

WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AGENDA

Wednesday, June 18, 2025, from 9:00-10:30 a.m.

In-Person Meeting

Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, MI 49017

Note: Members must attend in person to participate in voting

Public Access is available at:

<https://us02web.zoom.us/j/82587863860?pwd=MJKqLOoRgTjQmQsyEZtdlXmVN3hqOX.1>

Meeting ID: 825 8786 3860 Passcode: 616312

Or Dial US Toll Free

• 833-548-0276 • 833-548-0282 • 877 853-5257 • 888-475-4499

- I. CALL TO ORDER / INTRODUCTIONS Brian O'Donnell, Chair
- II. TRANSPARENCY & INTEGRITY OF WDB DECISIONS Kathy Olsen
- III. PUBLIC TIME
- IV. MINUTES *(Vote Required)*
 - A. May 15, 2025 WDB Quarterly Board Meeting Minutes *(Exhibit A1)*
 - B. May 22, 2025 WDB Executive Committee Meeting *(Exhibit A2)*
- V. COMMITTEE REPORTS
 - A. Monitoring Committee (May 22, 2025, meeting) Brian O'Donnell/Kathy Olsen
- VI. NEW BUSINESS
 - A. Workforce Development Agreement *(Exhibit B1-B3)*
 - B. WDB Plans *(Vote Required)* Amanda Rosenberg
 - 1. CY 2024 Reemployment Services and Eligibility Assessment Program (RESEA) *(Exhibit C)*
 - C. Workforce Development Board *(Vote Required)* Kathy Olsen
 - 1. WDB Bi-Annual State Certification of Membership
 - a. WDB Changes/New/Renewal Appointments *(Exhibits D1-D2)*
 - 2. CEAC Membership Changes/Renewals *(Exhibits E1-E2)*
 - D. Public Notice – Modification of WIOA Annual Plan Amanda Rosenberg

VII. STAFF REPORTS

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

VIII. OLD BUSINESS

- A. Reminder – WDB Member Conflict-of-Interest Forms

IX. PUBLIC TIME

X. MEMBERS' TIME

XI. UPCOMING MEETINGS

- A. Full Workforce Development Board – Thursday, September 18, 2025 (9:00-10:30 am)
Location to be determined in St. Joseph County
- B. Executive Committee – Thursday, July 17, 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
- E. Monitoring & Evaluation Committee – Thursday, June 26, 2025 (8:00-9:30 am)
Michigan Works! Service Center 200 W. Van Buren Street, Battle Creek, MI 49017

XII. ADJOURNMENT

Brian O'Donnell, Chair

**Workforce Development Board
Quarterly Board Meeting Minutes
May 15, 2025**

CALL TO ORDER: Workforce Development Board Chair, Jackie Murray, called the meeting to order at 9:01 a.m. at the Branch County Community Health Conference Room, 570 Marshall Rd, Coldwater, Michigan.

INTRODUCTIONS: Individuals attending in person and virtually introduced themselves.

WDB Members Present:

Morris Appleby (Labor)[✓]
Kathi Cain-Babbitt (Labor)[✓]
Jill Bland (Econ Dev)
John Fiore (MRS)
Jared Hoffmaster (PS)
Al Ives (PS)
Kris Jenkins (Educ)*
Brian O'Donnell (PS)*

Jackie Murray (PS)*
Frank Tecumseh (PS)*[✓]
Dr. Paul Watson (Educ-KCC)[✓],
& alt. Bobby Beauchamp (Educ-KCC) [✓]

* Exec Committee
[✓] Attended virtually

WDB Members Absent

Jessica Eyster (PS)
Randall Hazelbaker (PS)*
Jeff Heppler (PS)
Derek King (PS)
David Maurer (PS)*
Charles Rose, alt for Jose Orozco (CBO)

Lisa Johansen (DOC)
Dave Pawloski (Labor)
Sabrina Radenovic (PS)
Windy Rea (Job Corps)
Liz Van Dussen (PS)
Ken Willcutt (Labor)

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

Debbie Horn (MWSW)
Ashley Iovieno (MWSW)
Amy Meyers (MWSW)
Kathy Olsen (MWSW)
Lynn Page (MWSW)

Amanda Rosenberg (MWSW)
Jennifer Teske (MWSW) [✓]
Jim Walters (MWSW)[✓]
Mark Waurio (MWSW)[✓]

Guests Present

Jim Benton (KRESA)[✓]
Rebecca Burns (CHA BHSJ)[✓]
Paige Daniels (KRESA)
Reggie Ferguson (KRESA)[✓]
Peter Kalogiros,[✓]
for Sen. Elissa Slotkin

Ryan Quandt [✓],
for Rep. Julie Rogers
Joe Sobeske (BACC)
Kristine Stevens (GOCC)
Amanda Sutherland (KRESA)[✓]
Audrey Tappenden (BCEGA)
Kaela Wunderlich (KRESA)

RECOGNITIONS

MW! Southwest Shining Star Awards

February – Jim Walters was recognized as the February Shining Star. Amy Meyers reported that Jim is the Service Center Liaison for Michigan Works! Southwest. He is a hard worker who goes

above and beyond to assist with any updates needed in the MWSW Service Centers. He is known for being thorough when going into a project, repair, and day-to-day operations, and is considered a jack of all trades. Jim consistently displays a willingness to do anything needed and is committed to excellence in all the Michigan Works! Southwest facilities. Although considered part of the Administration team, each Michigan Works! Southwest team considers him a part of their own. Ms. Meyers thanked Jim for his dedication and commitment to the Michigan Works! Southwest mission, and for ensuring each Service Center is updated, welcoming, and professional.

March – Kaela Wunderlich was recognized as the March Shining Star. Amy Meyers reported that Kaela is a Youth Career Coach for Michigan Works! Southwest in Kalamazoo. Kaela's peers nominated her for this well-deserved recognition, highlighting her incredible impact on Youth Services and her unwavering commitment to excellence. She plays a vital role in guiding young individuals through the application and enrollment process for youth programming.

April – Kathy Olsen was recognized as the April Shining Star. Amy Meyers reported that Kathy is part of the Administrative team and widely regarded as a steady and inspiring presence across the organization. Kathy's career spans decades of service in the workforce development field and has left a lasting impact on colleagues and community partners. Bringing a unique blend of wisdom, patience, and purpose to every role she steps into, Kathy's influence is especially evident in her work as a mentor and teacher, where she consistently empowers her peers through thoughtful conversations, tailored training, and quiet encouragement. Drawing on her deep well of experience and historical knowledge, she provides meaningful context that enhances team understanding and supports confident decision-making. Known for her integrity, professionalism, and deep understanding of the value of workforce programs, Kathy leaves a positive impression in every space she engages in, and colleagues frequently highlight Kathy's joyful disposition, calling her a culture-carrier and role model whose influence extends far beyond her job description. She brings light, connection, and care to every interaction, embodying what it means to serve with heart.

MW! Southwest WDB Member Recognitions

Jackie Murray – Kathy Olsen acknowledged Jackie's significant contributions as a member of the Michigan Works! Southwest Workforce Development Board. Due to her upcoming relocation, Jackie will regrettably be stepping down from her position.

Kris Jenkins – Kathy Olsen recognized Kris's significant contributions as a valued member of the Michigan Works! Southwest Workforce Development Board as she prepares to retire from her position, effective June 30, 2025. Kris is committed to ensuring a smooth transition for her successor, facilitating a seamless handover of responsibilities.

MW! Southwest Impact Award

Ariel Martinez Ochoa – Amy Meyers announced that Ariel was recognized as the Michigan Works! Southwest 2025 Impact Award recipient. With support from Michigan Works! Southwest, the Neighborhood Employment HUBs, and partners, including Kellogg Community College, Ariel, overcame barriers to launching a successful healthcare career. A video was presented that highlighted this prestigious award, illustrating the community's collective efforts to support Ariel in pursuing his chosen career path. [Link to video](#)

MWSW staff reported that Ariel now has his medical assistant certification and is continuing to grow in his chosen profession.

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

No comments.

APPROVAL OF MINUTES (*Exhibit A*)

The approval of the meeting minutes from February 20, 2025, was postponed due to the absence of a quorum.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Amy Meyers reported that the Monitoring and Evaluation Committee met on April 24, 2025, to review Youth programs and services, including Workforce Innovation and Opportunity Act (WIOA), Jobs for Michigan Graduates (JMG), Young Professionals (YP), and Young Professionals Plus (YPP). The Committee interviewed six participants, all of whom provided overwhelmingly positive feedback and were referred to the program by a family member or friend. Notably, there was representation from all four counties involved. Key highlights of the programs included support for obtaining driver's permits and assistance with resume writing. Participants expressed enthusiasm for the financial literacy courses and are eagerly anticipating an updated version. An overview of the staff monitoring report was reviewed with Committee members during the April 24th meeting and stated that 32 files were selected for review. An Administrative Recommendation was made to ensure documentation is both consistent and accurate, in alignment with program requirements. Additionally, a Corrective Action was issued to ensure that marketing and outreach materials adhere to contract requirements related to the identification and use of the Michigan Works! Southwest logo, which is essential for supporting funded services. During the staff monitoring, six participants were also interviewed, many of whom learned about Youth services through referrals from friends and family, and many shared their own positive experiences by recommending the program to others. The participants reported that they valued work experience opportunities, which helped them explore and refine their career interests. A standout moment for one participant was receiving an acceptance letter for a work experience, which was a significant accomplishment. Strong relationships with Career Coaches were highlighted, as they provided consistent support and assistance, including job placements. Suggestions for improvement included more college tours and transportation for internships, and those suggestions were communicated to program leadership. Program performance and demographic data were also reviewed at the Monitoring Committee meeting. Based on eligible files reviewed, Data Validation resulted in a 100% pass rate.

Amanda Sutherland, Administrator for KRESA's Youth Services, gave a presentation to the Monitoring Committee, where she shared key highlights regarding the Youth programs and initiatives. She also reported on their survey results, where participants expressed positive feedback, particularly regarding the face-to-face meetings, which accounted for over 75% of interactions. Another noteworthy aspect was the Engagement Squad, which successfully organized a variety of events, including talent tours, educational tours, virtual reality experiences, CPR training, and professional headshot sessions. The next Monitoring Committee meeting is scheduled for June 26, 2025, from 8:00 to 9:30 a.m.

Career and Educational Advisory Council (CEAC) – Kris Jenkins reported that the CEAC Committee met on May 12, 2025. Updates from Business Solutions included news regarding training grants and workforce events, as well as some recent layoff announcements. Ms. Jenkins reported on the updates from each county that were provided at the CEAC meeting; they were as follows:

- St. Joseph County - A full-time Special Populations consultant has been appointed and will commence their role on July 1, 2025. Additionally, MiCareerQuest™ proved to be an exceptionally successful event, and Signing Day is now expanding beyond athletics. St. Joseph County is now celebrating students who are transitioning to post-secondary educational opportunities.
- Kalamazoo County - The Grand Opening for the Career Connect / Career and Technical Education (CTE) building will be held on May 22, 2025. There will be a private open house from 1:00 – 3:00 p.m., followed by a public celebration from 4:00 – 7:00 p.m. The Culinary Arts program's Chef Kharen Shelton was honored at the 2025 American Culinary Federation (ACF) as Culinary Educator of the Year.
- Branch County - Ms. Jenkins thanked Jakki Bungart-Bibb and Lynn Page for attending the Branch County OJT Banquet last month. The sixth and eighth graders participated in an exploration to visit the CTE building. The welding program created a large tree sculpture, which has been installed in downtown Coldwater. The Career Center building is undergoing upgrades, including signage.
- Calhoun County - Pennfield High School hosted a Senior Recognition Night for the Career and Technical Education (CTE) programs. Delta Dental provided funding to collaborate with KCC to address the need for more professionals in the dental field. Two successful "Crayons to Careers" events were held and were highly successful. They are looking for additional employers to participate in future events.
- Adult Education - Adult Education programs throughout the region are hiring Career Navigators and Career Coaches.

The next CEAC meeting is scheduled for September 15, 2025. Ms. Jenkins further announced that her successor has been identified; his name is Darrin Adair. Mr. Adair will officially begin on July 1, 2025.

NEW BUSINESS

New business was postponed due to the absence of a quorum.

PROGRAM

Branch County Intermediate School District On-the-Job Training (OJT) Program

Joe Sobeske, OJT Coordinator, Branch Area Careers Center (BACC), provided a presentation highlighting the On-the-Job Training (OJT) and Work Experience program, which allows 12th-grade students to work at a local business in a career related to the training they received at the BACC instead of attending regular classroom schooling. Businesses that host OJT students gain early access to emerging talent, while students receive essential experience that enhances their employability. Students typically work a minimum of three hours per week for at least minimum wage, with flexible hours. Supervisors evaluate student performance every nine weeks, and the OJT coordinator visits the site during these evaluations. Unpaid work experience, which is available for students without transportation or when employers cannot pay, requires a minimum of 10 hours per week and lasts up to 6 weeks, with assignments rotating every six weeks. Employers can transition from hosting unpaid work experiences to OJT positions.

Some dialogue occurred regarding transportation being a challenge, and there was discussion about some proposals to facilitate this. Additional discussion also occurred regarding students being assessed before placement. Mr. Sobeske reported that he personally assesses students' interests and maturity before placement. Employability skills are graded at the Career Center, emphasizing the importance of instructor recommendations and the need for students to display proper behavior and readiness for work opportunities.

Branch County Economic Development Update

Audrey Tappenden, Economic Development Director, Branch County Economic Growth Alliance, provided a presentation on the Branch County Economic Development. Ms. Tappenden shared that Coldwater's unemployment rate ranks 9th lowest in Michigan, alongside a projected 4% population growth. Significant employers such as Clemens Food Group, which currently employs approximately 1,800 people and plans to expand, contribute to this positive trend. A 2023 workforce talent survey aims to link employers with training providers to enhance hiring capacity. Strategic initiatives include childcare support, talent attraction efforts, housing grants, and broadband expansion. Upcoming projects, such as the Revitalization and Placemaking (RAP) Program Grant for commercial space and several solar initiatives, are expected to create over 120 new jobs and improve community resources.

STAFF REPORTS

Business Solutions Update and Dashboard (*Exhibits D & E*)

Ashley Iovieno provided a Business Solutions update, which included information regarding the items listed below:

Going PRO Talent Fund – The Going PRO Talent Fund FY 2025 applications are being reviewed during the next week.

CDL Hiring Event – A CDL Hiring Event was hosted by Michigan Works! Southwest at the Kalamazoo Service Center on April 17, 2025. Many local companies participated with a variety of driving jobs available, and on-the-spot interviews were conducted. Approximately 60 job seekers attended this successful event. Ms. Iovieno thanked the Workforce Development Institute (WDI) and Denise Mott, a MW! Southwest Business Solutions staff, for their critical roles in organizing and ensuring the event's success.

National Apprenticeship Day – National Apprenticeship Day featured Helmets to Hardhats events in Kalamazoo and Battle Creek, engaging many participants who signed up for programming on the spot.

MiCareerQuest™ St. Joseph County - Ms. Iovieno reported that the MiCareerQuest™ event in St. Joseph County was a success. This event featured over 50 employers, attracting nearly 700 students. Ms. Iovieno gave a special shout-out to Lynn Page, Business Solutions Coordinator, for her efforts in making this event successful.

Calhoun County Job Fair – Ms. Iovieno reported that the Kellogg Community College (KCC) Eastern Academic Center in Albion hosted a job fair on May 7, 2025, where many employers were in attendance. The event was open to both KCC students and the public, providing valuable networking and employment opportunities for attendees.

Operations Update & Dashboard (*Exhibit F*)

Due to time constraints, a verbal report was not provided at the meeting, however, the dashboard was included in the agenda packet.

Director's Report

Due to time constraints, this information will be provided via email.

OLD BUSINESS

None.

PUBLIC TIME

Kathy Olsen thanked the Board again and mentioned that she treasures the relationships she has built, and following her retirement, she plans to continue volunteering at Michigan Works! Southwest events.

MEMBERS' TIME

Jill Bland reported that Southwest Michigan First will host an Intern Mixer Series throughout 2025 to help interns connect and explore the local community. Ms. Bland shared a flyer about the series and asked for it to be distributed across all four counties to promote participation. For additional information, please contact Rachael Tiesenga at 269-553-9588 (phone) or email Ms. Tiesenga at riesenga@southwestmichiganfirst.com. Ms. Bland also reported that some employers are reducing their workforce and are putting hiring on hold. There will be a Foreign Trades Webinar on June 5, and Ms. Bland will provide additional information once it is available.

Jared Hoffmaster expressed his family's positive experience with MiCareerQuest™, highlighting that it is an excellent event. Mr. Hoffmaster also noted the valuable collaboration between Century Bank and Trust and the Branch County OJT program, emphasizing that many current Century Bank and Trust employees began their careers through this initiative.

Kristine Stevens shared that on April 30, 2025, Jakki Bungart-Bibb received the Distinguished Alumni Award for 2025 from Glen Oaks Community College.

UPCOMING MEETINGS

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

- The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, September 18, 2025, from 9:00 a.m. to 10:30 a.m. at a location in St. Joseph County.
- The next Executive Committee meeting is Wednesday, June 18, 2025, from 9:00-10:30 a.m. at the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek.
- The next Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 15, 2025, from 1:00-3:00 p.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo.
- The next Disability Awareness Resource Team (DART) meeting is Tuesday, June 26, 2025, from 2:00-4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.
- The next Monitoring and Evaluation Committee is Thursday, June 26, 2025, from 8:00-9:30 a.m. at the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 10:33 a.m.

Kathy Olsen

Date

Brian O'Donnell

Date

APPROVED

These minutes were approved on _____

**Workforce Development Board
Executive Committee Meeting Minutes
May 22, 2025**

CALL TO ORDER: Workforce Development Board Vice-Chair Brian O'Donnell called the meeting to order at 9:36 a.m. at the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan.

WDB Members Present:

Randall Hazelbaker (PS)*	Brian O'Donnell (PS)*	∇ Virtual
Kris Jenkins (Educ)*	Frank Tecumseh (PS)*∇	* Exec Committee
Dave Maurer (PS)*		

WDB Executive Members Absent

None

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

Jakki Bungart-Bibb	Amy Meyers	Amanda Rosenberg
Debbie Horn	Kathy Olsen	

INTRODUCTIONS

All attendees introduced themselves and the entities they represent.

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

No comments.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Randall Hazelbaker and supported by Kris Jenkins to approve the March 20, 2025, Executive Committee meeting minutes. Motion carried.

NEW BUSINESS

Plans (Exhibit B1a) & (Exhibit B1b)

Amanda Rosenberg requested Board consideration and approval of three workforce development plans that were included in the agenda packet. The plans were for the **Infrastructure Funding Agreements (IFAs) under WIOA** as described in Exhibits B1a & B1b, **PY2024 National Farmworker Jobs Program (NFJP)** as described in Exhibit B2, and the Talent and **Growth Barrier Removal Initiative** as described in Exhibit B3.

Motion made by Kris Jenkins and supported by Dave Maurer to approve the Infrastructure Funding Agreements (IFAs) under WIOA. Motion carried.

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

Background

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

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

Purpose

In alignment with the goals and purposes set forth in workforce development legislation and State of Michigan regulations, the purpose of the Workforce Development Agreement is to establish a relationship with the W.E. Upjohn Institute for Employment Research (Michigan Works! Southwest) for the planning, administration, Workforce Development Board staffing, and program and fiscal management of the four-county workforce development system and to define the terms and conditions of this undertaking.

Budget

The following funding allocation budget is included in the July 1, 2025 – June 30, 2026 Workforce Development Agreement:

Estimated 2025-2026 Funding Allocation Budget: \$8,016,062

July 1, 2025 – June 30, 2026

October 1, 2025 – September 30, 2026

Duration

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

Modification

In addition, a modification to the July 1, 2024 – June 30, 2025 Workforce Development Agreement is being updated to reflect the following:

Actual 2024-2025 Fund Availability: \$12,527,715

July 1, 2024 – June 30, 2025

October 1, 2024 – September 30, 2025

Agreement Number: 2025-01

WORKFORCE DEVELOPMENT AGREEMENT

BETWEEN

THE COUNTY OF KALAMAZOO

AND

THE W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH

JULY 1, 2025- JUNE 30, 2027

W. E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH
Center for Workforce Innovations and Solutions
300 South Westnedge Avenue
Kalamazoo, Michigan 49007

Phone No. 269-349-1533

This AGREEMENT made and entered by and between the W.E. Upjohn Institute for Employment Research designated as the Administrative and Fiscal Agent, hereinafter referred to as MICHIGAN WORKS! SOUTHWEST, and the County of Kalamazoo, hereinafter referred to as the GRANT RECIPIENT.

WITNESS TO:

WHEREAS, the County of Kalamazoo has been designated as the GRANT RECIPIENT by the State of Michigan, hereinafter referred to as the "State", to provide for the planning, implementation, delivery, and overall management of workforce development services under its authority as GRANT RECIPIENT,

WHEREAS, it has been determined that the planning and delivery of activities authorized under workforce development require the competent planning, development, implementation, and performance of a workforce development management system, and the competent performance of a project administration system for the contracting of the employability development services of outreach, intake and assessment, orientation, counseling, basic education, job related education, occupational skill training, on-the-job training, work experience, transitional public employment, job development, job placement, medical service, child care, and transportation, as integral activities under the GRANT RECIPIENT'S Workforce Development Program, and which MICHIGAN WORKS! SOUTHWEST understands, and is well qualified to provide, and desires to provide,

WHEREAS, in accordance with the Workforce Innovation and Opportunity Act, or any successor legislation, Kalamazoo County designates W.E. Upjohn Unemployment Trustee Corporation as the local grant subrecipient to act as Administrative and Fiscal Agent for the employment and training funds awarded to the service delivery area and governed by a Public Act 8 of 1967 agreement between the Michigan counties of Branch, Calhoun, Kalamazoo and St. Joseph; NOW THEREFORE,

IT IS AGREED by and between the parties as follows:

SECTION I: STATEMENT OF PURPOSE

WHEREAS the GRANT RECIPIENT desires to provide workforce development services within its jurisdiction per the goals and purposes as set forth in the workforce development legislation and the State's regulations, the purpose of this AGREEMENT is to engage the professional services of MICHIGAN WORKS! SOUTHWEST for the planning, administration, Workforce Development Board staffing, and program and fiscal management of its workforce development system and to define the terms and conditions of this undertaking.

SECTION II: STATEMENT OF WORK

That MICHIGAN WORKS! SOUTHWEST agrees to perform the functions set forth in the definitive Workforce Development Plan, including all activities relating to the planning, administration, and overall management of the GRANT RECIPIENT'S workforce development system; in accordance with the Workforce Development Board's goals and purposes; and in accordance with subsequent revisions and modifications of this AGREEMENT as are negotiated and agreed upon by the parties.

SECTION III: PERIOD OF PERFORMANCE

That MICHIGAN WORKS! SOUTHWEST shall commence performance of this AGREEMENT on the **1st day of July 2025** and shall complete said performances no later than the **30th day of June 2027**.

SECTION IV: CONSIDERATION

That for the performance of functions and services under this AGREEMENT, and for the settlement of termination claims, the Michigan Department of Labor and Economic Opportunity (LEO) will reimburse MICHIGAN WORKS! SOUTHWEST for the identifiable costs of management and services which are in addition to the basic services provided in amounts not exceeding the total amounts set forth as the budget in Exhibits to this AGREEMENT.

That MICHIGAN WORKS! SOUTHWEST, in accordance with the aforementioned, will be reimbursed for identifiable direct costs for administrative services provided and for identifiable overhead associated with these services as negotiated between the parties.

That MICHIGAN WORKS! SOUTHWEST will be audited annually in accordance with the Single Audit Act by an audit firm acceptable to the GRANT RECIPIENT.

That payment made by MICHIGAN WORKS! SOUTHWEST to a subrecipient shall be made following receipt, by the MICHIGAN WORKS! SOUTHWEST'S authorized representative, of the subrecipient's billing statement, and the MICHIGAN WORKS! SOUTHWEST'S standard invoice voucher, therefore stating that the work for which payment is requested has been performed and completed in conformity with the terms and conditions of said subrecipient agreements.

SECTION V: GENERAL PROVISIONS

1. That MICHIGAN WORKS! SOUTHWEST will abide by all applicable terms and conditions imposed and required by any such agreement between the GRANT RECIPIENT and the State, and further will abide by all subsequent revisions and modifications of the Agreement, as published to set forth administrative and statutory changes imposed on or by the State.
2. That MICHIGAN WORKS! SOUTHWEST agrees to perform as an Administrative and Fiscal Agent and acknowledges that the GRANT RECIPIENT is not free to divest ultimate responsibility for the performance or the quality of services.
3. That MICHIGAN WORKS! SOUTHWEST will abide by all assurances and certifications as set forth in workforce development plans. That this AGREEMENT in no manner affects MICHIGAN WORKS! SOUTHWEST'S obligation to comply with all applicable laws, ordinances, and codes of the federal, state or local government.

4. That MICHIGAN WORKS! SOUTHWEST will require all subrecipients who expend \$1,000,000 or more during their fiscal year in Federal awards, have a single or program-specific audit conducted as a supplement to their annual audit for that year. This single audit will be completed by the subrecipient's auditors in accordance with Generally Accepted Accounting Principles (GAAP), the Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards: Final Rule, also known as the Omni-Circular.
5. That the GRANT RECIPIENT recognizes the Workforce Development Board as the local entity responsible for the design and oversight of workforce development activities in accordance with the direction and intent of federal and state regulations.

SECTION VI: MODIFICATIONS

1. That no oral statement of any persons, and no written statement of anyone, other than the GRANT RECIPIENT or MICHIGAN WORKS! SOUTHWEST'S authorized representatives shall be considered an official for the interpretation of the terms of meaning of this AGREEMENT. To be effective, any amendment to this AGREEMENT must be reduced to writing and signed by the authorized representatives of each party.
2. That requests from MICHIGAN WORKS! SOUTHWEST for interpretations, modifications, or changes must be made in writing to the GRANT RECIPIENT.
3. That in the event of any failure of MICHIGAN WORKS! SOUTHWEST to achieve the goals as set forth in this AGREEMENT or the budget, which is attached hereto and made a part of this AGREEMENT, the GRANT RECIPIENT reserves the right to require re-planning or modifications, or other appropriate action.
4. In the event adjustments are required in the administrative or services costs of the program, it shall be the responsibility of MICHIGAN WORKS! SOUTHWEST to initiate such adjustments.
5. That MICHIGAN WORKS! SOUTHWEST shall cooperate fully and promptly in such aforementioned program modification as may be required by the GRANT RECIPIENT.

SECTION VII: INDEMNITY

1. That the GRANT RECIPIENT shall indemnify and save harmless MICHIGAN WORKS! SOUTHWEST against any/all claims, losses, and liabilities which may arise out of or due to the acts or omissions of the GRANT RECIPIENT and each of the risks and omissions set forth below in paragraphs (a) through (e). That MICHIGAN WORKS! SOUTHWEST shall indemnify and save harmless the GRANT RECIPIENT against all claims, losses, and liability which may arise out of or due to the acts or omissions set forth below.
 - a. Anything done or not done at the written instruction of the GRANT RECIPIENT.

- b. Interpretations of workforce development regulations or governmental rules or regulations and other errors or omissions by MICHIGAN WORKS! SOUTHWEST made in good faith and with no more than ordinary negligence.
 - c. Errors or omissions of subrecipients, agencies, or other persons which are not known to exist by MICHIGAN WORKS! SOUTHWEST, provided such lack of knowledge is not the result of gross negligence by MICHIGAN WORKS! SOUTHWEST.
 - d. Errors or omissions of subrecipients, agencies or other persons known to MICHIGAN WORKS! SOUTHWEST provided the GRANT RECIPIENT is notified when MICHIGAN WORKS! SOUTHWEST has the knowledge and corrective action is initiated in accordance with, Section XI Monitoring and Corrective Action of this AGREEMENT.
 - e. Willful, wanton, criminal, reckless, or fraudulent conduct of any subrecipient, agency, or other person, unless the selection of the subrecipient, agency, or other person resulted from gross negligence by MICHIGAN WORKS! SOUTHWEST.
2. That the federal government, represented by the State, is not a party hereto, and that no legal liability on the part of the federal government is implied under the terms of this AGREEMENT.

SECTION VIII: NONDISCRIMINATION and EQUAL OPPORTUNITY

That in connection with all personnel assigned by MICHIGAN WORKS! SOUTHWEST to work under this AGREEMENT, MICHIGAN WORKS! SOUTHWEST agrees as follows:

1. That MICHIGAN WORKS! SOUTHWEST will not unlawfully discriminate against any individual on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.
2. That MICHIGAN WORKS! SOUTHWEST will take affirmative action to ensure that applicants are employed, and that employees are treated, without regard to their race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity. Such action shall include, but not be limited to, employment, upgrading, demotion, or transfer, recruitment, layoff or termination, or rates of pay.

3. That MICHIGAN WORKS! SOUTHWEST will not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I—financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.
4. That MICHIGAN WORKS! SOUTHWEST will take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.
5. That MICHIGAN WORKS! SOUTHWEST will, in all solicitations or advertisements for employees placed by or on behalf of MICHIGAN WORKS! SOUTHWEST, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

SECTION IX: PERSONNEL QUALIFICATION AND RATES OF PAY

That all personnel assigned by MICHIGAN WORKS! SOUTHWEST to work under this AGREEMENT shall be qualified to perform the tasks indicated in the Workforce Development Plan filed with the State and shall perform such work competently and efficiently.

SECTION X: RECORDS AND REPORTS

1. That MICHIGAN WORKS! SOUTHWEST must maintain such records and form of records as required to insure the integrity of financial transactions, and upon consultation with the GRANT RECIPIENT to provide the ability for the GRANT RECIPIENT to evaluate the effectiveness of program activities, and to meet federal and State of Michigan reporting requirements. MICHIGAN WORKS! SOUTHWEST shall also copy the GRANT RECIPIENT on all quarterly expense reports submitted to the WORKFORCE DEVELOPMENT AGENCY.
2. That MICHIGAN WORKS! SOUTHWEST maintain financial records:
 - a. That identifies expenditures by the appropriate categories for each service activity provided under this AGREEMENT. Such expenditures include wages, allowances, fringe benefits, training, manpower services, and administration.

- b. That upon termination of this AGREEMENT, MICHIGAN WORKS! SOUTHWEST will provide to the GRANT RECIPIENT a final accounting of all expenditures made in performance of this AGREEMENT within ninety (90) days of the termination of the agreement.
3. That MICHIGAN WORKS! SOUTHWEST agrees to maintain books, records, documents, and other evidence pertaining to all costs and expenses of this AGREEMENT to the extent and in such detail, as will properly reflect all net costs, direct labor, materials, supplies, and services, and other costs and expenses of whatever nature for which payment is claimed under the provisions of this AGREEMENT.
4. That MICHIGAN WORKS! SOUTHWEST'S accounting procedures and internal financial controls must be determined to be acceptable to the GRANT RECIPIENT and said procedures and controls must conform to generally accepted accounting practices in order that the costs properly applicable to this AGREEMENT can be readily ascertainable therefrom.
5. That MICHIGAN WORKS! SOUTHWEST shall maintain enrollee records and other records required by the State. Such records shall be open to the inspection by the GRANT RECIPIENT, or another appropriate representative of the GRANT RECIPIENT.
6. That MICHIGAN WORKS! SOUTHWEST shall preserve and make available its records for a period of three (3) years from the date of the final accounting submitted by MICHIGAN WORKS! SOUTHWEST to the GRANT RECIPIENT after completion of the work under this AGREEMENT designated by MICHIGAN WORKS! SOUTHWEST as the final accounting.

SECTION XI: MONITORING AND CORRECTIVE ACTION

That performance as set forth in this AGREEMENT is essential to the life of this AGREEMENT, that performance by MICHIGAN WORKS! SOUTHWEST will be reviewed quarterly. It is the responsibility of the GRANT RECIPIENT, or the authorized representative of the GRANT RECIPIENT, to immediately upon receipt of such a quarterly performance report, bring any substandard performance to the attention of MICHIGAN WORKS! SOUTHWEST, and to request that MICHIGAN WORKS! SOUTHWEST either develop a corrective action plan or provide a written report that justifies modification of goals and/or performance standards. If MICHIGAN WORKS! SOUTHWEST indicates a corrective action plan; the GRANT RECIPIENT may accept MICHIGAN WORKS! SOUTHWEST'S plan or require an alternative plan to be implemented. If an adjustment in standards or goals is deemed appropriate by the GRANT RECIPIENT, such modification will be made in accordance with Section VI Modifications of this AGREEMENT.

SECTION XII: TERMINATION

That this AGREEMENT may be terminated for default or noncompliance on the part of MICHIGAN WORKS! SOUTHWEST; and that said termination may be exercised by the GRANT RECIPIENT whenever MICHIGAN WORKS! SOUTHWEST shall default in performance of this AGREEMENT in accordance with its terms and shall fail to remedy such default within a period of thirty (30) days after receipt from the GRANT RECIPIENT of a notice specifying default or noncompliance. After a receipt of a notice of termination, and except as otherwise directed by the GRANT RECIPIENT, MICHIGAN WORKS! SOUTHWEST shall stop work under this AGREEMENT on the date and the extent specified in the notice of termination. MICHIGAN WORKS! SOUTHWEST may terminate this AGREEMENT by giving the GRANT RECIPIENT ninety (90) days' written notice. GRANT RECIPIENT may terminate this AGREEMENT for reasons other than those specified above by giving MICHIGAN WORKS! SOUTHWEST ninety (90) days' written notice. If the federal government should terminate the program, the GRANT RECIPIENT may terminate this AGREEMENT by giving MICHIGAN WORKS! SOUTHWEST the same notice that is received from the federal government.

SECTION XIII: SPECIAL PROVISIONS

1. That MICHIGAN WORKS! SOUTHWEST will cooperate fully with the GRANT RECIPIENT in any re-planning efforts and will submit, on request from the GRANT RECIPIENT, written analysis of administrative and operational difficulties encountered in the performance of this AGREEMENT.
2. That MICHIGAN WORKS! SOUTHWEST, or other appropriate representative of MICHIGAN WORKS! SOUTHWEST, may schedule meetings or training sessions for improving agreement operations. Upon proper notifications of such sessions, MICHIGAN WORKS! SOUTHWEST shall ensure the attendance of any staff person performing services under this AGREEMENT whose presence is requested.
3. That MICHIGAN WORKS! SOUTHWEST will provide the necessary coordination of subcontracted services with various other subrecipients of MICHIGAN WORKS! SOUTHWEST.
4. That MICHIGAN WORKS! SOUTHWEST will provide, when requested, copies of all monitoring reports on performance to the GRANT RECIPIENT.

In the event the GRANT RECIPIENT determines it to be in the best interest of the program or the GRANT RECIPIENT that the services provided through this AGREEMENT not be continued beyond June 30, 2027, the GRANT RECIPIENT agrees to provide MICHIGAN WORKS! SOUTHWEST ninety (90) days (through September 30, 2027) to effectuate an orderly closeout of the agreement and conduct an orderly transition to the (alternative administrative and fiscal agent) of the WORKFORCE DEVELOPMENT BOARD and GRANT RECIPIENT'S choosing. Further, the GRANT RECIPIENT assumes all reasonable costs associated with the closeout of this AGREEMENT. Such costs may include, but not necessarily be limited to: storage, transfer and disposition of property and records under the custody of MICHIGAN WORKS! SOUTHWEST; final audit costs; and, costs associated with the support of activities necessary to complete closeout activities including lease/rent agreements consummated during the term of this AGREEMENT.

CERTIFICATIONS

IN WITNESS, WHEREOF the foregoing provisions and the exhibits to this AGREEMENT have been examined by the undersigned and the parties have caused this AGREEMENT to be executed by their duly authorized agents.

Grant Recipient's Authorized Representatives:

BY: _____
Jen Strebs, Chair Date
Kalamazoo County Board of Commissioners

Administrative and Fiscal Agent's Authorized Representatives:

BY: _____
Michael Horrigan, President Date
W.E. Upjohn Institute for Employment Research

BY: _____
Jakki Bungart-Bibb, Director Date
Michigan Works! Southwest

ESTIMATED
FUNDING LEVELS
BUDGET YEAR 2025-2026

FUNDING SOURCE	AVAILABILITY	ADMINISTRATION	PROGRAM
July 1, 2025 - June 30, 2026			
WIOA Adult	1,451,791.00	145,179.00	1,306,612.00
WIOA Dislocated Worker	703,192.00	70,319.00	632,873.00
WIOA Youth	1,698,001.00	169,800.00	1,528,201.00
WIOA High Concentration Youth	14,525.00	1,452.00	13,073.00
Capacity Building	33,309.00	0	33,309.00
Career Events	40,000	0	40,000
WIOA SWA CRM	4,173	0	4,173
Wagner Peyser	728,250.00	131,085.00	597,165.00
NFJP	91,073.00	9,107.00	81,966.00
Total	4,764,314.00	526,942.00	4,237,372.00
October 1, 2025 - September 30, 2026			
PATH TANF	2,803,889.00	336,466.00	2,467,423.00
PATH Refugee P&I	38,697.00	4,643.00	34,054.00
PATH State P&I	254,922.00	30,590.00	224,332.00
FAE&T	104,240.00	10,424.00	93,816.00
FAE&T Plus	12,500.00	12,500.00	
FAE&T Plus Expansion	25,000.00	25,000.00	
Trade Adjustment Assistance	12,500.00	625.00	11,875.00
Total	3,251,748.00	420,248.00	2,831,500.00

Exhibit II-A
BY 25/26
Agreement 2025-01
Original

ESTIMATED FUNDING LEVELS BUDGET YEAR 2025-2026 July 1, 2025 - June 30, 2026	
MWSW Administration Operating Budget	<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> MODIFICATION DATE: 6/10/2025
	Actual Expenditures Admin
SALARIES/ WAGES	557,899.00
EMPLOYEE BENEFITS	275,037.00
BUILDINGS & GROUNDS (Consists of Insurance & Maintenance)	8,941.00
CONFERENCES	1,129.00
CONSULTING	7,576.00
COPIES DUPLICATING	882.00
INSURANCE	0.00
MAINTENANCE	0.00
EQUIPMENT PURCHASE	0.00
MARKETING	4,850.00
MEMBERSHIPS	22,828.00
MISCELLANEOUS EXPENSE	4,345.00
POSTAGE/MAILING	729.00
PROFESSIONAL DEVELOPMENT	1,363.00
SOFTWARE LICENSES	1,612.00
SPACE RENTAL	39,917.00
SUPPLIES	1,121.00
TELEPHONE	3,200.00
TRAVEL (STAFF)	15,761.00
Total	947,190.00

Agreement 2025-01

June 2025

BRANCH – CALHOUN – KALAMAZOO - ST. JOSEPH COUNTIES
Workforce Development
Agreement Modification

Grant Recipient:

County of Kalamazoo
 201 West Kalamazoo Avenue
 Kalamazoo, Michigan 49007

Administrative & Fiscal Agent:

W. E. Upjohn Institute for Employment Research
 300 S. Westnedge Avenue
 Kalamazoo, Michigan 49007

This Modification 02 to Agreement 2023-01 is entered into by and between the County of Kalamazoo and the W. E. Upjohn Institute for Employment Research.

The attached agreement is incorporated as Modification 02 to Agreement 2023-01 for the period July 1, 2023 through June 30, 2025.

Conditions warranting modification:

For Budget Year 2024/2025

1. To modify the 2024/2025 Funding Levels Worksheet (Exhibit I-A) to show actuals.
2. To modify the 2024/2025 W. E. Upjohn Institute for Employment Research, Michigan Works! Southwest Administration Budget Worksheet (Exhibit II-A) to show actuals.
3. To raise the single audit threshold from a previous limit of seven hundred fifty thousand dollars (\$750,000) to a new limit of one million dollars (\$1,000,000), in alignment with updates to the Code of Federal Regulations §200.501. Replacement page 3, Section V, 4, is attached.

Grant Recipient Authorized Representative:

Jen Strebs, Chair *Date*
Kalamazoo County Board of Commissioners

Administrative & Fiscal Agent Authorized Representatives:

Jakki Bungart-Bibb, MWA Director *Date*
W. E. Upjohn Institute for Employment Research

Michael Horrigan, President *Date*
W. E. Upjohn Institute for Employment Research

Contract 2023-01
Modification 02

Budget Year 2024-2025

ACTUAL
FUNDING LEVELS
BUDGET YEAR 2024/2025

FUNDING SOURCE	AVAILABILITY	ADMINISTRATION	PROGRAM
July 1, 2024 - June 30, 2025			
WIOA Adult	1,479,049	147,905	1,331,144
WIOA Dislocated Worker	852,463	85,246	767,217
WIOA Youth	1,744,767	174,477	1,570,290
High Concentration Youth	14,528	1,453	13,075
Career Events	40,000	0	40,000
Wagner Peyser	730,662	131,519	599,143
Capacity Building	32,790	0	32,790
GPTF FY 2024 Cycle I	1,946,197	350,315	1,595,882
GPTF FY 2024 Cycle II	682,111	47,748	634,363
MICRI	613,000	61,300	551,700
PROWD	170,220	17,022	153,198
WIOA SWA CRM	4,173	0	4,173
Total	8,309,960	1,016,985	7,292,975

October 1, 2024 - September 30, 2025			
PATH TANF	3,229,558	387,547	2,842,011
PATH Refugee P&I	37,706	4,525	33,181
PATH State P&I	551,557	66,187	485,370
FAE&T	106,507	12,781	93,726
FAE&T Support Services	8,477	0	8,477
Trade Adjustment Assistance	105,000	5,000	100,000
GPTF FY 2024 ELC	178,950	12,526	166,424
Total	4,217,755	488,565	3,729,189

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

July 1, 2024 - June 30, 2025

MWSW Administration Operating Budget	<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> MODIFICATION DATE: 6/10/2025
	Actual Expenditures Admin
SALARIES/ WAGES	707,414
EMPLOYEE BENEFITS	348,746
CONFERENCES	1,429
CONSULTING	9,606
COPIES DUPLICATING	1,112
DATA ACQUISITION	0
EQUIPMENT PURCHASE	0
BUILDING & GROUNDS (Consists of Insurance & Maintenance)	11,342
MARKETING	6,150
INTERNET CHARGES	0
MEMBERSHIPS	28,946
MISCELLANEOUS EXPENSE	5,509
POSTAGE/MAILING	924
PROFESSIONAL DEVELOPMENT	1,728
SOFTWARE LICENSES	2,044
SPACE RENTAL	50,615
SUPPLIES & REPAIRS - IT	0
SUPPLIES	1,420
TELEPHONE	4,058
TRAVEL (STAFF)	19,989
TOTAL OPERATING BUDGET	1,201,032

SECTION III: PERIOD OF PERFORMANCE

That MICHIGAN WORKS! SOUTHWEST shall commence performance of this AGREEMENT on the **1st day of July 2023** and shall complete said performances not later than the end of the program year which is the **30th day of June 2025**.

SECTION IV: CONSIDERATION

That for the performance of functions and services under this AGREEMENT, and for the settlement of termination claims, the Michigan Development of Labor and Economic Opportunity (MDLEG) will reimburse MICHIGAN WORKS! SOUTHWEST for the identifiable costs of management and services which are in addition to the basic services provided in amounts not exceeding the total amounts set forth as the budget in Exhibits to this AGREEMENT.

That MICHIGAN WORKS! SOUTHWEST, in accordance with the aforementioned, will be reimbursed for identifiable direct costs for administrative services provided and for identifiable overhead associated with these services as negotiated between the parties.

That MICHIGAN WORKS! SOUTHWEST will be audited annually in accordance with the Single Audit Act by an audit firm acceptable to the GRANT RECIPIENT.

That payment made by MICHIGAN WORKS! SOUTHWEST to a subrecipient shall be made following receipt, by the MICHIGAN WORKS! SOUTHWEST'S authorized representative, of the subrecipient's billing statement, and the MICHIGAN WORKS! SOUTHWEST'S standard invoice voucher, therefore stating that the work for which payment is requested has been performed and completed in conformity with the terms and conditions of said subrecipient agreements.

SECTION V: GENERAL PROVISIONS

1. That MICHIGAN WORKS! SOUTHWEST will abide by all applicable terms and conditions imposed and required by any such agreement between the GRANT RECIPIENT and the State, and further will abide by all subsequent revisions and modifications of the Agreement, as published to set forth administrative and statutory changes imposed on or by the State.
2. That MICHIGAN WORKS! SOUTHWEST agrees to perform as an Administrative and Fiscal Agent and acknowledges that the GRANT RECIPIENT is not free to divest ultimate responsibility for the performance or the quality of services.
3. That MICHIGAN WORKS! SOUTHWEST will abide by all assurances and certifications as set forth in workforce development plans. That this AGREEMENT in no manner affects MICHIGAN WORKS! SOUTHWEST'S obligation to comply with all applicable laws, ordinances, and codes of the federal, state or local government.
4. That MICHIGAN WORKS! SOUTHWEST will require all subrecipients who expend \$1,000,000 or more during their fiscal year in Federal awards, have a single or program-specific audit conducted as a supplement to their annual audit for that year. This single audit will be completed by the

Calendar Year (CY) 2024 Reemployment Services and Eligibility Assessment Program

PI: 25-16

Michigan Works! Southwest has received notice from the Department of Labor and Economic Opportunity (LEO) of an allocation for the Reemployment Services and Eligibility Assessment (RESEA) Program. The allocation, totaling \$184,399, is for the time period of July 1, 2024, through September 30, 2026. This policy distributes the initial allotment. A second allotment will be distributed after future evaluation of formula factors.

Background

The four goals of the RESEA program are:

- To improve employment outcomes of individuals that receive unemployment compensation and reduce benefit duration through employment.
- To strengthen program integrity and reduce improper payments of unemployment compensation.
- To promote alignment with the broader vision of the Workforce Innovation and Opportunity Act (WIOA).
- To establish RESEA as an entry point to other workforce system partner programs.

Early intervention with a proactive approach should result in returning the unemployed back to work sooner. Only claimants referred from Unemployment Insurance (UI) may receive services through the RESEA program.

Services

Michigan Works! Southwest must deliver the RESEA activities listed below, during an individual's first RESEA appointment:

- Orientation to all potential MWA services available to the claimant. Confirmation of an active profile on Pure Michigan Talent Connect (PMTCTC).
- Assessment of UI Eligibility.
- Discussion of UI Work Search Requirement.
- Development of an Individual Employment Plan (IEP).
- Discussion of Labor Market Information and career information specific to the claimant's needs.
- Referral to appropriate Reemployment Services.

The opportunity for, and benefits of returning for, a second (voluntary) RESEA appointment will then be discussed.

In addition, mandated subsequent RESEA appointments will be scheduled for half of the individuals who attend an initial RESEA appointment as a part of the state evaluation in accordance with DOL requirements.

During the mandated and voluntary subsequent RESEA appointment, the following activities must occur:

- UI Eligibility Assessment.
- Review and update the claimant's IEP.

Referral to Appropriate Reemployment Services.

Technical Information

Program Title/Number	Reemployment Services and Eligibility Assessment (RESEA) Program PI: 25-16
Funding Source	UIA-RESEA Funds
Funding Level	\$184,399
Duration	July 1, 2024 – September 30, 2026
Reference	Department of Labor and Economic Opportunity (LEO) PI: 25-16, May 30, 2025
CFDA Number	17.225

DATE: June 10, 2025
TO: Workforce Development Board
FROM: Jakki Bungart-Bibb / Kathy Olsen
SUBJECT: Workforce Development Board – Membership Appointments & Renewals

We are requesting WDB consideration and approval of the following member renewals, change in sector representation, and new appointments to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties)

RENEWALS - REPRESENTING THE PRIVATE SECTOR

for another two-year term beginning October 1, 2025 and ending September 30, 2027.

- Ms. Jessica Eyster, HR Manager, IAC Group (St. Joseph)
- Mr. Randall Hazelbaker, Owner, Hazelbaker Antiques (Branch BOC)
- Mr. Jeff Hepler, Police Chief, Village of Augusta, and Owner, Hit-Em Here (Kalamazoo BOC)
- Mr. Jared Hoffmaster, Assistant Vice President and Investment Officer at Century Bank and Trust (St. Joseph BOC)
- Mr. Alan Ives, Vice President of Operations, Kadant Johnson LLC (St. Joseph)
- Mr. Derek King, Owner, King Jewelers (Calhoun BOC)
- Mr. David Maurer, President, Humphrey Products, Inc. (Kalamazoo)
- Mr. Brian O'Donnell, Project Executive, Hi-Tech Electric Company (Kalamazoo)
- Ms. Sabrina Radenovic, HR Business Partner, Stryker (Kalamazoo)
- Mr. Frank Tecumseh, CEO, FireKeepers Casino Hotel (Calhoun)
- Ms. Elizabeth Van Dussen, HR Manager, Duncan Aviation (Calhoun)

CHANGE IN REPRESENTATION - FROM LABOR to PRIVATE SECTOR

for the balance of a two-year term that ends on September 30, 2025 and another two-year term beginning October 1, 2025 and ending September 30, 2027.

- Mr. Ken Willcutt, Piping Superintendent, Egan Company; and Labor Plumbers, Pipefitters and HVACR Local Union No. 357 (Kalamazoo)

NEW APPOINTMENTS - REPRESENTING THE PRIVATE SECTOR

for the balance of a two-year term beginning July 1, 2025 and ending September 30, 2025; and another two-year term beginning October 1, 2025 and ending September 30, 2027.

- Mr. Ross Daniels, Vice President, R&R Trailers (St. Joseph)
- Mr. David Stafford, Talent Marketing & Operations Manager, WK Kellogg Company (Calhoun)

NEW APPOINTMENT - REPRESENTING EDUCATION

for the balance of a two-year term beginning July 1, 2025 and ending September 30, 2026.

- Mr. Darrin Adair, Superintendent, Branch Intermediate School District (Branch) – replacing Kris Jenkins

NEW APPOINTMENT – REPRESENTING LABOR

for the balance of a two-year term beginning July 1, 2025 and ending September 30, 2026.

- Mr. Jonathan Current, Business Manager, IBEW Local 131 (Kalamazoo) – replacing Morris Applebey

NEW APPOINTMENT - REPRESENTING PUBLIC ASSISTANCE AGENCIES

for the balance of a two-year term beginning July 1, 2025 and ending September 30, 2026.

- Ms. Karen Marcat, County Director, MI Department of Health & Human Services – Cass/St. Joseph Counties (St. Joseph) – replacing Karen Doubleday

Members and Alternate Members of the Workforce Development Board for Branch, Calhoun, Kalamazoo & St. Joseph Counties

REPRESENTING THE PRIVATE SECTOR

Mr. Brian O'Donnell (Chair), Project Executive, Hi-Tech Electric Company (Kalamazoo)

Mr. Ross Daniels, Vice President, R&R Trailers (St. Joseph)

Ms. Jessica Eyster, HR Manager, IAC Group (St. Joseph)

Mr. Randall Hazelbaker, Owner, Hazelbaker Antiques (Branch BOC)

Mr. Jeff Heppler, Police Chief, Village of Augusta, and Owner, Hit-Em Here (Kalamazoo BOC)

Mr. Jared Hoffmaster, Assistant Vice President and Investment Officer at Century Bank and Trust (St. Joseph BOC)

Mr. Alan Ives, Vice President of Operations, Kadant Johnson LLC (St. Joseph)

Mr. Derek King, Owner, King Jewelers (Calhoun BOC)

Mr. David Maurer, President, Humphrey Products, Inc. (Kalamazoo)

Ms. Sabrina Radenovic, HR Business Partner, Stryker (Kalamazoo)

Mr. David Stafford, Talent Marketing & Operations Manager, WK Kellogg Company (Calhoun)

Mr. Frank Tecumseh, CEO, FireKeepers Casino Hotel (Calhoun)

Ms. Elizabeth Van Dussen, HR Manager, Duncan Aviation (Calhoun)

Mr. Ken Willcutt, Piping Superintendent, Egan Company; Labor Representative, Plumbers, Pipefitters and HVACR Local Union No. 357 (Kalamazoo)

REPRESENTING ECONOMIC DEVELOPMENT

Ms. Jill Bland, CEED, Managing Partner, Southwest Michigan First (Region - Kalamazoo)

REPRESENTING COMMUNITY-BASED ORGANIZATIONS

Mr. Jose Luis Orozco, Jr., Executive Director, Voces (Calhoun)

Mr. Charles Rose (Alternate for Orozco), Capacity Builder, Voces (Calhoun)

REPRESENTING EDUCATION

Dr. Paul Watson II, President, Kellogg Community College (Calhoun)

Mr. Bobby Beauchamp (Alternate for Watson), Dean of Workforce Development, Kellogg Community College (Calhoun)

Mr. Darrin Adair, Superintendent, Branch Intermediate School District (Branch)

Mr. Dustin Scharer (Alternate for Adair), Assistant Superintendent of CTE, Branch Intermediate School District (Branch)

REPRESENTING ORGANIZED LABOR

Ms. Kathi Cain-Babbitt, Chief Steward, AFSCME Local 1668; and President, AFL-CIO Labor Council (Kalamazoo)

Mr. Jonathan Current, Business Manager, IBEW Local 131 (Kalamazoo)

Mr. David Pawloski, AFL-CIO Community Services Labor Liaison, United Way S. Central MI; Financial Secretary-Treasurer, S. Central MI AFL-CIO Labor Council; and Member, UAW Local 2093 (Calhoun & Kalamazoo)

REPRESENTING PUBLIC ASSISTANCE AGENCIES

Ms. Karen Marcat, County Director, MI Department of Health & Human Services – Cass/St. Joseph Counties (St. Joseph)

REPRESENTING REHABILITATION AGENCIES

Mr. John Fiore, Southwest District Manager, Michigan Rehabilitation Services (Region)

Ms. Rebecca Hill (Alternate for Fiore), Site Manager, Michigan Rehabilitation Services (Region - Kalamazoo)

REPRESENTING MI DEPARTMENT OF CORRECTIONS / OTHER

Ms. Lisa Johansen, Parole / Probation Supervisor, Michigan Department of Corrections, Kalamazoo Office (Kalamazoo – At Large)

REPRESENTING AT-LARGE / OTHER

Ms. Windy Rea, Outreach and Admissions Counselor, Michigan Job Corps, Human Learning Systems (Region – At Large)

7-1-2025

DATE: June 12, 2025
TO: Workforce Development Board Executive Committee
FROM: Jakki Bungart-Bibb / Kathy Olsen
SUBJECT: Career Educational Advisory Council – Renewal Appointments

We are requesting WDB consideration and approval for the renewal of appointments to the WDB Career and Educational Advisory Council (CEAC) for Michigan Works! Southwest for members whose terms expire on June 30, 2025.

The new term for the individuals listed below is for the two-year period beginning July 1, 2025 and ending June 30, 2027.

- **James Berry**, Director of Career Technical Education (CEPD 47), St. Joseph County Intermediate School District
- **James Callahan**, Field Representative, MI Building Trades Council
- **Cindy Goss**, Career Education Planning District Director (CEPD 35), Kalamazoo RESA
- **Sarah Mansberger**, (Alternate for Cindy Goss), Executive Director of Career Connect Secondary Programs, Kalamazoo RESA
- **David Maurer**, President, Humphrey Products Company
- **Vacant**, Southwest MiSTEM Regional Director
- **James Sertic**, Owner, Sertic Consulting & Implementation
- **Dustin Scharer**, Assistant Superintendent of CTE for Branch County, Branch Intermediate School District
- **Tim Staffen**, Assistant Superintendent for Career & Technical Education (CEPD 36), Calhoun Intermediate School District
- **Ken Willcutt**, Piping Superintendent, Egan Company & Labor Representative, Plumbers & Pipefitters Local 357

**Career & Educational
Advisory Council
Membership Roster
Initial Effective Date: October 1, 2023
Updated 7-1-2025**

MEMBERSHIP TERMS (from the Bylaws, Section 2: Appointments, Section 2.5)

- Appointments to the CEAC shall be staggered.
- Initial Appointments were April 1, 2018 through June 30, 2020 and April 1, 2018 through June 30, 2021.
- Thereafter, all terms for appointments to the CEAC shall be for two-year terms beginning July 1 and ending on June 30 of the term's second year, so that they continue to be staggered.

CHAIR: Tim Staffen

TERM: July 1, 2024 through June 30, 2026

Lanre Ajayi, Dean of Advanced Technologies and Public Service, Glen Oaks Community College

Bobby Beauchamp, Dean of Workforce Development, Kellogg Community College

Dr. Mark Dunneback, Dean for Business and Technical Careers, Kalamazoo Valley Community College

Kevin Lavender, (Alternate for Mark Dunnebeck), Interim Director of Early Middle College

LaToy Green, Public School Parent

Jerry Johnson, Superintendent & Adult Education, Calhoun Intermediate School District

Rebecca Murphy, CTE Academy Coach, Battle Creek Public Schools

Sue Quiter, Math Consultant, Branch Area Career Center

Tammy Schiller, Student Services Academic Consultant, Calhoun Area Career Center, Calhoun Intermediate School District

TERM: July 1, 2025 through June 30, 2027

James Berry, Director of Career Technical Education (CEPD 47), St. Joseph County Intermediate School District

James Callahan, Field Representative, MI Building Trades Council

Cindy Goss, Career Education Planning District Director (CEPD 35), Kalamazoo RESA

Sarah Mansberger, (Alternate for Cindy Goss), Executive Director of Career Connect Secondary Programs, Kalamazoo RESA

David Maurer, President, Humphrey Products Company

Vacant, Southwest MiSTEM Regional Director

James Sertic, Owner, Sertic Consulting & Implementation

Dustin Scharer, Assistant Superintendent of CTE for Branch County, Branch Intermediate School District

Tim Staffen, Assistant Superintendent for Career & Technical Education (CEPD 36), Calhoun Intermediate School District

Ken Willcutt, Piping Superintendent, Egan Company & Labor Representative, Plumbers & Pipefitters Local 357

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