006. The representation from

labor and community based organizations combined shall be a minimum of 20% of the total Board membership.

- In Michigan, services under Wagner-Peyser are delivered at the local level by the WDB staff or contracted staff. Local Boards will not be required to appoint a member in this category due to the agreement resulting from the State of Michigan v. Alexis M. Herman.
- WIOA does not require federal TANF partners but Michigan Law; Public Act 491 of 2006 does.
- Region – Some appointments represent the entire region rather than a specific county.
- Other (optional) - Organizations that have demonstrated experience and expertise in addressing employment, training, or education needs of targeted populations, including representatives of organizations that serve offenders (e.g., Dept of Corrections) and out-of-school youth (e.g., Job Corps).

A. Appointment Process

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

1. Individuals must be appointed to the WDB. Whenever possible, preference is given to individuals nominated by an organization. For renewal appointments, official members and alternates of the WDB shall be appointed by their representative agency or organization.
2. All WDB appointees must be currently employed in the sector they represent with the exception of employment services (ES), labor and education representatives.
3. "At-large" seats are filled by nominees to assist in addressing any inequities which may exist on the WDB (e.g., low representation of females, minorities, etc.).
4. The representatives from each county will be appointed by the Board of Commissioners for the County they represent. The regional representatives will be appointed by Kalamazoo County.
5. Terms for members who also serve as County Commissioners shall be for two years or until their respective term of office ends. Beginning with new and renewal appointments after October 1, 2017, the terms for private sector shall expire in the years ending in an odd number and the terms for non-private sector new and renewal appointments shall expire in the years ending in an even number. If a member resigns or for any reason leaves office prior to the end of a term, his or her replacement shall first be appointed to fill the remainder of the current term.

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

Section 2: Attendance

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

Section 3: Neglect of Duties

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

Section 4: Officers

- A. **Chairperson of the WDB** shall be a member representing the private sector. The term of the Chairperson may be renewed for a second year; however, cannot exceed two consecutive years. The Chairperson shall, at least every two years, be from a different member county so that the Chairperson position rotates on at least a two-year basis. The responsibilities of the Chairperson shall include, but are not limited to:
 1. Consult on the WDB agenda and preside at all meetings of the WDB and the Executive Committee.
 2. Recommend appointments of Chairpersons, members, and ex-officio members to the WDB committees.
 3. Serve as ex-officio member of all committees of the WDB.
 4. Sign documents requiring WDB approval.
 5. Act as the official spokesperson for the WDB.
 6. Coordinate activities among other committees of the WDB.

7. Recommend nominations for WDB appointments to fill vacancies.
 8. Approve appointments of Committee Chairs.
 9. Approve the membership of Ad hoc Committees.
- B. **Vice-Chairperson of the WDB** shall be a member representing the private sector elected by vote of the WDB. The duties of the Vice-Chairperson shall include:
1. Carrying out the responsibilities of the Chairperson during the absence, unavailability, or incapacity of the Chairperson.
 2. Serve as Vice Chair of the Executive Committee.
- C. **Chairpersons of Standing Committees** of the WDB shall be members representing the private sector or as in the case of the Disability Committee, an expert in the field, and shall be appointed by the WDB chair.
- D. **Co-chairs** may be appointed for any standing committee, except the Executive Committee, when a committee's charge is expanded, or additional expertise is desirable. For the Monitoring and Evaluation Committee, at least one Co-chair shall be an official WDB member representing the private sector.

Section 5: Committees

A. Executive Committee (Standing Committee)

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

B. Monitoring and Evaluation Committee (Standing Committee)

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

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

1. Evaluate Michigan Works! Southwest programs, data, activities, and performance from the perspective of the private sector including but not limited to:

- a. Labor Market Outcomes - demand occupations, placements, earnings, earnings gained and retentions.
 - b. Access and Equity - demographic distribution of services as well as special targeting and recruitment, market penetrations and self-services.
 - c. Return on Investment - comparing and contrasting different methods of service delivery.
2. Assess learning gains and skill enhancements as they relate to the local labor market.
 3. Assure that a customer satisfaction system is in place that, at a minimum, measures the level of customer (i.e., job seekers and employers) satisfaction with service delivery.
 4. Assess the internal efficiency and effectiveness of the WDB programs and activities.
 5. Conduct on site reviews of subrecipient/service provider activity.
 6. Monitor program and contractual compliance, particularly in the area of outcomes, and render opinions on services and performance.

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

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

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

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

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

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

Per Public Act 491 of 2006, educational advisory groups are required by state law to serve

in an advisory capacity to the local WDBs on educational issues. The CEAC will serve as the regional equivalent of educational advisory groups. The CEAC shall serve in an advisory capacity to the WDB for Michigan Works! Southwest on educational issues. The roles and responsibilities of the CEAC are outlined in state policy.

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

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

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

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

Section 6: WDB Staff

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

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

Article IV: Meetings

Section 1: Regular Meetings

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

Section 2: Special Meetings

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

Section 3: Quorum

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

Section 4: WDB Committee Meetings

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

Section 5: Conflict of Interest

- A. Local policy shall detail the conflict of interest exceptions that would allow representation under specifically defined situations.

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

Section 6: Open Meetings

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

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

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

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

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

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

Section 7: Public Participation

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

The second Public Comment period on the agenda is an opportunity for members of the public to provide comment on non-agenda items.

Speakers, other than members, after being recognized by the Chairperson, shall identify themselves and shall limit their comments to four (4) minutes duration. The time limit may be extended by the WDB or Committee Chairperson or by vote of the WDB or Committee.

Section 8: Publication of Proceedings

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

Section 9: Accountability

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

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

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

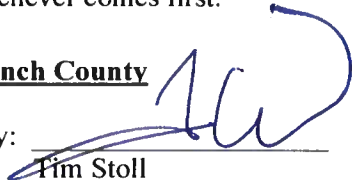
The WDB shall review performance of service providers/subrecipients in accomplishing goals established in the workforce development plan.

Article V: Signatures and Effective Date

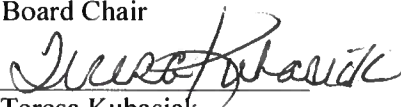
Counterparts: Facsimile/PDF Signatures - This Agreement may be signed in counterparts and delivered by fax or in .pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

The effective date of this Agreement shall be the date the last party signs it, or October 1, 2024, whichever comes first.

Branch County

By:  _____ Dated: 9/30/24
Tim Stoll

Its: Board Chair

By:  _____ Dated: 9/30/24
Teresa Kubasiak

Its: County Clerk

Calhoun County

By:  _____ Dated: 9.5.24
Derek King

Its: Board Chair

Kalamazoo County

By:  _____ Dated: 10/15/24
Tami Rey

Its: Board Chair

St. Joseph County

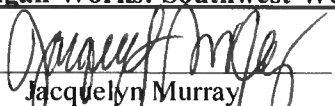
By:  _____ Dated: 9/17/24
Ken Malone

Its: Board Chair

By:  _____ Dated: 9/17/24
Lindsay Oswald

Its: County Clerk / Register of Deeds

Michigan Works! Southwest Workforce Development Board

By:  _____ Dated: 8/16/24
Jacquelyn Murray

Its: Workforce Development Board Chair



Workforce Development Board Policy Revision Summary August 21, 2025

WDB Policy 18 Rev 07 – Monitoring

In addition to minor edits made throughout the policy and use of a new WDB Policy template, changes were made to align with updates to the Bylaws (to be approved prior to approval of these changes). Those changes are as follows:

- Removal of references to the WDB Monitoring Committee and redistribution of associated responsibilities and activities
- Updated timeframes of Program/Service Compliance Monitoring from “once during a contract year” to “annually”, to align with the WDB meeting calendar
- Changes to Program/Service Compliance Monitoring and Management Information Systems and Desktop Monitoring Sections, resulting in:
 - Enhanced monthly oversight by the MWSW Administrative Monitor during MIS and Desktop Monitoring
 - Streamlining of annual reviews with state activities
- Minor updates to Nondiscrimination and Equal Opportunity Monitoring, including language to ensure the WDB receives and reviews programmatic demographic information at least annually
- Updated references



Workforce Development Board

WDB Policy 18 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.

Monitoring

EFFECTIVE DATE XX-XX-2025

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

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

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

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

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

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

Workforce Innovation and Opportunity Act (WIOA) of 2014

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

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

Michigan Works! Southwest Workforce Development Board Policy 12 Revision 01 and

subsequent changes, Work-Based Training Services

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

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

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

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

Michigan Works! Southwest Workforce Development Board Policy 36 Stipend Payments and subsequent changes

29 CFR Part 38 Implementation of the Nondiscrimination and Equal Opportunity Provisions of the WIOA and subsequent changes

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

POLICY

I. Monitoring by State Agencies

- A. The Michigan Works! Southwest Agency and its service providers shall participate in State Cycle Monitoring conducted by the State Office of Audit and Financial Compliance, as well as Program Reviews conducted by other state agencies.
- B. All scheduling coordination, communication, and responses to finding(s) and administrative recommendations from state agency monitoring shall be handled through the Michigan Works! Southwest Administration.

II. Workforce Development Board (WDB) Oversight

- A. The WDB oversight will include:
 1. An analysis of data, performance, and activities, including local labor market conditions, to identify the workforce needs of area employers, access and equity, and return on investment.
 2. Employer engagement to ensure workforce development activities are meeting current local needs while planning for future needs.
 3. Identifying and evaluating proven and promising practices for meeting the needs of employers, workers, and job seekers.
 4. Ensure that local workforce development services and activities are consistent with local needs and are meeting or exceeding established performance outcomes.
 5. Ensure a Customer Satisfaction system is in place to measure the effectiveness of services for job seekers and employers.

- B. Qualitative assessment shall include reviews of program operations, activities, and the provision of services to determine consistency with WDB plans and policies.
 - 1. The WDB shall establish and maintain policies and procedures to guide local program/service management. These policies and procedures shall be based on the requirements of federal regulations, state policies, the Michigan Works! Southwest System Plan, the Michigan Works! Southwest Four-Year WIOA Local Plan, and specific fund source oversight requirements and plans.
 - 2. The policies and procedures shall be reviewed annually by Michigan Works! Southwest Agency staff and updated as needed.
 - 3. The Michigan Works! Southwest System Plan, the Michigan Works! Southwest Four-Year WIOA Local Plan, the specific fund source plans, and plan modifications shall be reviewed by the Workforce Development Board.
 - 4. Performance data for each program shall be reviewed at WDB meetings, as appropriate.
 - 5. To provide primary oversight, the Michigan Works! Southwest WDB shall be charged with the following responsibilities:
 - a) Review all programs/services funded by Michigan's workforce development department and other federal and state sources under the responsibility of the Michigan Works! Southwest Workforce Development Board at least once annually.
 - b) Review of outcomes from the most recent compliance monitoring visit, as well as demographic and performance data at least annually.
 - c) Dialogue with service provider staff at least annually, and whenever possible, dialogue with program participants.

III. Service Provider Compliance Monitoring

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

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

B. Program/Service Compliance Monitoring

- 1. The Michigan Works! Southwest Administrative Monitor shall perform specific programmatic and compliance monitoring of service providers as an ongoing function, ensure that necessary desktop monitoring for eligibility and use of the One Stop Management Information System (OSMIS) is in place, and participate in program-specific data validation or other compliance reviews as required by the state.
- 2. Formal comprehensive program/service compliance monitoring of all program/services under the oversight of the MWSW WDB shall be conducted at least once annually. Monitoring reviews may be facilitated by the state and/or federal entity responsible for program oversight or by the MWSW Administrative Monitor. Based on performance, and to evaluate progress toward expected outcomes, more frequent monitoring may occur.
- 3. In years during which a formal state and/or federal programmatic review does not occur, the MWSW Administrative Monitor must conduct a formal, comprehensive program/service compliance monitoring, which shall include the following elements:
 - a) A thorough review of a sample of active and inactive participant files;
 - b) A comparison of file documentation with OSMIS data entries;

- c) An evaluation of Work-Based Learning (WBL) that includes On-the-Job Training (OJT) and Work Experience (WE) files, procedures, and sites; other wage reimbursement agreements, and other payments such as those for performance and stipends; and
 - d) A review of program/service operations.
4. Outcomes from formal reviews conducted by the MWSW Administrative Monitor shall be documented in a written report and provided to the Michigan Works! Southwest Director and the service provider being reviewed within thirty (30) working days of the completion of the monitoring visit.
 - a) The report shall detail any findings or administrative recommendations from the review, any necessary corrective action(s), continuous improvement opportunities, requests for information, and specify the type of response and/or follow-up required.
 - b) A copy of the report shall be maintained in the Michigan Works! Southwest's central files.
 - c) The service provider shall have a minimum of fifteen (15) business days from the date of report transmittal to provide a written response to the monitoring report, including the development of a plan to address requested corrective action(s), supplying requested information, and responding to any administrative recommendations.
 5. Follow-up to the on-site review may take place based on programmatic deficiencies identified and the corrective action response. This shall be determined by the Michigan Works! Southwest Monitor and/or Director.
 6. At least annually, service providers must submit their internal monitoring procedures, as well as procedures for maintaining and disseminating current program policies and ensuring staff understanding and application of current policies and procedures. The MWSW Monitor will review these procedures to ensure compliance with local, state, and federal requirements.
- C. Nondiscrimination and Equal Opportunity Monitoring
1. In conjunction with the annual Program/Service Compliance monitoring, the MWSW Administrative Monitor will ensure the meeting of nondiscrimination and equal opportunity responsibilities by service providers, as established in local policies and procedures, in compliance with WIOA Section 188 and with 29 CFR Part 38, at least annually.
 2. Monitoring of Nondiscrimination and Equal Opportunity shall ensure compliance with requirements including but is not limited to:
 - a) Inclusion of nondiscrimination and equal opportunity policy statements on program documents and materials distributed to the public,
 - b) Compliance with requirements for posting nondiscrimination and equal opportunity notices;
 - c) A review of demographics of the populations served; and
 - d) Verification of a signed participant acknowledgement of receipt of the current Nondiscrimination and Equal Opportunity Policy in the participant file. If this Policy is updated at any time during a participant's enrollment, the participant shall be given the updated version, and an updated signed acknowledgement shall be required in the participant file.
 3. The WDB will also review demographic information of the populations served

- at least annually.
4. If there are any Nondiscrimination and Equal Opportunity concerns and/or findings during the monitoring, they will be identified and addressed as appropriate.
- D. Eligibility Monitoring
1. Participant eligibility for WIOA programs/services shall be monitored at least quarterly by the MWSW Monitor.
 - a) A random sample (10% minimum) of participants enrolled in the previous calendar quarter will be developed, file copies requested, and a desktop audit conducted to ensure eligibility documentation is consistent with program requirements.
 - b) Service providers shall be notified electronically of any needed corrections or missing documentation. An administration monitoring system shall be used to ensure that subrecipients perform in accordance with the terms, conditions, and specifications of their agreement.
- E. Management Information System and Desktop Monitoring
1. As an ongoing function, the Michigan Works! Southwest Administrative Monitor shall at least monthly perform specific programmatic and compliance desktop monitoring of service providers through the use of appropriate management information systems.
 2. Using state and system generated reports, the Michigan Works! Southwest Administrative Monitor shall review participant activities, data entry and program operations to ensure accuracy and consistency with program and policy requirements. Based on findings, additional documentation may be requested from program staff to ensure compliance.
 3. Desktop reviews may include, but are not limited to:
 - a) An evaluation of Work-Based Learning (WBL) that includes On-the-Job Training (OJT) and Work Experience (WE) and payments such as those for performance or stipends;
 - b) Review of the participant Individual Services Strategy (ISS);
 - c) A review of training and supportive service entries;
 - d) Program towards performance goals; and
 - e) A comparison of program operations and contractual and programmatic requirements.
 4. Michigan Works! Southwest Administrative Monitor shall work with service providers to make necessary corrections and/or problem solve identified issues. 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.
- F. Michigan Works! Southwest Data Validation Monitoring / Procedures
1. The Michigan Works! Southwest Monitor, in conjunction with service providers, shall participate in program data validation as required by the state.
 2. The Michigan Works! Southwest Monitor shall obtain the necessary files/information in the requested format, make the information available to

state staff at the time specified, and, as available, share the outcome of the data validation process with the affected service providers.

IV. Service Provider Internal Monitoring

- A. Service providers shall establish and implement internal monitoring policies and procedures to ensure an ongoing review of participant, employer, financial, and programmatic management. Areas to be included, but not limited to, shall be: procurement and property management; timeliness and accuracy of entries made in the required Management Information System (MIS); services to protected classes; provision of priority of service to veterans and eligible spouses; participant eligibility and progress; performance outcomes; support services; procedures for On-the-Job Training (OJT); work experience; wage reimbursements, performance payments; and compliance with federal, state and local policies and regulations.
1. Participant activity/file monitoring shall be included in this process, and the service provider shall monitor a minimum sample of ten (10) active participant files monthly and document the results of this process.
 2. Service Providers shall use OSMIS standards, as well as program-specific customized reports, to monitor program operations, participant progress, and performance outcomes to ensure compliance with federal, state, and local policies and procedures.
 3. On-the-Job Training (OJT) worksites shall be monitored consistent with federal regulations, state policy, and WDB Policy 12 Revision 01 and subsequent changes, Work-Based Training Services.
 4. Work Experience funded positions shall be monitored consistent with federal regulations, state policy, and WDB Policy 15 Revision 03, and subsequent changes, Work Experience.
 5. Performance payments shall be monitored consistent with federal regulations, state policy, and WDB Policy 20 Revision 032 and subsequent changes, Incentive Payments.
 6. Stipend payments shall be monitored consistent with federal regulations, state policy, and WDB Policy 36 and subsequent changes, Stipend Payments.
 7. Ensure the meeting of nondiscrimination and equal opportunity responsibilities, as established in local policies and procedures, to ensure compliance with WDB Policy 25 Revision 053 and subsequent changes, Nondiscrimination and Equal Opportunity; WIOA Section 188; and with 29 CFR Part 38.
 8. Using the template supplied by the Michigan Works! Southwest Agency, service providers shall be required to complete a Quarterly Assessment Report that includes a narrative description of performance for the preceding quarter and other elements as may be defined in the template.
 9. As requested by the Michigan Works! Southwest Agency, service providers shall also supply information for, or respond to, requests for reports or additional program/service information.

V. Suspected Fraud, Abuse and Criminal Conduct

- A. Known or suspected cases of fraud, abuse, and/or criminal conduct must immediately be reported to the Michigan Works! Southwest Director.
- B. Once reported or discovered, the incident must be reported within one (1) work day to the federal and state authorities using the procedures outlined in Michigan's

workforce development department's Policy Issuance 24-32, regarding Employment and Training Administration (ETA) Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct in Accordance with the U.S. Department of Labor's (USDOL's) Training and Employment Guidance Letter (TEGL) No. 15-23.

- C. Consistent with Michigan's workforce development's Policy Issuance 24-32, the Michigan Works! Southwest Agency and their service providers shall also notify their employees of the availability of the USDOL hotline for providing information confidentially to the Office of the Inspector General (OIG).

ACTION All staff must become familiar with the requirements of this policy and all impacted staff must take action, as appropriate and necessary, to implement the directives of this policy immediately.

INQUIRIES Questions regarding this policy should be directed to the Michigan Works! Southwest Administration by telephone at 269-349-1533 or by email at miworks@upjohn.org.

Michigan Works! Southwest is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The information contained in this policy will be made available in alternative formats (large type, audio recording, etc.) upon request to the Michigan Works! Southwest Administration office. For details, please contact the Michigan Works! Southwest Administration by telephone at 269-359-1533, or by email at miworks@upjohn.org, or dial 711 for the Relay Center and TTY.

INITIAL EFFECTIVE DATE 7/1/2007

APPROVED		
Initial Policy:	WDB Executive Committee	10/4/2007
Revision 01	WDB Executive Committee	12/3/2009
Revision 02	WDB Executive Committee	10/6/2011
Revision 02	WDB Executive Committee	10/15/2014 (All WDB policies accepted to apply to all four counties)
Revision 03	WDB	2/18/2015
Revision 04	WDB Executive Committee	10/12/2018
Revision 05	WDB Executive Committee	4/12/2019
Revision 06	WDB Executive Committee	3/18/2021
Revision 07	WDB Executive Committee	x/xx/2025

EXPIRATION Ongoing



Workforce Development Board

WDB Policy 18 ~~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.

Monitoring

BACKGROUND

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

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

SCOPE

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

REFERENCES

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

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

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

Workforce Innovation and Opportunity Act (WIOA) of 2014

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

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

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

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

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

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

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

Michigan Works! Southwest Workforce Development Board Policy 36 Stipend Payments and subsequent changes

29 CFR Part 38 Implementation of the Nondiscrimination and Equal Opportunity Provisions of the WIOA and subsequent changes

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

POLICY

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

- the requirements of federal regulations, state policies, the Michigan Works! Southwest System Plan, the Michigan Works! Southwest Four-Year WIOA Local Plan, and specific fund source oversight requirements and plans.
2. The policies and procedures shall be reviewed annually by Michigan Works! Southwest Agency staff and updated as needed.
 3. The Michigan Works! Southwest System Plan, the Michigan Works! Southwest Four-Year WIOA Local Plan, the specific fund source plans, and plan modifications, shall be reviewed by the Workforce Development Board.
 4. Performance data for each program shall be reviewed at ~~the Monitoring Committee, Executive Committee and/or full~~ WDB meetings, as appropriate.
 5. To provide primary oversight, ~~the Monitoring and Evaluation Committee, a committee of~~ the Michigan Works! Southwest WDB, shall be charged with the following responsibilities:
 - a. Review all programs/services funded by Michigan's workforce development department and other federal and state sources under the responsibility of the Michigan Works! Southwest Workforce Development Board at least once ~~during the program contract year~~ annually.
 - b. Review of outcomes from the most recent compliance monitoring visit, as well as demographic and performance data at least annually.
 - c. Dialogue with service provider staff at least annually, and whenever possible, dialogue with program participants.

III. Service Provider Compliance Monitoring

A. Financial Compliance Monitoring

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

- e. Where applicable, based on the Federal Uniform Guidance requirements, a copy of the service provider's financial audit and the data collection, conducted by an outside accounting firm, shall be submitted annually to the Michigan Works! Southwest Agency for review within the earlier of thirty (30) calendar days after receipt of the auditor's report or nine (9) months after the end of the audit period.
- f. Michigan Works! Southwest Agency staff shall develop and maintain a tracking and resolution system for service provider audit compliance.
- g. The Michigan Works! Southwest finance staff shall provide written notification to the service provider regarding the resolution of any audit findings.
- h. Service providers shall respond, in writing, to the Michigan Works! Southwest Agency regarding the resolution of any audit findings, administrative and/or management recommendations, or irregularities.
- i. Contracts and agreements with service providers shall include the provision to allow on-site auditing to be completed at any time, as deemed necessary by the State, Michigan Works! Southwest Director, or other designated Michigan Works! Southwest staff.

B. Program/Service Compliance Monitoring

1. The Michigan Works! Southwest Administrative Monitor shall perform specific programmatic and compliance monitoring of service providers as an ongoing function, ensure that necessary desktop monitoring for eligibility and use of the One Stop Management Information System (OSMIS) is in place, and participate in program-specific data validation or other compliance reviews as required by the state.

2. Formal comprehensive All programs/services compliance shall be monitored of all program/services under the oversight of the MWSW WDB shall be conducted at least once during a contract year annually. Monitoring reviews may be facilitated by the state and/or federal entity responsible for program oversight or by the MWSW Administrative Monitor.

Based on performance, and to evaluate progress toward expected outcomes, more frequent monitoring may occur.

- ~~3. A schedule for program/service compliance monitoring shall be set at the beginning of each program year, no later than the end of the first quarter.~~
- ~~4. In years during which a formal state and/or federal programmatic review does not occur, the MWSW Administrative Monitor must conduct a formal, comprehensive. The on-site compliance monitoring shall occur prior to the Monitoring and Evaluation Committee's review of each program.~~

- ~~5.3. p~~Program/service compliance monitoring, which shall include the following elements:

- a. A thorough review of a sample of active and inactive participant files;
- b. A comparison of file documentation with OSMIS data entries;
- ~~c. Interviews with program participants;~~
- ~~d. A review of the service provider's internal monitoring procedures;~~
- ~~e. An evaluation of Work-Based Learning (WBL) that includes On-the-Job Training (OJT) and Work Experience (WE) files, procedures, and sites; other wage reimbursement agreements, and other payments such as those for performance and stipends;~~
- ~~f.c. A review of the procedure for maintaining and disseminating current program policies and procedures and ensuring staff understanding and application of current policies and procedures; and~~

~~6.d.~~ A review of program/service operations.

- ~~6.4.~~ Outcomes from formal reviews conducted by the MWSW Administrative Monitor ~~The Michigan Works! Southwest Monitor~~ shall be documented in ~~provide~~ a written report and provide of the on-site monitoring visit to the Michigan Works! Southwest Director and the service provider being reviewed within thirty (30) working days of the completion of the monitoring visit.
- a. The report shall detail any findings or administrative recommendations from the ~~on-site~~ review, any necessary corrective action(s), continuous improvement opportunities, requests for information, and specify the type of response and/or follow-up required.
 - b. A copy of the report shall be maintained in the Michigan Works! Southwest's central files.
 - c. The service provider shall have a minimum of fifteen (15) business days from the date of report transmittal to provide a written response to the monitoring report, including the development of a plan to address requested corrective action(s), supplying requested information, and responding to any administrative recommendations.
- ~~7.5.~~ Follow-up to the on-site review may take place based on programmatic deficiencies identified and the corrective action response. This shall be determined by the Michigan Works! Southwest Monitor and/or Director.
- ~~8.6.~~ At least annually, service providers must submit their internal monitoring procedures, as well as procedures for maintaining and disseminating current program policies and ensuring staff understanding and application of current policies and procedures. The MWSW Monitor will review these procedures to ensure compliance with local, state, and federal requirements.

C. Nondiscrimination and Equal Opportunity Monitoring

1. In conjunction with the annual monitoring, the MWSW Administrative Monitor will ensure the meeting of nondiscrimination and equal opportunity responsibilities by service providers, as established in local policies and procedures, in compliance with WIOA Section 188 and with 29 CFR Part 38, at least annually.
2. Monitoring of The Nondiscrimination and Equal Opportunity ~~Monitoring~~ shall ensure compliance with requirements ~~include~~ ing, but is not limited to:
 - a. Inclusion of nondiscrimination and equal opportunity policy statements on program documents and materials distributed to the public;
 - b. Compliance with requirements for posting nondiscrimination and equal opportunity notices;
 - c. A review of demographics of the populations served; and
 - d. Verification of a signed participant acknowledgement of receipt of the current Nondiscrimination and Equal Opportunity Policy in the participant's file. If this Policy is updated at any time during a participant's enrollment, the participant shall be given the updated version, and an updated signed acknowledgement shall be required in the participant file.
3. The WDB will also review demographic information of the populations served at least annually.
4. If there are any Nondiscrimination and Equal Opportunity concerns and/or findings during the monitoring, they will be identified and addressed as appropriate.

D. Eligibility Monitoring

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

- E. Management Information System and Desktop Monitoring
 1. As an ongoing function, the Michigan Works! Southwest Administrative Monitor shall at least monthly perform specific programmatic and compliance desktop monitoring of service providers through the use of appropriate management information systems.
 2. Using state and system generated reports, the Michigan Works! Southwest Administrative Monitor shall review participant activities, data entry and program operations to ensure accuracy and consistency with program and policy requirements. Based on findings, additional documentation may be requested from program staff to ensure compliance.
 3. Desktop reviews may include, but are not limited to:
 - a. An evaluation of Work-Based Learning (WBL) that includes On-the-Job Training (OJT) and Work Experience (WE) and payments such as those for performance or stipends;
 - b. Review of the participant Individual Services Strategy (ISS);
 - c. A review of training and supportive service entries;
 - d. Program towards performance goals; and
 - ~~a-c.~~ A comparison of program operations and contractual and programmatic requirements.
 - ~~2-4.~~ Michigan Works! Southwest Administrative Monitor shall work with service providers to make necessary corrections and/or problem solve identified issues.

- F. Michigan Works! Southwest Data Validation Monitoring / Procedures
 1. The Michigan Works! Southwest Monitor, in conjunction with service providers, shall participate in program data validation as required by the state.
 2. The Michigan Works! Southwest Monitor shall obtain the necessary files/information in the requested format, make the information available to state staff in the time specified, and, as available, share the outcome of the data validation process with the affected service providers.

- IV. Service Provider Internal Monitoring
 - A. Service providers shall establish and implement internal monitoring policies and procedures to ensure an ongoing review of participant, employer, financial, and programmatic management.
 1. Areas to be included, but not limited to, shall be: procurement and property management; timeliness and accuracy of entries made in the required Management Information System (MIS); services to protected classes; provision of priority of service to veterans and eligible spouses; participant eligibility and progress; performance outcomes; support services; procedures for On-the-Job Training (OJT); work experience; wage reimbursements, performance payments; and compliance with federal, state and local policies and regulations.

2. Participant activity/file monitoring shall be included in this process, and the service provider shall monitor a minimum sample of ten (10) active participant files monthly and document the results of this process.
 3. Subcontractors shall use OSMIS standards, as well as program-specific customized reports, to monitor program operations, participant progress, and performance outcomes to ensure compliance with federal, state, and local policies and procedures.
 4. On-the-Job Training (OJT) worksites shall be monitored consistent with federal regulations, state policy, and WDB Policy 12 Revision 01 and subsequent changes, Work-Based Training Services.
 5. Work Experience funded positions shall be monitored consistent with federal regulations, state policy, and WDB Policy 15 Revision 03, and subsequent changes, Work Experience.
 6. Performance payments shall be monitored consistent with federal regulations, state policy, and WDB Policy 20 Revision 03~~2~~ and subsequent changes, Incentive Payments.
 7. Stipend payments shall be monitored consistent with federal regulations, state policy, and WDB Policy 36 and subsequent changes, Stipend Payments.
 8. Ensure the meeting of nondiscrimination and equal opportunity responsibilities, as established in local policies and procedures, to ensure compliance with WDB Policy 25 Revision 05~~3~~ and subsequent changes, Nondiscrimination and Equal Opportunity; WIOA Section 188; and with 29 CFR Part 38.
 9. Using the template supplied by the Michigan Works! Southwest Agency, service providers shall be required to complete a Quarterly Assessment Report that includes a narrative description of performance for the preceding quarter and other elements as may be defined in the template.
 10. As requested by the Michigan Works! Southwest Agency, service providers shall also supply information for, or respond to, requests for reports or additional program/service information.
- V. Suspected Fraud, Abuse and Criminal Conduct
- A. Known or suspected cases of fraud, abuse, and/or criminal conduct must immediately be reported to the Michigan Works! Southwest Director.
 - B. Once reported or discovered, the incident must be reported within one (1) work day to the federal and state authorities using the procedures outlined in Michigan's workforce development department's Policy Issuance 24-32, regarding Employment and Training Administration (ETA) Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct in Accordance with the U.S. Department of Labor's (USDOL's) Training and Employment Guidance Letter (TEGL) No. 15-23.
 - C. Consistent with Michigan's workforce development's Policy Issuance 24-32, the Michigan Works! Southwest Agency and their service providers shall also notify their employees of the availability of the USDOL hotline for providing information confidentially to the Office of the Inspector General (OIG).

INITIAL EFFECTIVE
DATE

7/1/2007

APPROVED

Initial Policy:	WDB Executive Committee	10/4/2007
Revision 01	WDB Executive Committee	12/3/2009
Revision 02	WDB Executive Committee	10/6/2011
Revision 02	WDB Executive Committee	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
Revision 03	WDB	2/18/2015
Revision 04	WDB Executive Committee	10/12/2018
Revision 05	WDB Executive Committee	4/12/2019
Revision 06	WDB Executive Committee	3/18/2021
Revision 07	WDB Executive Committee	x/xx/2025

EXPIRATION

Ongoing

DRAFT

Workforce Development Board
DRAFT 2025/2026 Meeting Schedule (18 Month)

EXECUTIVE COMMITTEE 3rd Thursday, 9:00-10:30 am	FULL WORKFORCE DEVELOPMENT BOARD 3rd Thursday, 9:00-10:30 am
	Thursday, September 18, 2025 At the Three Rivers Area Chamber of Commerce 1116 N. Main St. Three Rivers, MI 49093
Thursday, October 16, 2025 At the Upjohn Institute 300 S Westnedge Ave, Kalamazoo, MI 49007	
	Thursday, November 20, 2025 At the RMTC (Regional Manufacturing Tech Center) 405 Hill Brady Rd, Battle Creek, MI 49037
CANCELLED Thursday, December 18, 2025	
Thursday, January 15, 2026 At the Michigan Works! Service Center 200 W Van Buren St, Battle Creek, MI 49017	
	Thursday, February 19, 2026 Location TBD: Kalamazoo County
March 2026: No Meeting	
Thursday, April 16, 2026 At the Michigan Works! Service Center 1601 S. Burdick St, Kalamazoo, MI 49001	
	Thursday, May 21, 2026 Location TBD: Branch County
June & July 2026: No Meetings	
Thursday, August 20, 2026 At the Michigan Works! Service Center 200 W Van Buren St, Battle Creek, MI 49017	
	Thursday, September 17, 2026 Location TBD: St. Joseph County
Thursday, October 15, 2026 At the Michigan Works! Service Center 1601 S. Burdick St, Kalamazoo, MI 49001	
	Thursday, November 19, 2026 Location TBD: Calhoun County
December 2026: No Meeting	

The 2025/2026 WDB Meeting Calendar will be posted at:

<https://www.michiganworkssouthwest.org/workforce-development-board>

2025/2026 18 Month Schedule Approved XX/XX/XXXX

Business Solutions Summary Dashboard

July 2025



Business Solutions Services

Served 07/01/2025-7/31/2025

87 Employers Served
189 Services Provided

Employer Resource Network®

10/01/2024-7/31/2025

1,573 Services Delivered
717 Unique employees served
23 Total Employers

Going PRO Talent Fund FY2025 Cycle 1

*One (1) additional employers outside of Michigan Works! Southwest's four-county area were awarded GPTF funding.

31* companies awarded	\$1,946,196.97 awarded to companies	1005 individuals to be trained	229 Planned apprentices	305 Anticipated new hires
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Going PRO Talent Fund FY2025 Cycle 2

*One (1) employer award is tentative, pending tax obligations.

6* companies awarded	\$184,251 awarded to companies	80 individuals to be trained	28 Planned apprentices	6 Anticipated new hires
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Going PRO Talent Fund FY2024 ELC

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

6* companies awarded	\$178,950 awarded to companies	123 individuals to be trained	0 Planned apprentices	0 Anticipated new hires
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Service Summary Dashboard

July 2025



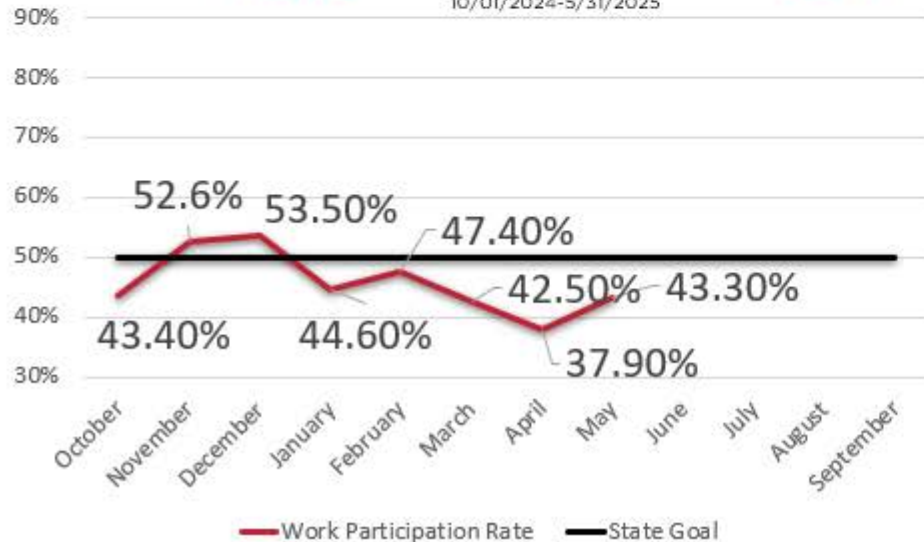
Partnership. Accountability. Training. Hope.

Served 10/01/2024-7/31/2025

885 Participants
40.2% Employment Rate
\$15.16 Average Wage

FY2025 Work Participation Rate **45.7%**

10/01/2024-5/31/2025



Gain Employment. Maintain Support.

Served 10/01/2024-7/31/2025

160 Participants
37.5% Employment Rate
\$16.15 Average Wage

WIOA & Wagner-Peyser Performance Summary

PY2024 Year End (07/01/2025-06/30/2025); Data Pull 08/08/2025

	WIOA ADULT		WIOA DISLOCATED WORKER		WIOA YOUTH		WAGNER-PEYSER	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Employment 2nd Quarter After Exit	88.6%	93.9%	88.0%	93.8%	79.0%	70.1%	70%	73.1%
Employment 4th Quarter After Exit	84.0%	90.4%	85.0%	90.3%	79.0%	60.6%	67%	72.0%
Median Earnings 2nd Quarter After Exit	\$8,500	\$9,264	\$9,100	\$10,228	\$4,600	\$5,125	\$8,000	\$8,713
Credential Attainment Rate	83.5%	78.3%	83.0%	90.5%	64.7%	53.8%	N/A	N/A
Measurable Skill Gains	66.0%	89.3%	67.6%	84.8%	48.7%	61.5%	N/A	N/A

2025 JMG Awardees



Congratulations

Karrie Messenger and Jim Benton, JAG National 6-of-6 Award Per Affiliate

Mya Schulz, Australia Smith, Katie McCuen, Rachel Spalvieri-Kruse, and Chelsie Taylor, JAG National 6-of-6 Award per Program

Mya Schulz, Rising Star Award

Rachel Spalvieri-Kruse and Chelsie Taylor, Living our Values: Transformational Award



JAG "6 OF 6"

Congrats! youth solutions

Rachel Spalvieri-Kruse
LIVING OUR VALUES
TRANSFORMATIONAL AWARD

JAG "6 OF 6"

Congrats! youth solutions

Mya Schulz
JAG "6 OF 6"

Mya Schulz

JAG "6 OF 6"

Congrats! youth solutions

Katie McCuen
JAG "6 OF 6"

Katie McCuen

JAG "6 OF 6"

Congrats! youth solutions

Chelsie Taylor
LIVING OUR VALUES
TRANSFORMATIONAL AWARD

JAG "6 OF 6"

Congrats! youth solutions

Australia Smith
JAG "6 OF 6"

Australia Smith

JAG "6 OF 6"