

## WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AGENDA

**Thursday, August 20, 2026 from 9:00-10:30 a.m.**

**In-person attendance is encouraged**

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

**Public Access is available at:**

<https://us02web.zoom.us/j/84610161268?pwd=4bO0aM90Rb0E6R17IIgBvxECjF8wY.1>

**Meeting ID: 846 1016 1268 Passcode: 133065**

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

- I. CALL TO ORDER / INTRODUCTIONS** Brian O'Donnell, Chair
- II. TRANSPARENCY & INTEGRITY OF WDB DECISIONS** Debbie Horn
- III. PUBLIC TIME**
- IV. MINUTES *(Vote Required)***
  - A. May 21, 2026 WDB Quarterly Meeting Minutes *(Exhibit A)*
- V. Dialog with Service Provider Staff**
  - A. KRESA - Youth Services *(Exhibits B1-B4)* Amanda Sutherland
  - B. Workforce Development Institute (WDI) *(Exhibits C1-C2)* Blaine Farr
    - Adult and Dislocated Worker Services
- VI. COMMITTEE REPORTS**

None
- VII. NEW BUSINESS *(Vote Required)***
  - A. Plans Amanda Rosenberg
    1. Appropriation Year (AY) 2025 Career Exploration and Experience Events *(Exhibit D)*
    2. Public Assistance Employment & Training *(Exhibit E)*
    3. Program Year (PY) 2026 Capacity Building and Professional Development (CBPD) *(Exhibit F)*
    4. Program Year (PY) 2026 High Concentrations of Workforce Innovation and Opportunity Act (WIOA) Eligible Youth. *(Exhibit G)*
    5. Program Year (PY) 2026 Customer Relationship Management (CRM) *(Exhibit H)*
    6. Partners for Reentry Opportunities in Workforce Development (PROWD) & Michigan Citizens Reentry Initiative (MiCRI) Stage 3 Funding *(Exhibit I)*
    7. Program Year (PY) 2026 National Farmworker Jobs Program (NFJP) *(Exhibit J)*

- B. Plan Ratifications Amanda Rosenberg
1. Program Year (PY) 2026 Workforce Innovation and Opportunity Act (WIOA) Adult, Youth, and Dislocated Worker ([Exhibit K](#))
  2. Program Year (PY) 2026 Employment Service (ES) Operations – Wagner-Peyser (WP) ([Exhibit L](#))
- C. WDB Action Items ([Vote Required](#))
1. WDB Renewal Appointments – non-private sector ([Exhibit M](#)) Debbie Horn
  2. Alternate Appointment Kurt Miller for Alan Ives ([Exhibit N](#)) Debbie Horn
  3. Policy – Procurement & Property Management ([Exhibit O1-O2](#)) Amanda Rosenberg
  4. Policy – Selective Service Registration ([Exhibit P1-P2](#)) Amanda Rosenberg
- D. WDB Action Item Ratifications ([Vote Required](#))
1. WDB Bylaws ([Exhibit Q1-Q2](#)) Debbie Horn
  2. Intergovernmental Agreement ([Exhibit R1-R2](#)) Debbie Horn
- E. Announcements Amanda Rosenberg
1. WIOA Regional & Local Plan ([Exhibit S](#))
  2. Workforce Development Agreement ([Exhibit T1-T2](#))
  3. Trade Adjustment Assistance (TAA) Merit-Based Staff Award

## VIII. STAFF REPORTS

- A. Business Solutions Update, Dashboard ([Exhibit U](#)) and Lightcast Data Analytics ([Exhibit V](#)) Ashley Iovieno
- B. Operations Update & Dashboard ([Exhibit W](#)) Amy Meyers
1. Annual Monitoring Outcomes
- C. Directors' Report Jakki Bungart-Bibb

## IX. OLD BUSINESS

## X. PUBLIC TIME

## XI. MEMBERS' TIME

## XII. UPCOMING MEETINGS

- A. Full Workforce Development Board – Thursday, September 17, 2026 (9:00-10:30 am)  
At Glen Oaks Community College, 62249 Shimmel Road, Centreville, MI 49032
- B. Executive Committee – Thursday, October 15, 2026 (9:00-10:30 am)  
At the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo, MI 49001
- C. Disability Awareness Resource Team (DART) – Tuesday, October 20, 2026 (2:00-3:30 pm)  
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- D. Career & Educational Advisory Council (CEAC) – Monday, September 14, 2026 (1:00-3:00 pm)  
At Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI 49007

## XIII. ADJOURNMENT

Brian O'Donnell, Chair

**Workforce Development Board  
 Quarterly Board Meeting Minutes  
 May 21, 2026**

**CALL TO ORDER:** Workforce Development Board Chair Brian O'Donnell called the meeting to order at 9:01 a.m. at the Clemens Food Group Welcome Center, 285 N. Michigan Ave, Coldwater, MI 49036.

**WDB Members Present:**

|                              |                                      |                                    |
|------------------------------|--------------------------------------|------------------------------------|
| Darrin Adair (Educ)*         | Al Ives (PS)                         | Dr. Paul Watson (EDU) <sup>✓</sup> |
| Jill Bland (Econ Dev)        | Lisa Johansen (OTH) <sup>✓</sup>     |                                    |
| Bobby Beauchamp <sup>✓</sup> | Karen Marcath (PAA)                  |                                    |
| (alt for Dr. Paul Watson)    | Brian O'Donnell (PS)*                | <sup>✓</sup> Virtual               |
| John Fiore (RA)              | Jose Orozco (CBO) <sup>✓</sup>       | *Exec Committee                    |
| Randall Hazelbaker (PS)*     | David Prellwitz (Labor) <sup>✓</sup> |                                    |
| Jared Hoffmaster (PS)        | Sabrina Radenovic (PS) <sup>✓</sup>  |                                    |

**WDB Members Absent**

|                          |                        |                     |
|--------------------------|------------------------|---------------------|
| Jonathan Current (Labor) | Dave Maurer (PS)*      | Liz Van Dussen (PS) |
| Ross Daniels (PS)        | David Pawloski (Labor) | Ken Willcutt (PS)   |
| Jessica Eyster (PS)      | Windy Rea (PS)         |                     |
| Jeff Heppler (PS)        | David Stafford (PS)    |                     |
| Derek King (PS)          | Frank Tecumseh (PS)*   |                     |

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

|                    |                |                             |
|--------------------|----------------|-----------------------------|
| Kelli Adams        | Ashley Iovieno | Angie O'Bryant <sup>✓</sup> |
| Jakki Bungart-Bibb | Amy Meyers     | Amanda Rosenberg            |
| Debbie Horn        |                | Jennifer Teske <sup>✓</sup> |

**Guests Present**

|                       |                              |                      |
|-----------------------|------------------------------|----------------------|
| Paige Daniels (KRESA) | Peter Kalogiros <sup>✓</sup> | Don Reed (USA Today) |
| Blaine Farr (WDI)     | for Representative           | Mya Schulz (KRESA)   |
| Michael Hamilton      | Slotkin                      | Amanda Sutherland    |
| (Firekeepers Casino)  | Eric Pschigoda (GOCC)        | (KRESA)              |

**INTRODUCTIONS**

All attendees introduced themselves and the entities they represent.

**RECOGNITION**

**Michigan Works! Southwest Shining Star Awards**

**February 2026** – Mya Schulz was recognized for her positivity, encouragement, and compassion toward every young person she works with, and her impact goes far beyond the expectations of her role. Her passion for empowering youth shines through in everything she does, and the MWS team is incredibly fortunate to have her.

Mya expressed gratitude for the award, sharing that the recognition reflects not only her work but also the support and collaboration of her team. She thanked everyone for the honor.

**April 2026** – Angie O'Bryant was recognized for her outstanding performance, specifically her excellent customer service, supportive approach, and ability to build meaningful relationships that help customers gain confidence in pursuing employment opportunities. Angie regularly provides services at the Douglas Community Association, strengthening community partnerships and expanding support for job seekers in Kalamazoo. Angie thanked the group for the award.

## **TRANSPARENCY & INTEGRITY OF WDB DECISIONS**

Debbie Horn asked members present if there were any items on the agenda for which a conflict of interest exists, and if so, the conflict should be declared at this time.

There were none.

## **PUBLIC TIME**

None

## **APPROVAL OF MINUTES** (*Exhibit A*)

**Motion made by Darrin Adair and supported by Al Ives to approve the February 19, 2026, WDB Quarterly meeting minutes. Motion carried**

## **COMMITTEE REPORTS**

**Disability Awareness Resource Team (DART)** – John Fiore reported on the March 12, 2026, DART Meeting. MRC Industries presented to the group on the summer work experience program. This program helps students gain real-world job skills and explore career opportunities through partnerships with local employers and community organizations. The group also discussed application timelines, referrals, available support, and communication related to summer work experiences. Agency updates included: KRESA is preparing for summer programming through outreach and partnerships, with Industry Tours, and continued expansion of CTE programs at the Career Connect Center (CCC). Veterans Employment Services hosted a military-friendly job fair on March 23, 2026, along with updates on veteran form renewals and ADA compliance efforts through LEO. Michigan Rehabilitation Services began hosting First Friday events in April. MRC Industries shared updates on its growing social enterprise efforts, including the opening of a new thrift store on Gull Road in Kalamazoo. Recovery Institute plans to relocate to Crosstown Parkway in mid-summer 2026.

**Career & Educational Advisory Council (CEAC)** – Darin Adair reported on the March 16, 2026, and May 11, 2026, meetings combined. Regional leaders discussed major challenges facing Career and Technical Education (CTE), including student readiness, attendance and transportation issues, staffing shortages, and gaps in workforce alignment. Both Regions 20 and 2 emphasized improving math achievement, attendance, and support for special populations while expanding high-demand programs such as advanced manufacturing, EV technologies, and skilled trades. Several districts received Perkins and expansion grant funding to launch or grow CTE programs, including new middle school career exploration initiatives. Schools and career centers reported strong student engagement through job fairs, internships, mock interviews, competitions, credential programs, and career exploration events. Business leaders noted continued demand for skilled workers and stressed the importance of soft skills and technical training over AI-focused skills at this time. Workforce updates included ongoing hiring in technical industries alongside some regional layoffs. Postsecondary and STEM partners highlighted expanded credentialing opportunities, workforce training programs, and concerns about long-term MiSTEM funding and staffing sustainability. Staffing and leadership changes include James Berry as Superintendent of St. Joseph County ISD. Cindy Goss accepted a new role with the Gull Lake School District. Tim Staffen was recognized as Michigan Administrator of the Year for 2026. Overall, the focus remains on strengthening CTE pathways, increasing workforce partnerships, improving student outcomes, and preparing students for high-demand careers, and many districts continue hiring for CTE teaching and paraprofessionals.

## **NEW BUSINESS**

**WDB Plans** (*Exhibits B-F*)

Amanda Rosenberg requested Board consideration and approval of the five workforce development plans included in the agenda packet. Details for the plans were described in the corresponding Exhibits and are listed below:

- FY2026 GF/GP Funding for YPP (*Exhibit B*)
- FY2026 GPTF Program Admin Cycle 1 (*Exhibit C*)
- FY2026 Workforce and Employer Expansion: Sector Strategies and Related Activities (*Exhibit D*)
- Memorandums of Understanding (MOUs) Under the WIOA (*Exhibit E*)
- Infrastructure Funding Agreements (IFAs) Under the WIOA (*Exhibit F*)

**Motion made by Al Ives and supported by Jill Bland to approve the plans as presented. Motion carried.**

**WDB Plan Ratification (*Exhibits G*)**

Amanda Rosenberg requested Board ratification of one workforce development plan included in the agenda packet. Details for the plan were described in the corresponding Exhibit and are listed below:

- AY2025 WIOA Statewide Activities Funding for the Young Professionals 2026 Initiative (*Exhibit F*)

**Motion made by Randall Hazelbaker and supported by Jared Hoffmaster to approve the plan as presented. Motion carried.**

**Workforce Development Board (WDB) Executive Member (*Exhibit H*)**

Debbie Horn requested Board consideration and approval for the appointment of Alan Ives, Vice President, Technology and Operations, Kadant Johnson, LLC, as an Executive Committee member for the WDB for Michigan Works! Southwest. This appointment is for the balance of a two-year term that began October 1, 2025, and ends September 30, 2027.

**Motion made by Jill Bland and supported by John Fiore to approve the WDB Executive Committee appointment as presented. Motion carried.**

**Workforce Development Board Career & Educational Advisory Council (CEAC) Membership changes/Renewals (*Exhibits L1-L2*)**

Debbie Horn requested Board consideration and approval for the renewal of the WDB Career and Educational Advisory Council (CEAC) for Michigan Works! Southwest for members and the renewal of the Chair and Vice-Chair whose terms expire on June 30, 2026.

The new term for the individuals listed below is for the two-year period beginning July 1, 2026, and ending June 30, 2028.

- Chair – Tim Staffen
- Vice Chair- James Berry
- Bobby Beauchamp, Dean of Workforce Development, Kellogg Community College
- Dr. Mark Dunneback, Associate Vice President for Workforce and Community Innovation, Instructional Dean, Kalamazoo Valley Community College
- LaToy Green, Public School Parent
- 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

Debbie Horn also requested WDB consideration and approval for the appointment of Kristine Stevens, Director of Workforce Development and Community Education, Glen Oaks Community College, to the Career and Educational Advisory Council (CEAC) for Michigan Works! Southwest for the two-year term beginning July 1, 2026, and ending June 30, 2028.

**Motion made by Darrin Adair and supported by John Fiore to approve the WDB CEAC membership renewal and appointments as presented. Motion carried.**

### **Request for Proposal (RFP) Announcements**

Amanda Rosenberg reported that following the procurement schedule, two RFPs were released on Friday, March 13, 2026, as listed below:

- **RFP2026\_1 – Outreach and Communications Services**
- **RFP2026\_2 – One Stop Operator**

A review committee consisting of WDB members met in April to review proposals. MWSW administrative and fiscal staff also reviewed these submissions. The Outreach and Communication Services were awarded to LKF Marketing. One Stop Operator services were awarded to Janet Bloomfield Consulting. Both providers have previously worked with MWSW to provide these services, and their new contracts will begin July 1, 2026.

### **PROGRAM**

#### **Employer Resource Network (ERN)**

Kelli Adams gave a presentation on behalf of the Employer Resource Network (ERN), which launched in southwest Michigan in 2012. The ERN helps employers support and retain their workforce by placing Success Coaches directly at member companies. Today, the ERN serves 22 employers across four counties, giving more than 20,000 employees access to personalized support.

Success Coaches work one-on-one with employees to help address real-life challenges like housing, transportation, childcare, and financial stress. ERN also connects employees to training and career growth opportunities, while providing a safe and confidential space for support.

By helping employees navigate barriers before they become crises, the ERN has helped companies improve retention, reduce absenteeism, and create a more stable, supported workforce.

A brief discussion took place regarding housing resources, and success stories were shared.

### **STAFF REPORTS** (*Exhibits J & L1-L2*)

**Business Solutions** - Ashley Iovieno reported that the Dashboard (Exhibit J) was included in the agenda packet and contains the updated numbers of employers served and services provided through April of 2026. Ms. Iovieno also stated that in March 2026, unemployment rates for the four-county region ranged from 3.9% to 5.2%. The state unemployment rate is currently 5%, and the national rate is 4.3%.

Ms. Iovieno further reported that the most recent Lightcast reports were included as a link in the email sent to Board members and can also be found on the Michigan Works! Southwest website. Currently, no significant changes are posted. The top three occupations remain within the healthcare sector, but there was a rise in demand for cashiers. There are 186 unique job postings in the MWSW area, which is below the average of 200-300.

Ms. Iovieno also reported that the Going PRO Talent Fund (GPTF) FY26 Cycle 2 applications were submitted to the state for review in the first week of May. There were 31 applications submitted for a total of \$1,323,515. The awards announcement is expected sometime in mid to late June for a July 1 training start date.

Additionally, Ms. Iovieno reported that, in collaboration with Michigan Works! Association, an AI survey has been distributed to employers to gauge their experience and knowledge of AI. The statewide survey seeks to gather information on their current use of AI and identify any support needed from Michigan Works! agencies.

Ms. Iovieno reported that National Apprenticeship Week took place April 26 – May 2 and included information for job seekers interested in learning more about apprenticeships and local opportunities. The week was also recognized through proclamations by employers, nonprofits, and the State. A recently published apprenticeship

report will be linked to the meeting minutes for members to review. [LINK](#) - Key highlights include Michigan ranking fourth in the nation for active registered apprentices, reaching a record 23,200 apprentices in 2025. In addition, seven Michigan prosperity regions, including the Southwest region, recorded their highest levels of active registered apprentices. Additionally, Ms. Iovieno invited the group to save the date following the August 20, 2026, WDB Executive Committee meeting for a planned Race to Talent event. The event is expected to include a special dedication to apprenticeships, followed by a panel discussion.

Lastly, Ms. Iovieno reported that on May 5, 2026, approximately 700 students attended MiCareerQuest™ in St. Joseph County at the Doyle Center in Sturgis. It featured over 50 employer booths and was another great success. She also thanked the partnership with St. Joseph County ISD for that event.

### **Operations**

Amy Meyers reported that a group of MWSW representatives attended an AI conference hosted by the Michigan Works! Association, where a partnership with Grow with Google was announced. This partnership will allow all 16 MWAs to have access to free licenses for both customers and staff to earn AI certifications. These courses range from eight hours to six months in length, and the targeted launch date is the first week of June.

Ms. Meyers further reported that the MWSW staff attended their 2<sup>nd</sup> annual peer-led full professional development day on May 1, 2026. Highlights from the day will be shared on social media.

Additionally, Ms. Meyers reported that the attached dashboard report contains more detailed outcomes on the work of the Employer Resource Network (ERN). It was also noted that WIOA and Wagner Peyser performance outcomes related to Measurable Skills Gains (MSG) and credential attainment are expected to increase as we approach the program year end on June 30<sup>th</sup>. It was further stated that an error has been identified in the state database affecting performance reporting. While the scope is currently unknown, the state has reported that they are working on addressing the issue and will provide an update when it becomes available.

Lastly, Ms. Meyers reported that due to the previous changes in the WDB bylaws, monitoring is now incorporated into the operations reports provided, and staff presentations that typically happened at separate monitoring meetings will now occur throughout the year at the executive meetings. The next executive meeting in August will feature both WIOA service providers. WIOA Adult and Dislocated Worker Services, as well as Wagner Peyser (WP) services, received their annual programmatic monitoring, with great results.

### **Directors Report**

Ms. Bungart-Bibb reported that last year, Congress introduced a major policy shift regarding work requirements for Medicaid eligibility, a significant change from the traditional income and category-based criteria. Beginning January 2027, recipients will need to provide proof of engagement in work, community service, or job training to maintain their benefits, with redeterminations shifting from annually to every six months. Exemptions remain for those who are disabled or medically frail. Michigan Works! agencies are set to support recipients with activity tracking and reporting, with a potential 700,000 referrals statewide. Detailed federal guidance is slated for release in June, with public communication strategies rolling out over the summer ahead of the early 2027 launch. Ms. Bungart-Bibb encouraged advocacy to fund this initiative, as it is crucial to ensure all potential recipients' needs are met.

Ms. Bungart-Bibb reported an update on the Federal fiscal year 2027 budget process, sharing an advocacy document highlighting concerns over a proposed block grant that would consolidate twelve workforce programs under state control while cutting overall funding by 26 percent. Members were urged to share successes with lawmakers to push back against these reductions and advocate for the current formula funding model.

Regarding WIOA reauthorization, efforts are currently stalled; however, there remains a shared commitment across parties to move the reauthorization forward eventually.

Ms. Bungart-Bibb shared that the governor, the House, and the Senate have all released their recommendations for the 2027 budget cycle. A flyer was provided, showing the comparison of some key workforce development-related items.

In conclusion, Ms. Bungart-Bibb reported that the House and the Senate have all released their recommendations for the 2027 budget cycle. A flyer was provided, showing the comparison of key workforce development-related items.

## **OLD BUSINESS**

None

## **PUBLIC TIME**

None

## **MEMBERS' TIME**

Jill Bland, Southwest Michigan First, reported a regional shift among manufacturers prioritizing equipment and automation over job creation, leading to concerns regarding job retention and shrinking small businesses. While regional investments remain, economic developers are seeing limited hiring and increased risks from smaller companies. Ms. Bland announced that on June 4, 2026, Southwest Michigan First is hosting a mixer at the Career Connect Center (CCC) to connect local design and manufacturing sectors with regional educational institutions.

## **UPCOMING MEETINGS**

- Full Workforce Development Board – Thursday, September 17, 2026 (9:00-10:30 am)  
At a location in St. Joseph County
- Executive Committee – Thursday, August 20, 2026 (9:00-10:30 am)  
At the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, MI, 49017
- Career and Educational Advisory Council (CEAC) – Monday, September 14, 2026 (1:00-3:00 pm)  
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- Disability Awareness Resource Team (DART) – Tuesday, October 20, 2026 (2:00-4:00 pm)  
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007

## **ADJOURNMENT**

There being no additional reports or business for the Board, the meeting was adjourned at 10:15 a.m. by Brian O'Donnell.

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Debbie Horn

Date

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Brian O'Donnell

Date

## **APPROVED**

These minutes were approved on \_\_\_\_\_



# WIOA YOUTH

## WORKFORCE INNOVATION AND OPPORTUNITY ACT - YOUTH

JULY 1, 2025 – JUNE 30, 2026

### SERVICE PROVIDER

Kalamazoo Regional Educational Agency (KRESA) administers the **WIOA Youth** workforce development program in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

### FUNDING SOURCE

Workforce Innovation and Opportunity Act (WIOA)

### RESOURCES

[WIOA Youth Program Overview](#)

MI Department of Labor and Economic Opportunity

[Official WIOA Manual](#)  
March 11, 2021

### PROGRAM FOCUS

The **WIOA Youth** program aims to improve academic and job skills for youth ages 14-24 who face significant challenges in the labor market.

- The focus for In-School youth is on obtaining credentials and a high school diploma.
- The focus for Out-of-School youth is on obtaining a GED and employment.

#### Priorities

- **Out-of-School Youth (OSY)** – A minimum of 50 percent of the funds allocated must be used to provide services to OSY.
- **Work Experience** – No less than 20 percent of Youth funds must be used to provide paid and unpaid work experience.
- **Focus on Partnering** – Co-enrollment with other workforce development programs is encouraged, where appropriate.

### TARGETED POPULATION TO BE SERVED

In-school and Out-of-school youth residing in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

### ELIGIBILITY

- **In-School Youth** - 14-21 years of age, attending school, low income, with one or more barriers to employment.
- **Out-of-School Youth** - 16-24 years of age, not attending any school, with one or more barriers to employment.

### MEASURES OF SUCCESS

#### Quantitative Goals

- |                  |              |                   |
|------------------|--------------|-------------------|
| • Registrations: | In-School 88 | Out-of-School 132 |
|------------------|--------------|-------------------|

#### Federal Performance Goals

- |                                                      |          |
|------------------------------------------------------|----------|
| • Employment Rate 2 <sup>nd</sup> Quarter After Exit | 79%      |
| • Employment Rate 4 <sup>th</sup> Quarter After Exit | 79%      |
| • Median Earnings 2 <sup>nd</sup> Quarter After Exit | \$4,600  |
| • Credential Attainment Rate                         | 64.7%    |
| • Measurable Skill Gains                             | 48.7%    |
| • Effectiveness in Serving Employers                 | Baseline |

## **SERVICES**

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The WIOA Youth program includes the following 14 program elements, which are required to be made available in each local area. The program elements outline a vision for supporting youth and young adults through an integrated service delivery system.

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies
2. Alternative secondary school services or dropout recovery services
3. Paid and unpaid work experiences
4. Occupational skills training
5. Education offered concurrently with workforce preparation and training for a specific occupation
6. Leadership development opportunities
7. Supportive services
8. Adult mentoring
9. Follow-up services
10. Comprehensive guidance and counseling
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market information
14. Postsecondary preparation and transition activities



# JMG

## **JOBS FOR MICHIGAN'S GRADUATES**

**OCTOBER 1, 2025 - SEPTEMBER 30, 2026**

### **SERVICE PROVIDER**

Kalamazoo Regional Educational Agency (KRESA) administers the **Jobs for Michigan's Graduates** workforce development program in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

### **PROGRAM FOCUS**

The **Jobs for Michigan's Graduates Program** aims to equip young adults with essential skills to overcome barriers and succeed in their educational pursuits. JMG specifically targets at-risk and disadvantaged youth, both in school and out of school, to improve graduation and GED completion rates. The ultimate goal of the program is to facilitate a seamless transition from education to a successful career path.

### **FUNDING SOURCE**

Base JMG Funds paid to JMG Affiliate Partner from Youth Solutions are derived from the State of Michigan, General Fund-General Purpose (GF/GP).

### **TARGETED POPULATION TO BE SERVED**

Youth served through this agreement may include in-school youth, out-of-school youth (OSY), disconnected youth, foster youth, and others who face barriers to education or employment.

### **ELIGIBILITY**

Participants must be between the ages of 14 and 24 and do not need to be eligible for the WIOA Youth, Adult, or Dislocated Worker Programs.



# JOBS FOR MICHIGAN'S GRADUATES

OCTOBER 1, 2025 - SEPTEMBER 30, 2026

## RESOURCES

[Jobs for America's Graduates \(JAG\)](#)

National Non-Profit

[Jobs for Michigan's Graduates](#)

Youth Solutions

## MEASURES OF SUCCESS

Service providers shall strive to serve 170 participants, including students in JMG designated in the “active” and “follow-up” stages of programming.

Key Outcome Metrics are as follows:

| Key Outcome Metrics                                    | Multi-Year | Alternative | Out-of-School/College Success |
|--------------------------------------------------------|------------|-------------|-------------------------------|
| Graduation Rate                                        | 90%        | 75%         | 50%                           |
| Employment Rate                                        | 60%        | 50%         | 60%                           |
| Full-Time Employment Rate (30+ hours/week)             | 60%        | 50%         | 60%                           |
| Full-Time Positive Outcomes Rate                       | 75%        | 60%         | 75%                           |
| Further Education Rate                                 | 35%        | 30%         | 35%                           |
| Connectivity Rate                                      | 95%>       | 95%>        | 95%>                          |
| Return-to-School Rate                                  | 90%        | 75%         | --                            |
| High School Transition/Matriculation to the next grade | 90%        | 90%         | --                            |
| Improvement in Attendance                              | 70%        | 50%         | --                            |
| Academic Improvements                                  | 90%        | 75%         | --                            |
| Reduction of Discipline Referrals                      | 60%        | 60%         | --                            |
| Contact Hours Per Student                              | 130 Hours  | 80 Hours    | 40 Hours                      |
| Service-Learning Hours Per Youth                       | 10 Hours   | 7.5 Hours   | 5 Hours                       |
| Average Number of Selection Criteria/Barriers          | 6          | 6           | 7                             |
| Average Barriers Removed by End of Year                | 1          | 1           | 1                             |

## SERVICES

JMG services will include dropout prevention and recovery, work-based learning, postsecondary preparation and transition services, and other supports that align with the mission of the program.



## YOUNG PROFESSIONALS

# YOUNG PROFESSIONALS

MARCH 1, 2026 THROUGH FEB 28, 2027

## SERVICE PROVIDER

Kalamazoo Regional Educational Agency (KRESA) administers the **Young Professionals Initiative** workforce development program in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

## FUNDING SOURCE

Workforce Innovation and Opportunity Act (WIOA) Statewide Activities

## PROGRAM FOCUS

The purpose of the **Young Professionals Initiative** (YP) is to increase career awareness and preparation while reducing youth unemployment. This will be accomplished by introducing youth and young adults facing barriers to success in the labor market to the workforce while providing income to participants. Combined services will place participants on a path to gain the necessary skills to achieve lifelong economic self-sufficiency.

## PARTICIPANTS SERVED

In-School and Out-of-School Youth residing in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

## ELIGIBILITY

Though participants do not have to be co-enrolled in a WIOA program, they must be eligible for the WIOA Youth, Adult, or Dislocated Worker (DW) program(s), and between the ages of 14 and 24.

## REPORTING REQUIREMENTS

The goal was to serve 55 participants for this program year, with a goal of 10 in Branch County (with a focus on Coldwater); 15 in Calhoun County 15 (with a focus on Albion); 20 in Kalamazoo County (with a focus on the City of Kalamazoo); and 10 in St. Joseph County (with a focus on Sturgis and Three Rivers).

Young Professionals programs must provide outcome metrics following program completion as detailed below:

- Number of young adults served by the grant.
- Number of young adults who received workforce preparation services.
- Number of young adults who entered a work experience.
- Number of young adults who completed their work experience.
- Number of participating employers.

## YOUNG PROFESSIONALS

# YOUNG PROFESSIONALS

MARCH 1, 2026 THROUGH FEB 28, 2027

## RESOURCES

[WIOA Young Professionals Initiative Policy](#)

MI Department of Labor and Economic Opportunity  
Policy Issuance 26-03

[Paid and Unpaid Work Experience](#)

Workforce GPS

[Youth Resources Page](#)

Workforce GPS

## SERVICES

Services include Career Pathway Planning, Career Exploration, Internship Preparation, Hands-on Work Experience, Career Training and Professional Development, Barrier Navigation, Financial Literacy, and Academic and Career Awareness.

## ADDITIONAL PROGRAM SPECIFICS

- Wages/stipends may be paid for participation in work experience.
- Incentive payments are allowable when directly tied to the completion of work experience or classroom training for those enrolled as WIOA Youth.
- Supportive services are also allowable.



# YPP

## YOUNG PROFESSIONALS PLUS

MAR 1, 2026, THROUGH FEB 28, 2027

### SERVICE PROVIDER

Kalamazoo Regional Educational Agency (KRESA) administers the **Young Professionals Plus** Initiative workforce development program in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

### FUNDING SOURCE

State of Michigan General Fund-General Purpose (GF/GP)

### PROGRAM FOCUS

The **Young Professionals Plus (YPP) Initiative** will introduce young adults to the world of work while providing increased opportunities to earn income. Local programs will provide career preparation, employment opportunities, and supportive services with a goal of placing young adults on the right path to gain the skills necessary to achieve lifelong economic self-sufficiency.

### PARTICIPANTS SERVED

Youth and young adults residing in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

### ELIGIBILITY

- Participants must be between the ages of 14 and 24 and do not need to be eligible for the WIOA Youth, Adult, or Dislocated Worker Programs.
- Preference should be given to individuals living in households within the ALICE population.

### REPORTING REQUIREMENTS

Young Professionals Plus programs must provide outcome metrics following program completion as detailed below:

- Total number of participants served.
- Number of participants who received workforce preparation services.
- Number of participants who entered a work experience.
- Number of participants who completed their work experience.
- Number of participating employers.



# YPP

## YOUNG PROFESSIONALS PLUS

MAR 1, 2026, THROUGH FEB 28, 2027

### RESOURCES

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[Young Professionals Plus \(YPP\) Initiative Policy](#)

MI Department of Labor and  
Economic Opportunity Policy  
Issuance (PI) 26-04

[Youth Resources Page](#)  
Workforce GPS

### SERVICES

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Services include Career Pathway Planning, Career Exploration, Internship Preparation, Hands-on Work Experience, Career Training and Professional Development, Barrier Navigation, Financial Literacy, and Academic and Career Awareness.

### ADDITIONAL PROGRAM SPECIFICS

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- Wages/stipends may be paid for participation in work experience.
- Incentive payments are allowable when directly tied to the completion of work experience or classroom training for those enrolled as WIOA Youth.
- Supportive services are also allowable.



## WORKFORCE INNOVATION AND OPPORTUNITY ACT

ADULT

JULY 1, 2025 – JUNE 30, 2026

### SERVICE PROVIDER

Michigan Workforce Development Institute (WDI) administers the **WIOA Adult** Workforce Development program in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

### FUNDING SOURCE

Workforce Innovation and Opportunity Act (WIOA)

### PROGRAM FOCUS

The **WIOA Adult** Program helps job seekers overcome barriers to employment by providing career services, education, and occupational training.

### TARGETED POPULATION TO BE SERVED

Adults aged 18 years and older who are unemployed or underemployed, prioritizing veterans and those facing systemic barriers to career success.

### ELIGIBILITY

The service provider staff determines eligibility based on WIOA regulations, State Policy Issuances, Electronic Participant Management Information Guide (EPMIG), and Workforce Development Board (WDB) Policy.

To receive career services and meet the eligibility requirements for training services, the participant must:

1. Be a citizen of the U.S. or an eligible non-citizen and
2. Be registered with Selective Service (if applicable), and
3. Meet the requirements of one or more criteria outlined in WIOA regulations. See the WIOA Manual for details.

### MEASURES OF SUCCESS

|                                                    |         |
|----------------------------------------------------|---------|
| Planned Participants                               | 355     |
| Employment Rate 2 <sup>nd</sup> Quarter After Exit | 88.6%   |
| Employment Rate 4 <sup>th</sup> Quarter After Exit | 84%     |
| Credential Attainment Rate                         | 83.5%   |
| Median Earnings 2 <sup>nd</sup> Quarter After Exit | \$8,500 |
| Measurable Skill Gains                             | 66%     |



## WORKFORCE INNOVATION AND OPPORTUNITY ACT

ADULT

JULY 1, 2025 – JUNE 30, 2026

## RESOURCES

### [WIOA Adult Program Description](#)

MI Department of Labor and Economic Opportunity

### [WIOA Adult Program Overview](#)

MI Department of Labor and Economic Opportunity

### [WIOA Official Manual](#)

March 11, 2021

### [Policy Issuance 24-22](#)

August 1, 2024

### [Policy Issuance 24-22c1](#)

November 1, 2024

## SERVICES

Services for WIOA Adults can include:

- **Basic Career Services** – Customers are provided program information and basic assessments, personalized employment planning, targeted referrals, and job search support.
- **Individualized Career Services** – Customers are provided comprehensive assessments, personalized employment planning, counseling, and career planning.
- **Training Services** - Customers are linked to occupational training opportunities, including On-the-Job Training (OJT) and basic skills training for in-demand employment opportunities in local communities. An Individual Training Account (ITA) administers training funds for individuals enrolling in classroom training.
- **Follow-Up Services** - Follow-up services must be provided, if appropriate, to participants placed in unsubsidized employment extending up to 12 months from the first day of employment.

## ADDITIONAL PROGRAM SPECIFICS

- Services are generally provided at the Michigan Works! Southwest One-Stop Service Centers; however, some services may be provided virtually.
- In addition to the goals listed under Measures of Success, customer satisfaction surveys are used to gather information to enhance customer satisfaction for both participants and employers.



# WIOA DW

## WORKFORCE INNOVATION AND OPPORTUNITY ACT DISLOCATED WORKER JULY 1, 2024 – JUNE 30, 2025

### SERVICE PROVIDER

Michigan Workforce Development Institute (WDI) administers the **WIOA Dislocated Worker** workforce development program in Branch, Calhoun, Kalamazoo, and St. Joseph Counties.

### PROGRAM FOCUS

The **WIOA Dislocated Worker** program is designed to facilitate a rapid return to the workforce for individuals impacted by job loss.

### TARGETED POPULATION TO BE SERVED

Adults who lost employment through no fault of their own, regardless of income level.

### ELIGIBILITY

The service provider staff determines eligibility based on WIOA regulations, State Policy Issuances, Electronic Participant Management Information Guide (EPMIG), and WDB Policy.

To receive career services and meet the eligibility requirements for training services, the participant must:

- 1) Be a citizen of the U.S. or an eligible non-citizen and
- 2) Be registered with Selective Service (if applicable), and
- 3) Meet the requirements of one or more criteria outlined in WIOA regulations. See the WIOA Manual for details.

### FUNDING SOURCE

Workforce Innovation and Opportunity Act (WIOA)

### MEASURES OF SUCCESS

|                                                    |         |
|----------------------------------------------------|---------|
| Planned Participants                               | 173     |
| Employment Rate 2 <sup>nd</sup> Quarter After Exit | 88%     |
| Employment Rate 4 <sup>th</sup> Quarter After Exit | 85%     |
| Credential Attainment Rate                         | 83%     |
| Median Earnings 2 <sup>nd</sup> Quarter After Exit | \$9,100 |
| Measurable Skill Gains                             | 67.6%   |

## RESOURCES

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### [WIOA Dislocated Worker Program Description](#)

MI Department of Labor and Economic Opportunity

### [WIOA Dislocated Worker Program Overview](#)

MI Department of Labor and Economic Opportunity

### [WIOA Official Manual](#)

March 11, 2021

### [Policy Issuance 24-22](#)

August 1, 2024

### [Policy Issuance 24-22c1](#)

November 1, 2024

### [TEGL 4-20](#)

October 29, 2020

## SERVICES

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Services for WIOA Dislocated Workers can include:

- **Individualized Career Services** – Customers are provided comprehensive assessments, development of individual employment plans, counseling, and career planning.
- **Training Services** - Customers are linked to occupational training, On-the-Job Training (OJT), and basic skills training for in-demand employment opportunities in local communities.
- **Follow-Up Services** - Follow-up services must be provided as appropriate for participants placed in unsubsidized employment, for up to 12 months after the first day of employment.

## ADDITIONAL PROGRAM SPECIFICS

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- In addition to the goals listed under Measures of Success, customer satisfaction surveys gather information to enhance customer satisfaction for both participants and employers.
- Effective September 21, 2020, Trade Act participants are offered the opportunity to co-enroll in the Dislocated Worker Program. Doing so provides participants with additional resources that may be available to them.
- Services are generally provided at Michigan Works! Southwest One-Stop Service Centers; however, some services may be provided virtually.

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**Appropriation Year 2025 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities  
Funding for Career Exploration and Experience Events for the Period of July 1, 2026  
through December 31, 2027  
PI: 26-16**

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### **Background**

Michigan Works! Southwest has received an allocation for the time period of July 1, 2026 through December 31, 2027, to support career exploration experiences. Each of the events will involve multiple businesses and industries at a single location or virtual event, similar to MiCareerQuest™ or similar career exploration and experience events.

### **Services**

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

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

### **Activities**

These career events will include the following components:

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

### **Funding**

**Total Allocation      \$40,000**

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## Public Assistance Employment & Training

### PI: 26-15

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#### Background

Michigan Works! Southwest has received funding to support employment and reemployment of at-risk individuals and the removal of barriers to employment for recipients of public assistance.

#### Services

This program provides funding for supportive services for participants active in State of Michigan workforce development programs and is intended to provide additional supportive service funding for programs that have exhausted supportive services funding and is no longer meeting the needs of participants.

Locally, this funding will support the Employment-Related Supportive Service (ERSS) and Food Assistance Employment and Training (FAE&T) programs.

#### Eligibility

Participants are required to be at least 18 years of age and should be an active recipient of public assistance. Public Assistance is defined as PATH, other Temporary Assistance for Needy Families funded programs, Supplemental Nutritional Assistance Program, subsidized housing from Michigan State Housing Development Authority or other assistance programs from Michigan Department of Health and Human Services. Individuals must be co-enrolled in another LEO-WD program. Customer statement of receipt of public assistance benefits is considered sufficient verification.

#### Funding

|                         |                 |
|-------------------------|-----------------|
| <b>Total Allocation</b> | <b>\$19,659</b> |
| Administration          | \$ 1,965        |
| Supportive Services     | \$17,694        |

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**Appropriation Year (AY) 2025 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities  
 Funding to Support Program Year (PY) 2026 Capacity Building and Professional Development (CBPD) for  
 the Period of July, 1 2026 through June, 30, 2027  
 PI: 26-17**

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### Background

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.

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.

### Activities

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.

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

|                         |                 |
|-------------------------|-----------------|
| <b>Total Allocation</b> | <b>\$35,235</b> |
| WIOA SWA                | \$35,235        |

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**Appropriation Year (AY) 2025 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding  
for Program Year (PY) 2026 High Concentrations of WIOA Eligible Youth for the Period of July 1, 2026 through  
June 30, 2026  
PI: 26-18**

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### **Background**

The Department of Labor and Economic Opportunity has allocated Michigan Works! Southwest Workforce Innovation and Opportunity Act (WIOA) Statewide Activities funding to serve High Concentrations of WIOA Eligible Youth for program year 2026 (July 1, 2026 through June 30, 2027).

### **Services**

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

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

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

### **Eligibility**

Program services described are available to youth who:

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

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

Or

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

## Funding

### Total Allocation

|                 |          |
|-----------------|----------|
| Base Allocation | \$14,528 |
| Administration  | \$ 1,452 |
| Program         | \$13,076 |

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**Appropriation Year (AY) 2025 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding  
 Allocations for Program Year (PY) 2026 Customer Relationship Management (CRM) for the Period of July 1,  
 2026 through June 30, 2027  
 PI: 26-20**

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**Background**

For PY 2026, the Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) has allocated funding for Michigan Works! Southwest to be used in support of electronic systems for customer relationship management (CRM).

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

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

**Activities**

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

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

**Funding**

Total Allocation                \$6,250

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**Partners for Reentry Opportunities in Workforce Development (PROWD) & Michigan Citizen Reentry Initiative (MiCRI) Stage 3 Funding**  
**PI: 26-19**

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### **Background**

Michigan Works! Southwest has been awarded funding to support the Partners for Reentry Opportunities in Workforce Development (PROWD) Michigan Citizen Reentry Initiative (MiCRI) Expansion Stage 3, a grant initiative of the United States Department of Labor (USDOL) and the Department of Justice, to provide job training and skills development services in the form of community-based services. The PROWD program is a separate grant and funding source from the MiCRI program (funded by the Joint First Step Act). The PROWD program expands on the methodology of the MiCRI program to establish a statewide network of support for Justice-Involved Citizens to provide Stage 1, 2, and 3 pre-employment training services accessible at Residential Reentry Centers (RRCs) and to individuals in home confinement throughout the state.

The Stage 3 program will operate for the period of performance October 1, 2025 through September 30, 2029.

### **Eligibility**

The PROWD program is a voluntary program. Stage 3 represents the post-release phase of the PROWD programs and is designed to provide intensive support for employment, training, and barrier removal. These services aim to reduce recidivism and promote long-term economic stability through individualized career planning and supportive services.

### **Services**

Stage 3 will consist of providing individualized career services through case management to program participants which will enable them to overcome the most significant barriers to their successful reentry into the community and workforce. Stage 3 is intended to provide continual case management for the participants who have entered back into their communities and are still in need of support. Reentry services will continue for as long as needed. Employment and Career Services include:

- Provide job readiness support, including resume development, interview preparation, and job search strategies.
- Offer supports for credential attainment and education, including access to classes, tutoring, and related resources to promote skill development and career advancement.
- Encourage continued engagement so participants can access additional support if future needs arise.
- Connect and place participants with second chance employers and industries based on local labor market demand.

Additionally, funding to provide supportive services to address barriers to employment and training are allowable.

### **Funding**

**Total Allocation**      \$105,515

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**Program Year (PY) 2026 National Farmworker Jobs Program (NFJP) Plan Instructions**  
**Policy Issuance: 26-21**

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### Background

Michigan Works! Southwest has been allocated \$91,073 to implement services of the NFJP, grant funding aimed to help temporary and seasonal agricultural workers also known by the U.S. Department of Labor definition as migrant and seasonal farmworkers (MSFWs), and their dependents to acquire necessary skills to stabilize or advance in their agricultural jobs or obtain employment in new industries. Eligible NFJP participants will work one-on-one with the Michigan Works! career coaches to identify barriers to employment and connect the participant to resources addressing those challenges. Benefits of this partnership include linking employers, community, and faith-based organizations, as well as education and training systems, taking a human-centered design approach to support better economic outcomes for MSFWs and their dependents.

In addition, the Business Solutions team will support employers with business services strategies designed to strengthen and improve the public workforce system, equip MSFWs and their dependents to enter high-quality jobs and careers, and help employers hire and retain skilled workers.

### Eligibility

LEO-WD, as the NFJP Grantee, is required to verify documentation and verify applicant eligibility. LEO-WD NFJP Outreach and Enrollment Coordinators (OECs) will follow the Referral, Enrollment, and Service Delivery guidance to ensure a seamless intake process and facilitate enrollment of eligible individuals. OECs will conduct the NFJP applicant intake using the WIOA registration form. OECs will use the information collected to facilitate an eligibility determination ensuring that the MSFW and/or their dependent meet the required criteria (in accordance with federal requirements detailed in TEGL 18-16, Change 2). MW staff will receive direct referrals of NFJP eligible MSFWs and/or their dependent(s) from OECs.

### Activities

The NFJP presents an extraordinary opportunity to improve employment training services for Michigan's MSFWs and their dependents, through a variety of services, including:

- Career Services
- Training Services
- Youth Services
- Business Services
- Supportive Services

### Funding

|                         |                 |
|-------------------------|-----------------|
| <b>Total Allocation</b> | <b>\$80,044</b> |
| Administration          | \$ 8,004        |
| Program                 | \$72,040        |

**Appropriation Year (AY) 2026 Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW), and Youth Program Allocations for the Time Period of July 1, 2026 through June 30, 2028**  
**PI: 26-13**

## Background

The Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD), in partnership with MWAs, assists job seekers with advancing in employment, education, and training, and with obtaining supportive services to foster individual success in the labor market. WD's state and federally funded job seeker and business services are designed to strengthen and improve our public workforce system, equip our citizens to enter high-quality jobs and careers, and help employers hire and retain skilled workers.

## Services

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

| <u>Basic Career Services</u>                                                                                                                                                                                                                                                                                                                                                             | <u>Individualized Career Services</u>                                                                                                                                                                                                                                                                                                | <u>Training Services</u>                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Initial assessment of skills and abilities</li> <li>• Labor market information</li> <li>• Job search assistance</li> <li>• Career information and resources</li> <li>• Job development assistance</li> <li>• Employability skills workshops</li> <li>• Orientation to information and services available through the One-Stop system</li> </ul> | <ul style="list-style-type: none"> <li>• Short-term pre-vocational services</li> <li>• Group counseling</li> <li>• Individual counseling</li> <li>• Career planning (case management) services</li> <li>• Comprehensive assessments</li> <li>• Workforce preparation activities</li> <li>• Advanced job search assistance</li> </ul> | <ul style="list-style-type: none"> <li>• Occupational skill training</li> <li>• On-the-Job training</li> <li>• Registered apprenticeships</li> <li>• Job readiness training</li> <li>• Customized training</li> <li>• Skill upgrading and re-training</li> <li>• Incumbent Worker Training</li> </ul> |

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

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies.
- Alternative secondary school services or dropout recovery services.
- Paid and unpaid work experiences.
- Occupational skills training.
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- Leadership development opportunities.
- Supportive services.
- Adult mentoring for the period of participation and subsequent period, for a total of not less than 12 months.
- Follow-up services.
- Comprehensive guidance and counseling.
- Financial literacy education.
- Entrepreneurial skills training.
- Activities that help youth prepare for and transition to postsecondary education and training.

- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career counseling and career exploration services.

#### Notes on Youth funding:

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

### Performance

The Federal performance goals represent the negotiated rates for PY24/PY25. Federal Performance Goals may change during the program year if a re-negotiation process with the State occurs. Modification of the Statistical Adjustment Model (SAM) occurs after the end of the program year, which along with new information, may impact identified targets.

#### Adult

|                                                    |         |
|----------------------------------------------------|---------|
| Employment Rate 2 <sup>nd</sup> Quarter after Exit | 88.6%   |
| Employment Rate 4 <sup>th</sup> Quarter after Exit | 84.0%   |
| Median Earnings 2 <sup>nd</sup> Quarter after Exit | \$8,500 |
| Credential Attainment within 4 Quarters after Exit | 83.5%   |
| Measurable Skills Gain                             | 66.0%   |

#### Dislocated Worker

|                                                    |         |
|----------------------------------------------------|---------|
| Employment Rate 2 <sup>nd</sup> Quarter after Exit | 88.0%   |
| Employment Rate 4 <sup>th</sup> Quarter after Exit | 85.0%   |
| Median Earnings 2 <sup>nd</sup> Quarter after Exit | \$9,100 |
| Credential Attainment within 4 Quarters after Exit | 83.0%   |
| Measurable Skills Gain                             | 67.6%   |

#### Youth

|                                                                 |          |
|-----------------------------------------------------------------|----------|
| Employment or Placement Rate 2 <sup>nd</sup> Quarter after Exit | 79.0%    |
| Employment or Placement Rate 4 <sup>th</sup> Quarter after Exit | 79.0%    |
| Median Earnings 2 <sup>nd</sup> Quarter After Exit              | \$4,600  |
| Credential Attainment within 4 Quarters after Exit              | 64.7%    |
| Measurable Skills Gain                                          | 48.7%    |
| Effectiveness in Serving Employers                              | Baseline |

### Funding

Michigan Works! Southwest has been allocated the following Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Services funding for 2026 (July 1, 2026 through June 30, 2028):

- Adult: \$ 1,603,352 (an increase from the PY2025 allocation of \$151,560)
- Dislocated Worker: \$ 993,035 (an increase from the PY2025 allocation of \$289,842)
- Youth: \$ 1,954,259 (an increase from the PY2025 allocation of \$256,257)

Source: PI 26-13

**Appropriation Year (AY) 2026 Wagner-Peyser (W-P) and Workforce Innovation and Opportunity Act (WIOA)  
 Statewide Activities (SWA) Funds to Support Program Year (PY) 2026 Employment Service (ES) Operations  
 PI: 26-14**

## 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.

Michigan Works! Southwest has received notice of an allocation for Wagner – Peyser (WP) Employment Service (ES) operations, as well as Statewide Activities funding to support ES operations, for the time period of July 1, 2026 through June 30, 2028.

## Services

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 | \$639,692 | Southwest Activities (SWA) | \$129,937 |
| Program                  | \$524,548 | Program                    | \$106,549 |
| Administration           | \$115,144 | Administration             | \$23,388  |

**DATE:** August 20, 2026  
**TO:** Workforce Development Board  
**FROM:** Jakki Bungart-Bibb / Debbie Horn  
**SUBJECT:** Workforce Development Board – Membership Renewal

We are requesting WDB consideration and approval of the following renewal appointments for non-private sector representatives to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph counties) for another two-year term beginning October 1, 2026, and ending September 30, 2026.

#### REPRESENTING ECONOMIC DEVELOPMENT

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

#### REPRESENTING ORGANIZED LABOR

- *Mr. David Prellwitz*, Chief Steward, AFSCME Local 1668; Master Gardener, Western Michigan University (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)

#### REPRESENTING COMMUNITY-BASED and YOUTH ORGANIZATIONS

- *Ms. Windy Rea*, Outreach and Admissions Counselor, Michigan Job Corps, Human Learning Systems (Region)

#### 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 REHABILITATION AGENCIES

- *Mr. John Fiore*, Southwest District Manager, Michigan Rehabilitation Services (Region)
- *Ms. Rebecca Hill* (Alternate for Fiore), Kalamazoo Site Manager, Michigan Rehabilitation Services (Region)

#### REPRESENTING PUBLIC ASSISTANCE AGENCIES

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

#### REPRESENTING MI DEPARTMENT OF CORRECTIONS / OTHER

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



1601 S. Burdick St, Kalamazoo, MI 49001  
michiganworkssouthwest.org

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**DATE:** August 20, 2026  
**TO:** Workforce Development Board  
**FROM:** Jakki Bungart-Bibb / Debbie Horn  
**SUBJECT:** Workforce Development Board – Executive Committee Alternate Appointment

We are requesting WDB consideration and approval for the appointment of Kurt Miller, Senior Director of Operations at Kadant Johnson, LLC, to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties) as an Alternate Executive Committee member for Alan Ives.

This appointment is for the balance of a two-year term that began October 1, 2025, and ends September 30, 2027.



## Workforce Development Board

## WDB Policy 6 R09

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state, or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

## Procurement and Property Management

**EFFECTIVE DATE** 08/20/2026

**BACKGROUND** Federal and state regulations require Michigan Works! Agencies (MWA) to establish, maintain and follow written policies and procedures to guide the selection of subrecipients/service providers and vendors for all procurements done with federal and/or state funds.

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

**REFERENCES** Michigan Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 24-36 and subsequent changes, Procurement

Michigan Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 22-04c1 and subsequent changes, Property Management

Workforce Innovation and Opportunity Act of 2014

Code of Federal Regulations (CFR), Title 2, Subtitle B – Federal Agency Regulations for Grants and Agreements

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

Code of Federal Regulations (CFR), Title 48 – Federal Acquisition Regulations System

Michigan Works! Southwest Workforce Development Board Policy 10 R11, and subsequent revisions/changes, Standards of Conduct

Michigan Works! Southwest Workforce Development Board Policy 31 R03, and subsequent revisions/changes, Records Management and Destruction

**DEFINITIONS** **Equipment**—tangible personal property (including information technology systems) with a unit acquisition cost of \$10,000 or more and having a useful life of one year or more.

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

**Supplies**—tangible personal property other than those described in the equipment definition with a unit acquisition cost of less than \$10,000.

## **POLICY**

### **I. Simplified Acquisition Threshold**

- A. Unless otherwise prescribed by the specific grant or funding source, the simplified acquisition threshold for procurements made in whole or in part with funds administered by the State is \$250,000.
- B. Prior approval from the State is required before initiating any procurement of equipment, capital improvements, and/or other capital expenditures more than the simplified acquisition threshold and using formula funds administered by the State. State established procedures must be used to secure required prior approval for these types of procurements.
- C. The entity initiating any procurement over the simplified acquisition threshold, including contract modifications, must perform a cost or price analysis.
- D. Discretionary funds and other non-formula funds administered by the State may have lower thresholds for which prior or expenditures, including equipment, of \$10,000 or more. State and/or federal agency approval is required. If no specific guidance is provided from the funding agency, approval from the federal awarding agency is required for expenditures, including equipment, of \$10,000 or more.

### **II. Procurement Standards**

- A. Prior to initiating any procurement, the Michigan Works! Southwest (MWSW) Agency and their subrecipients/service providers must conduct a review of their current equipment, supplies, and services to ensure the planned purchase is necessary and non-duplicative.
  - 1. The MWSW Agency and their subrecipients/service providers must also contact the MWSW Agency’s Administration Unit prior to the purchase of supplies or equipment to assure that a suitable item is not available in the inventory of returned/unused items.
  - 2. Lease versus purchase options shall also be considered to avoid unnecessary or duplicative purchases.
    - a. Prior to initiating any procurement, a review of existing items must be completed to avoid the purchase of unnecessary or duplicative items.
    - b. Where appropriate, lease vs purchase options shall be reviewed to determine the most economical approach.
- B. Funds shall be awarded only to entities capable of successfully meeting the terms, conditions, and specifications in the procurement documents. All procurement decisions shall consider a bidder’s past performance, integrity, risk potential and financial and technical resources.
- C. The total value of the procurement is to be considered before determining the procurement method to be used.
- D. Procurements shall be conducted using only the methods approved by the state or federal funding agency.
  - 1. Approved procurement methods include:
    - a. Micro-Purchases
    - b. Small Purchases/Simplified Acquisitions

- c. Sealed Bids
- d. Competitive Proposals (Request for Proposals/RFP) and
- e. Noncompetitive Proposals (Sole Source purchases).
- 2. A detailed description of each approved procurement method, situations for use, and the requirements for each method shall be included in the local Procurement and Property Management Procedures.
- E. For all procurements more than the simplified acquisition threshold, formal procurement procedures shall be used. Formal procedures shall include only sealed bids or competitive proposals (RFP).
- F. Documentation of each step in the procurement process must be maintained including rationale for the method of procurement, selection of contract type, independent estimates, cost/price analysis, solicitations, bids, proposals, documentation of costs, justifications, bidder lists, contractor selection or rejections, resulting agreements, profit, and the basis for the agreement price.
  - 1. Written procedures for procurement transactions must include:
    - a. a clear and accurate description of the requirements and
    - b. identify the requirements and all other factors to be used to evaluate proposals/bids.
  - 2. Documentation of the procurement of a subrecipient and all non-equipment and supply purchases shall be maintained for three years after the end of the funding period.
- G. Prior approval from the MWSW Agency's Administration Unit is required for all subrecipient equipment purchases of \$10,000 or more.
- H. Procurements cannot be separated into multiple processes or purchases unless it is documented that using such a procedure would result in a cost savings or maximize participation by small businesses and minority, women-owned and veteran-owned businesses, and labor surplus area firms.
- I. The entity initiating the procurement shall be responsible for the settlement of all contractual and administrative issues arising out of the procurement.
- J. All entities shall conduct procurements without consideration for statutorily or administratively imposed state or local geographic preferences in the evaluation of bids or proposals unless applicable Federal statutes mandate or encourage geographic preference.
- K. Equipment or products purchased with Workforce Innovation and Opportunity Act (WIOA) Title I or II or Wagner-Peyser (W-P) Act funds shall comply with the "Buy American Act" and the "Solid Waste Disposal Act."

### **III. Selection of Subrecipients/Service Providers**

- A. The selection of subrecipients/service providers for direct workforce development services, must be conducted using Request for Proposal (RFP), a formal, competitive procurement process.
  - 1. RFP documents shall require proposers to submit documentation and/or responses that demonstrate
    - a. their understanding of and ability to work with the population being served,
    - b. to design and implement effective programming, and
    - c. to meet program requirements and performance goals while operating within budget and allowable cost parameters.
  - 2. Written evaluation criteria for each RFP for direct service delivery shall be weighted to assure that effectiveness is the focus of consideration, and that level of risk has been evaluated.

3. All bidding organizations must also submit documentation required for the Risk Assessment. Risk Assessments will be reviewed by Michigan Works! Southwest Fiscal and Administrative Staff and will examine the performance of each bidding organization based on a review of qualifications, past performance, and procedures.
- B. A committee consisting of at least three members or ex officio members of the WDB shall review and score proposals received in response to an RFP..
  1. This recommendation, along with the Michigan Works! Southwest staff recommendation, will result in an award determination.
  2. The subrecipient selection decision shall be communicated to the WDB at the next regularly scheduled meeting of the Michigan Works! Southwest Workforce Development Board (Executive Committee or the Full Board).
- C. Unless otherwise required by the funding source, the RFP instructions shall indicate that the solicitation for services shall be for a period of no more than three years.
  1. Initial agreements awarded as a result of an RFP process will be developed for a one-year period. The development of agreements for the second and third years of funding is contingent upon
    - a. the availability of state/federal funding,
    - b. satisfactory attainment of performance objectives,
    - c. the negotiation of budgets and performance levels, and
    - d. an evaluation of risk.
  2. Michigan Works! Southwest Administration Unit reserves the right to conduct an additional solicitation during the three-year period if it is determined to be in the best interest of the program.
  3. Agreements awarded as a result of an RFP for direct service delivery shall be structured for cost reimbursement only.
- D. An administration monitoring system shall be used to ensure that subrecipients/service providers perform in accordance with the terms, conditions, and specifications of an agreement.
- E. Agreements awarded in response to an RFP shall contain sufficient language to
  1. protect the federal funds from waste, fraud, and abuse;
  2. protect the fund recipient and subrecipient/service provider; and
  3. be in compliance with applicable federal, state, and local laws.
- F. The MWSW Agency shall not award an agreement to any party which is debarred, suspended, ineligible for, or otherwise excluded from participation in federal assistance programs or funding.
  1. The Procurement and Property Management Procedures shall include procedures to assure that funds are not awarded in violation of this requirement.
  2. Agreements shall contain the provisions required by federal and state statute and policy.

#### **IV. Procurement and Property Management Procedures**

- A. The Michigan Works! Southwest Administration Unit shall establish, maintain, and follow Procurement and Property Management Procedures that are consistent and align with applicable federal, state, and local laws, regulations, policies, and procedures.
  1. These procedures shall establish a procurement environment that allows full and open competition.

2. Standards shall be established in the Procurement Procedures to assure that unfair requirements that would restrict competition are not placed on procurements.
  3. The Standards of Conduct/Conflict of Interest policies and procedures established by the WDB shall be incorporated into these Procedures and shall address employees, Workforce Development Board members, and organizational conflict of interest.
- B. This policy and the Procurement and Property Management Procedures shall apply to all subrecipients/service providers.
1. Subrecipients/Service Providers may utilize the procurement procedures of their organization if the requirements of this policy and the related procedures are incorporated in their organization's procedures.
  2. Subrecipients/Service Providers using the MWSW Agency's Procurement and Property Management Procedures must formally adopt them through their administrative structure.
- C. The Procurement and Property Management Procedures shall include procedures for the recording and disposition of equipment and supplies, inventory requirements, and procurement record retention requirements that incorporate federal, state, and local regulations and policies.

#### **V. Equipment and Property Management**

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

**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.

**INITIAL EFFECTIVE  
DATE**

07/01/2005

**APPROVED**

|                             |                             |            |
|-----------------------------|-----------------------------|------------|
| <b>Initial Policy</b>       | WDB Executive Committee     | 07/01/2005 |
| <b>Revision 01</b>          | Workforce Development Board | 05/14/2009 |
| <b>Revision 02</b>          | WDB Executive Committee     | 07/12/2012 |
| <b>Revision 03</b>          | WDB Executive Committee     | 06/06/2013 |
| <b>Revision 03-Addendum</b> | Workforce Development Board | 04/15/2015 |
| <b>Revision 04</b>          | WDB Executive Committee     | 07/15/2015 |
| <b>Revision 05</b>          | WDB Executive Committee     | 07/20/2016 |
| <b>Revision 06</b>          | WDB Executive Committee     | 01/10/2020 |
| <b>Revision 07</b>          | WDB Executive Committee     | 03/17/2022 |
| <b>Revision 08</b>          | WDB Executive Committee     | 01/16/2025 |
| <b>Revision 09</b>          | WDB Executive Committee     | 08/20/2026 |

**EXPIRATION**

Ongoing



## Workforce Development Board

## WDB Policy 6 R089

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state, or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

### Procurement and Property Management

**EFFECTIVE DATE** ~~08/16/2025~~ 08/16/2025

**BACKGROUND** Federal and state regulations require Michigan Works! Agencies (MWA) to establish, maintain and follow written policies and procedures to guide the selection of subrecipients/[service providers](#) and vendors for all procurements done with federal and/or state funds.

**PURPOSE** This policy and the related Procurement and Property Management Procedures shall fulfill that requirement and are consistent with applicable federal and state regulations and policies.

**SCOPE** All programs and services under the auspices of the Michigan Works! Southwest Workforce Development Board.

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

**REFERENCES** Michigan Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 24-36 and subsequent changes, Procurement

~~Michigan Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 12-30 Property Management~~

Michigan Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 22-04c1 and subsequent changes, ~~Regarding~~ Property Management

Workforce Innovation and Opportunity Act of 2014

Code of Federal Regulations (CFR), Title 2, Subtitle B – Federal Agency Regulations for Grants and Agreements

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

Code of Federal Regulations (CFR), Title 48 – Federal Acquisition Regulations System

Michigan Works! Southwest Workforce Development Board Policy 10, [R11](#), and subsequent revisions/changes, Standards of Conduct

Michigan Works! Southwest Workforce Development Board Policy 31, [R03](#), and subsequent revisions/changes, Records Management and Destruction

## DEFINITIONS

**Equipment**—tangible personal property (including information technology systems) with a unit acquisition cost of \$10,000 or more and having a useful life of one year or more.

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

**Supplies**—tangible personal property other than those described in the equipment definition with a unit acquisition cost of less than \$10,000.

## POLICY

### I. Simplified Acquisition Threshold

- A. Unless otherwise prescribed by the specific grant or funding source, the simplified acquisition threshold for procurements made in whole or in part with funds administered by the State is \$250,000.
- B. Prior approval from the State is required before initiating any procurement of equipment, capital improvements, and/or other capital expenditures more than the simplified acquisition threshold and using formula funds administered by the State. State established procedures must be used to secure required prior approval for these types of procurements.
- C. The entity initiating any procurement over the simplified acquisition threshold, including contract modifications, must perform a cost or price analysis.
- D. Discretionary funds and other non-formula funds administered by the State may have lower thresholds for which prior State and/or federal agency approval is required. If no specific guidance is provided from the funding agency, approval from the federal awarding agency is required for expenditures, including equipment, of \$10,000 or more.

### II. Procurement Standards

- A. Prior to initiating any procurement, the Michigan Works! Southwest (MWSW) Agency and their subrecipients/[service providers](#) must conduct a review of their current equipment, supplies, and services to ensure the planned purchase is necessary and non-duplicative.
  1. The MWSW Agency and their subrecipients/[service providers](#) must also contact the MWSW Agency’s Administration Unit prior to the purchase of supplies or equipment to assure that a suitable item is not available in the inventory of returned/unused items.

2. Lease versus purchase options shall also be considered to avoid unnecessary or duplicative purchases.
  - a. Prior to initiating any procurement, a review of existing items must be completed to avoid the purchase of unnecessary or duplicative items.
  - 2-b. Where appropriate, lease vs purchase options shall be reviewed to determine the most economical approach.
- B. Funds shall be awarded only to entities capable of successfully meeting the terms, conditions, and specifications in the procurement documents. All procurement decisions shall consider a ~~proposer's bidder's~~ past performance, integrity, risk potential and financial and technical resources.
- C. The total value of the procurement is to be considered before determining the procurement method to be used.
- D. Procurements shall be conducted using only the methods approved by the state or federal funding agency.
  1. Approved procurement methods include:
    - a. Micro-Purchases
    - b. Small Purchases/Simplified Acquisitions
    - c. Sealed Bids
    - d. Competitive Proposals (Request for Proposals/RFP) and
    - e. Noncompetitive Proposals (Sole Source purchases).
  2. A detailed description of each approved procurement method, situations for use, and the requirements for each method shall be included in the local Procurement and Property Management Procedures.
- E. For all procurements more than the simplified acquisition threshold, formal procurement procedures shall be used. Formal procedures shall include only sealed bids or competitive proposals (RFP).
- F. Documentation of each step in the procurement process must be maintained including rationale for the method of procurement, selection of contract type, independent estimates, cost/price analysis, solicitations, bids, proposals, documentation of costs, justifications, bidder lists, contractor selection or rejections, resulting agreements, profit, and the basis for the agreement price.
  1. Written procedures for procurement transactions must include:
    - a. a clear and accurate description of the requirements and
    - b. identify the requirements and all other factors to be used to evaluate proposals/bids.
  2. Documentation of the procurement of a subrecipient and all non-equipment and supply purchases shall be maintained for three years after the end of the funding period.
- G. Prior approval from the MWSW Agency's Administration Unit is required for all subrecipient equipment purchases of \$10,000 or more.
- H. Procurements cannot be separated into multiple processes or purchases unless it is documented that using such a procedure would result in a cost savings or maximize participation by small businesses and minority, women-owned and veteran-owned businesses, and labor surplus area firms.
- I. The entity initiating the procurement shall be responsible for the settlement of all contractual and administrative issues arising out of the procurement.

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- J. All entities shall conduct procurements without consideration for statutorily or administratively imposed state or local geographic preferences in the evaluation of bids or proposals unless applicable Federal statutes mandate or encourage geographic preference.
- K. Equipment or products purchased with Workforce Innovation and Opportunity Act (WIOA) Title I or II or Wagner-Peyser (W-P) Act funds shall comply with the "Buy American Act" and the "Solid Waste Disposal Act."

III. **Selection of Subrecipients/Service Providers**

- A. The selection of subrecipients/service providers for direct workforce development services, must be conducted using Request for Proposal (RFP), a formal, competitive procurement process.

~~B. The primary consideration in selecting an agency or organization to deliver services shall be the effectiveness of the entity to deliver the services as described in the solicitation documents and their level of potential risk.~~

- 1. RFP documents shall require proposers to submit documentation and/or responses that demonstrate
  - a. their understanding of and ability to work with the population being served,
  - b. to design and implement effective programming, and
  - c. to meet program requirements and performance goals while operating within budget and allowable cost parameters.

~~2. Written evaluation criteria for each RFP for direct service delivery shall be weighted to assure that effectiveness is the focus of consideration, and that level of risk has been evaluated.~~

~~3. All bidding organizations must also submit documentation required for the Risk Assessment. Risk Assessments will be reviewed by Michigan Works! Southwest Fiscal and Administrative Staff and will examine the performance of each bidding organization based on a review of qualifications, past performance, and procedures.~~

~~C. B.~~ A committee consisting of at least three ~~voting~~ members ~~or ex officio members~~ of the WDB shall review and ~~evaluate score~~ proposals ~~submitted received~~ in response to an RFP ~~for the provision of direct services. Up to two representatives of other MWA oversight entities may be included in the RFP review committee.~~

~~1. As part of the committee review, a consensus recommendation for subrecipient selection shall be made.~~

~~2.1.~~ This recommendation, along with the ~~internal Michigan Works! Southwest~~ staff recommendation, will ~~be used in the subrecipient selection decision result in an award determination.~~

~~3.2.~~ The subrecipient selection decision shall be communicated to the WDB at the next regularly scheduled meeting of the Michigan Works! Southwest Workforce Development Board (Executive Committee or the Full Board).

~~D. C.~~ Unless otherwise required by the funding source, the RFP instructions shall indicate that the solicitation for services shall be for a period of no more than three years.

- 1. Initial agreements awarded as a result of an RFP process will be developed for a one-year period. The development of agreements for the second and third years of funding is contingent upon
  - a. the availability of state/federal funding,

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- b. satisfactory attainment of performance objectives,
  - c. the negotiation of budgets and performance levels, and
  - d. an evaluation of risk.
2. Michigan Works! Southwest Administration Unit reserves the right to conduct an additional solicitation during the three-year period if it is determined to be in the best interest of the program.
3. Agreements awarded as a result of an RFP for direct service delivery shall be structured for cost reimbursement only.

~~F.D.~~ An administration monitoring system shall be used to ensure that subrecipients/[service providers](#) perform in accordance with the terms, conditions, and specifications of ~~their an~~ agreement.

~~F.E.~~ Agreements awarded in response to an RFP shall contain sufficient language to

1. protect the federal funds from waste, fraud, and abuse;
2. protect the fund recipient and subrecipient/[service provider](#); and
3. be in compliance with applicable federal, state, and local laws.

~~G.F.~~ The MWSW Agency shall not award an ~~an agreement-contract~~ to any party which is debarred, suspended, ineligible for, or otherwise excluded from participation in federal assistance programs or funding.

1. The Procurement and Property Management Procedures shall include procedures to assure that funds are not awarded in violation of this requirement.
2. Agreements shall contain the provisions required by federal and state statute and policy, ~~including but not limited to Equal Employment Opportunity (EEO), Davis-Bacon, termination for cause and for convenience and Byrd Anti Lobbying.~~

#### IV. Procurement and Property Management Procedures

- A. The Michigan Works! Southwest Administration Unit shall establish, maintain, and follow Procurement and Property Management Procedures that are consistent and align with applicable federal, state, and local laws, regulations, policies, and procedures.
  1. These procedures shall establish a procurement environment that allows full and open competition.
  2. Standards shall be established in the Procurement Procedures to assure that unfair requirements that would restrict competition are not placed on procurements.
  3. The Standards of Conduct/Conflict of Interest policies and procedures established by the WDB shall be incorporated into these Procedures and shall address employees, Workforce Development Board members, and organizational conflict of interest.
- B. This policy and the Procurement and Property Management Procedures shall apply to all subrecipients/[service providers](#).
  1. Subrecipients/[Service Providers](#) may utilize the procurement procedures of their organization if the requirements of this policy and the related procedures are incorporated in their organization's procedures.
  2. Subrecipients/[Service Providers](#) using the MWSW Agency's Procurement and Property Management Procedures must formally adopt them through their administrative structure.

- C. The Procurement and Property Management Procedures shall include procedures for the recording and disposition of equipment and supplies, inventory requirements, and procurement record retention requirements that incorporate federal, state, and local regulations and policies.

**V. Equipment and Property Management**

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

**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 Unit by telephone at 269-349-1533 or by email at [miworks@upjohn.org](mailto: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](mailto:miworks@upjohn.org), or dial 711 for the Relay Center and TTY.

**INITIAL EFFECTIVE**

DATE 7/1/2005

APPROVED

|                      |                                |                                                                             |
|----------------------|--------------------------------|-----------------------------------------------------------------------------|
| Initial Policy       | WDB Executive Committee        | 7/1/2005                                                                    |
| Revision 01          | Workforce Development Board    | 5/14/2009                                                                   |
| Revision 02          | WDB Executive Committee        | 7/12/2012                                                                   |
| Revision 03          | WDB Executive Committee        | 6/6/2013                                                                    |
| Revision 03          | Workforce Development Board    | 10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i> |
| Revision 03-Addendum | WDB Executive Committee        | 4/15/2015                                                                   |
| Revision 04          | WDB Executive Committee        | 7/15/2015                                                                   |
| Revision 05          | WDB Executive Committee        | 7/20/2016                                                                   |
| Revision 06          | WDB Executive Committee        | 01/10/2020                                                                  |
| Revision 07          | WDB Executive Committee        | 03/17/2022                                                                  |
| Revision 08          | WDB Executive Committee        | 01/16/2025                                                                  |
| <u>Revision 09</u>   | <u>WDB Executive Committee</u> | <u>08/20/2026</u>                                                           |

EXPIRATION Ongoing



## Workforce Development Board

## WDB Policy 32 R05

**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.

### Selective Service Registration for WIOA

**EFFECTIVE DATE** 08/20/2026

**BACKGROUND** The Military Selective Service Act, a federal law, requires almost all male U.S. citizens and male immigrants, 18 through 25, register with Selective Services. Individuals born on or after January 1, 1960 must register with Selective Service within 30 days of their 18th birthday. Individuals not registered within this timeframe may still register up to the date of their 26th birthday. The website to register is <https://www.sss.gov>.

The Workforce Innovation and Opportunity Act (WIOA) stipulates that applicants for WIOA funded services, who are required to register, document their compliance with the Selective Service registration requirement. Applicants who are within the Selective Service registration timeframe and who have not completed the process, may choose to register concurrently with the WIOA application process.

The Michigan Works! Southwest Workforce Development Board (WDB) Policy 17 and subsequent changes, WIOA Program Eligibility, addresses the requirements for documentation of Selective Service Registration as part of the WIOA eligibility determination process.

This policy is to comply with the federal requirement for the local area to establish a policy to work with applicants 26 years of age and older who are required to register, and have not registered for Selective Service, and are requesting to receive services and assistance through a WIOA funded program.

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

**REFERENCES** U.S. Department of Labor, Training and Employment Guidance Letter No. 11-11, change 2, and subsequent changes, Selective Service Registration Requirements for Employment and Training Administration Funded Programs

Workforce Innovation and Opportunity Act of 2014 and subsequent changes

WIOA Manual, Department of Labor and Economic Opportunity - Workforce Development, State of Michigan, March 11, 2021 and subsequent changes

WDB Policy 17, Revision 06 and subsequent changes, WIOA Program Eligibility

Selective Service System, official site of the United States government, <https://www.sss.gov/>

## POLICY

### I. Selective Service Registration Requirement

Nearly all male U.S. citizens and male immigrants residing in the United States born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th birthday. Individuals not registered within this timeframe may still register up to the date of their 26th birthday at <https://www.sss.gov>. Individuals who are already registered may verify their registration on this same website.

The U.S. Selective Service System website provides a complete list of who must register, as well as the exceptions. Guidance is provided for a variety of situations including individuals who are immigrants, confined, handicapped (physically or mentally), oppose war for religious/moral reasons, or those whose current gender identity does not match that which was assigned at birth. The complete and official list can be accessed at <https://www.sss.gov/>.

### II. Determination of Knowing and Willful Failure to Register

- A. Applicants who are required to register and requesting services for WIOA funded activities must verify Selective Service registration. Applicants who are unable to verify Selective Service registration and wish to continue the WIOA eligibility determination process must obtain a local determination made as to whether the failure to register was knowing and willful.
- B. The decision to determine knowing and willful failure to register for Selective Service is to be made based on documentation provided by the individual substantiating their failure to adhere to the universal requirement for nearly all males to register by their 26th birthday.
- C. To assist in the determination process, program applicants subject to the Selective Service requirement who are unable to document Selective Service registration must provide additional information pertaining to the circumstances and action they have taken to comply with the Selective Service registration requirement. This may include, but is not limited to, a written explanation and supporting documentation.
- D. In the Michigan Works! Southwest Area, the Administrative Entity shall be responsible for making the final determination of whether failure to register was knowing and willful based on information submitted by the subrecipient/service provider and the applicant.
- E. The final determination of knowing and willful failure to register shall be provided in writing by the Administrative Entity to the program subrecipient/service provider staff. The program subrecipient/service provider staff shall provide the final determination in writing to the applicant.
  1. If the applicant becomes a program participant, a copy of the local letter of determination must be included in their program file. The written determination must be included with other applicant paperwork and retained according to the local record retention policy.
  2. Applicants deemed to have knowingly and willfully failed to register for

Selective Service will be denied program registration. These individuals must be made aware of the local grievance and complaint procedures and how those procedures apply to this decision. These individuals should also be referred to other available, appropriate services and resources.

**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.

**INITIAL EFFECTIVE  
DATE**

08/02/2012

**APPROVED**

|                |                             |            |
|----------------|-----------------------------|------------|
| Initial Policy | WDB Executive Committee     | 09/02/2012 |
| Revision 01    | WDB Executive Committee     | 03/18/2015 |
| Revision 02    | WDB Executive Committee     | 04/20/2016 |
| Revision 03    | WDB Executive Committee     | 10/12/2018 |
| Revision 04    | Workforce Development Board | 02/16/2023 |
| Revision 05    | WDB Executive Committee     | 08/20/2026 |

**EXPIRATION**

Ongoing



## Workforce Development Board

WDB Policy 32 R045

**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.

### Selective Service Registration for WIOA

**EFFECTIVE DATE** ~~028-2016-2026~~3

**BACKGROUND** The Military Selective Service Act, a federal law, requires almost all male U.S. citizens and male immigrants, 18 through 25, register with Selective Services. Individuals born on or after January 1, 1960 must register with Selective Service within 30 days of their 18<sup>th</sup> birthday. Individuals not registered within this timeframe may still register up to the date of their 26<sup>th</sup> birthday. The website to register is <https://www.sss.gov>.

The Workforce Innovation and Opportunity Act (WIOA) stipulates that applicants for WIOA funded services, who are required to register, document their compliance with the Selective Service registration requirement. Applicants who are within the Selective Service registration timeframe and who have not completed the process, may choose to register concurrently with the WIOA application process.

The Michigan Works! Southwest Workforce Development Board (WDB) Policy 17 and subsequent changes, WIOA Program Eligibility, addresses the requirements for documentation of Selective Service Registration as part of the WIOA eligibility determination process.

**PURPOSE** This policy is to comply with the federal requirement for the local area to establish a policy to work with applicants 26 years of age and older who are required to register, and have not registered for Selective Service, and are requesting to receive services and assistance through a WIOA funded program.

**SCOPE** All programs and services under the auspices of the Michigan Works! Southwest Workforce Development Board that receives funding under Title I of the Workforce Innovation and Opportunity Act.

**REFERENCES** U.S. Department of Labor, Training and Employment Guidance Letter No. 11-11, change ~~changes 1 and 2~~, and subsequent changes, Selective Service Registration Requirements for Employment and Training Administration Funded Programs

Workforce Innovation and Opportunity Act of 2014 and subsequent changes

WIOA Manual, Department of Labor and Economic Opportunity - Workforce Development, State of Michigan, March 11, 2021 and subsequent changes

WDB Policy 17, Revision ~~056~~ and subsequent changes, WIOA Program Eligibility

Selective Service System, official site of the United States government, <https://www.sss.gov/>

POLICY

I. **Selective Service Registration Requirement**

Nearly all male U.S. citizens and male immigrants residing in the United States born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18<sup>th</sup> birthday. Individuals not registered within this timeframe may still register up to the date of their 26<sup>th</sup> birthday at <https://www.sss.gov>. Individuals who are already registered may verify their registration on this same website.

The U.S. Selective Service System website provides a complete list of who must register, as well as the exceptions. Guidance is provided for a variety of situations including individuals who are immigrants, confined, handicapped (physically or mentally), oppose war for religious/moral reasons, or those whose current gender identity does not match that which was assigned at birth. The complete and official list can be accessed at <https://www.sss.gov/>.

II. **Status Information Letter**

A. ~~Applicants who are required to register and who are requesting services for WIOA funded activities who are 26 years of age or older and who are unable to document registration for Selective Service shall be required to request a Status Information Letter from Selective Service.~~

1. ~~The Request for Status Information Letter form and instructions as to how to complete, can be accessed at the Selective Service System website <https://www.sss.gov>. The form is located on the verify page of the same website <https://www.sss.gov/verify/sil/>.~~

2. ~~WIOA program staff shall also have information available regarding the process to request a Status Information Letter.~~

B. ~~Once the Status Information Letter verifying the exemption of the individual from registering for Selective Service is received from the Selective Service System, a determination of WIOA eligibility can be made.~~

C. ~~If there are time limits for enrolling a participant (e.g., an individual recently released from incarceration), the process to determine if the failure to register was knowing and willful may be initiated, without first having the potential program participant request the Status Information Letter. This would be an exception for an unusual situation and requires prior approval from the Michigan Works! Southwest Administrative Entity.~~

~~If the Status Information Letter indicates that the individual was required to register for Selective Service and failed to do so, and the individual wishes to continue the WIOA eligibility determination process, then a local determination must be made as to whether the failure to register was knowing and willful.~~

III. **Determination of Knowing and Willful Failure to Register**

A. Applicants who are required to register and requesting services for WIOA funded activities must verify Selective Service registration. Applicants who are unable to verify Selective Service registration and wish to continue the WIOA eligibility determination process must obtain a local determination made as to whether the failure to register was knowing and willful.

A-B. The decision to determine knowing and willful failure to register for Selective Service is to be made based on documentation provided by the individual substantiating their failure to adhere to the universal requirement for nearly all males to register by their 26<sup>th</sup> birthday.

B-C. To assist in the determination process, program applicants subject to the Selective Service requirement who are unable to document Selective Service registration must provide additional information pertaining to the circumstances and action they have taken to comply with the Selective Service registration requirement. This may include, but is not limited to, a written explanation and supporting documentation.

C-D. In the Michigan Works! Southwest Area, the Administrative Entity shall be responsible for making the final determination of whether failure to register was knowing and willful based on information submitted by the subrecipient/service

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provider and the applicant.

**D.E.** The final determination of knowing and willful failure to register shall be provided in writing by the Administrative Entity to the program subrecipient/service provider staff. The program subrecipient/service provider staff shall provide the final determination in writing to the applicant.

1. If the applicant becomes a program participant, a copy of the local letter of determination must be included in their program file. The written determination must be included with other applicant paperwork and retained according to the local record retention policy.
2. Applicants deemed to have knowingly and willfully failed to register for Selective Service will be denied program registration. These individuals must be made aware of the local grievance and complaint procedures and how those procedures apply to this decision. These individuals should also be referred to other available, appropriate services and resources.

**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 at 269-349-1533 or [miworks@upjohn.org](mailto:miworks@upjohn.org).

This policy is available for download from the Michigan Works! Southwest Employee Portal website [www.michiganworkssouthwest.org](http://www.michiganworkssouthwest.org). Staff should contact the Michigan Works! Southwest Administration at 269-349-1533 or [miworks@upjohn.org](mailto:miworks@upjohn.org) to obtain their username and password.

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.

**INITIAL EFFECTIVE  
DATE** 8/2/2012

|                 |                             |            |
|-----------------|-----------------------------|------------|
| <b>APPROVED</b> |                             |            |
| Initial Policy  | WDB Executive Committee     | 9/2/2012   |
| Revision 01     | WDB Executive Committee     | 3/18/2015  |
| Revision 02     | WDB Executive Committee     | 4/20/2016  |
| Revision 03     | WDB Executive Committee     | 10/12/2018 |
| Revision 04     | Workforce Development Board | 02/16/2023 |
| Revision 05     | Workforce Development Board | 08/20/2026 |

**EXPIRATION** Ongoing

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## Workforce Development Board Bylaw Revision Summary

### July 8, 2026

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

- Article V: Committees, Section C: condensed language
- Article V: Committees, Section D: added more concise language for clarity
- Article VII: Section 5.7: added clarifying language

BYLAWS OF THE  
MICHIGAN WORKS! SOUTHWEST  
WORKFORCE DEVELOPMENT BOARD

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WDB Bylaws  
October 1, 2026

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## **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 a one-stop delivery system, identifying 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 sec. 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:

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| <b>County:</b>         | <b>Branch</b> | <b>Calhoun</b> | <b>Kalamazoo</b> | <b>St. Joseph</b> | <b>Region</b> | <b>At-Large</b> | <b>Total</b> |
|------------------------|---------------|----------------|------------------|-------------------|---------------|-----------------|--------------|
| 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.

- 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.
- All WDB appointees must be currently employed in the sector they represent, with the exception of employment services (ES), labor, and education representatives.
- 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 to be in attendance for quorum, notice, waiver, voting, and other purposes. Copies of all proxies for each meeting will be maintained with official meeting minutes.

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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.
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- 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.

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**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 Council (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.

**D. Request for Proposal (RFP) Review 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 being reviewed. Members of the RFP Review 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, resulting in an award determination.

**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

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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

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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 15.268, 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 and special 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.

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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.

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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.

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## 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, 2026, whichever comes first.

**Michigan Works! Southwest Workforce  
Development Board**

By: \_\_\_\_\_

Brian O'Donnell, Board Chair

\_\_\_\_\_  
Dated

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Workforce Development Board Intergovernmental Agreement  
Revision Summary  
July 8, 2026

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Proposed edits include:

- Notes under the general composition of the Workforce Development Board have been updated to align with the WDB bylaws.

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

**between**

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

**and**

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

**and**

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

**and**

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

**for**

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

**RESOLUTION**

## **INTERGOVERNMENTAL TRANSFER OF FUNCTIONS AND RESPONSIBILITIES AGREEMENT**

This Inter-Governmental Transfer of Functions and Responsibilities Agreement is entered into by Branch County, Calhoun County, Kalamazoo County, and St. Joseph County with an effective date of October 1, 2026;

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

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

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

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

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

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

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

workforce development programs, and

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

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

**1. FUNCTIONS/RESPONSIBILITIES TRANSFERRED**

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

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

of Kalamazoo:

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

## **2. DURATION OF OPERATION**

This agreement is entered into for the period October 1, 2026 through September 30, 2028, by and between the County of Branch, County of Calhoun, County of Kalamazoo and the County of St. Joseph. This agreement shall be reviewed at least every two (2) years.

## **3. AMENDMENTS TO THIS AGREEMENT**

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

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

#### **4. EMPLOYEE TRANSFER, REASSIGNMENT OR BENEFIT ADJUSTMENTS**

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

#### **5. PROPERTY**

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

#### **6. FINANCING**

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

#### **7. OTHER LEGAL, FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS**

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

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

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

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

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

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

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

| County:                | Branch | Calhoun | Kalamazoo | St. Joseph | 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 per 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., Dept of Corrections) and out-of-school youth (e.g., Job Corps).

**8. JOINT BOARD OF COMMISSION**

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

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

## **9. SIGNATURES AND EFFECTIVE DATE.**

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

The effective date of this agreement shall be October 1, 2026.

### **COUNTY OF BRANCH**

By: \_\_\_\_\_  
Randall Hazelbaker  
Its: Board Chair

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Teresa. Kubasiak  
Its: County Clerk

Dated: \_\_\_\_\_

### **COUNTY OF CALHOUN**

By: \_\_\_\_\_  
Derek King  
Its: Board Chair

Dated: \_\_\_\_\_

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

Dated: \_\_\_\_\_

### **COUNTY OF KALAMAZOO**

By: \_\_\_\_\_  
Jennifer A. Strebs  
Its: Board Chair

Dated: \_\_\_\_\_

### **COUNTY OF ST. JOSEPH**

By: \_\_\_\_\_  
Jared Hoffmaster  
Its: Board Chair

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Gina Everson  
Its: County Clerk / Register of Deeds

Dated: \_\_\_\_\_

### **Michigan Works! Southwest Workforce Development Board**

By: \_\_\_\_\_  
Brian O'Donnell  
Its: WDB Chairperson

Dated: \_\_\_\_\_

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## **The Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans Mid-Cycle Modification**

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### **Background**

The WIOA Section 106(c) states local Workforce Development Boards (WDBs) and Chief Elected Officials (CEOs) are required to engage in a regional planning process that results in the development of a Regional Plan. Further, Section 108(a) states each local WDB is also responsible for developing a Local Plan.

In addition, per the WIOA, states are required to identify planning regions. In Michigan, the Prosperity Regions fulfill this requirement. Further, the WIOA requires the Governor to designate local workforce development areas within the state for the purposes of the WIOA. Planning regions provide an opportunity for local areas to collaborate more formally within the larger regional economy, and per the WIOA Proposed Rules, the purpose of identifying planning regions is to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both jobseekers and employers. Local and regional plans outlining these planning processes are required to be submitted to the State of Michigan.

### **Michigan Works! Southwest Local Plan**

The Michigan Works! Southwest Local Plan serves as a four-year action plan to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. The Michigan Works! Southwest Local Plan includes the following required elements:

- The regional analysis prepared as part of the Regional Plan.
- A description of the local board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to performance accountability measures based on primary indicators of performance as described in the WIOA Section 116(b)(2)(A) in order to support regional economic growth and economic self-sufficiency.
- A description of the Michigan Works! Southwest Workforce Development Board's strategy to align local resources, required partners, and entities that carry out core programs to achieve the strategic vision and goals.
- A description of the workforce development system in the four-county area of Branch, Calhoun, Kalamazoo and St. Joseph.
- A description of how the Michigan Works! Southwest Workforce Development Board, working with the entities carrying out core programs, will potentially expand access to employment, training, education, and supportive services for eligible individuals; facilitate the development of career pathways and co-enrollment in core programs; and improve access to activities leading to a recognized postsecondary credential.
- A description of the strategies and services that will be used in the four-county area to facilitate engagement of employers in workforce development programs and improve coordination between workforce development programs and economic development.
- A description of the one-stop delivery system in the four-county area.

- A description of coordination of WIOA Title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area.
- A description of how the Michigan Works! Southwest Workforce Development Board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
- A description of coordination of WIOA Title I workforce investment activities with adult education and literacy activities under the WIOA Title II.
- A description of training services in the Michigan Works! Southwest area.
- A description of the actions the Michigan Works! Southwest Workforce Development Board will take toward becoming and/or remaining a high-performing board, including effectiveness and continuous improvement criteria the board will implement to assess their one-stop centers, a description of the allocation of one-stop center infrastructure funds and a description of the roles and contributions of one-stop partners, including cost allocation.

### **Prosperity Region 8 Regional Plan**

The proposed Regional Plan includes the following required elements:

- The planning process utilized for the compilation of the plan, including partnership and planning with Berrien, Cass, Van Buren Michigan Works!.
- A thorough analysis of regional labor market data and economic conditions of Region 8.
- A description of regional service strategies with a priority on regional planning efforts amongst all partners and focusing on regional education and training needs.
- A description of plans for development, expansion and implementation of sector initiatives, including the potential expansion of the existing Healthcare and Manufacturing Consortiums and potential development of other in demand sectors in Region 8.
- Administrative cost arrangements for regional allocations of funding.
- Coordination of transportation and other support services and the potential plans for future coordination.
- Coordination of workforce development, economic development, training and business, as well as opportunity for further future enhancements of coordinated regional service delivery throughout Region 8.
- Performance measures and accountability systems for these measures throughout the Region, as outlined in the WIOA and negotiated with the Governor.

### **Duration and Modifications**

During the four-year lifecycle of the Regional and Local Plans, local areas may be required to submit annual modifications to the Plans as changes in regional and local conditions necessitate, and as LEO determines necessary.

At a minimum, modifications for both Regional and Local Plans will be required at the end of the first two-year period of the plans.

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

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**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.

**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.

**2026 Action – Modification 01 to the 2025 Agreement**

A modification to the July 1, 2025 – June 30, 2027 Workforce Development Agreement has been updated to reflect the following:

Actual 2025-2026 Fund Availability: \$12,329,231

July 1, 2025 – June 30, 2026

October 1, 2025 – September 30, 2026

Estimated 2026-2027 Funding Allocation Budget: \$9,594,526

July 1, 2026 – June 30, 2027

October 1, 2026 – September 30, 2027

Agreement 2025-01  
Modification 01

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

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**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

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This Modification 01 to Agreement 2025-01 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 01 to Agreement 2025-01 for the period July 1, 2025 through June 30, 2027.

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**Conditions warranting modification:****For Budget Year 2025/2026**

1. To modify the 2025/2026 Funding Levels Worksheet (Exhibit I-A) to show actuals.
2. To modify the 2025/2026 W. E. Upjohn Institute for Employment Research, Michigan Works! Southwest Administration Budget Worksheet (Exhibit II-A) to show actuals.

**For Budget Year 2026/2027**

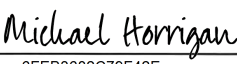
1. To include the estimated 2026/2027 Funding Levels Worksheet (Exhibit I-B).
  2. To include the estimated 2026/2027 W. E. Upjohn Institute for Employment Research, Michigan Works! Southwest Administration Budget Worksheet (Exhibit II-B).
- 

**Grant Recipient Authorized Representative:**

  
\_\_\_\_\_  
Jennifer A. Strebs, Chair                      Date  
Kalamazoo County Board of Commissioners

**Administrative & Fiscal Agent Authorized Representatives:**

Signed by:  6/17/2026  
\_\_\_\_\_  
Jakki Bungart-Bibb, MWSW Director                      Date  
W. E. Upjohn Institute for Employment  
Research

Signed by:  6/18/2026  
\_\_\_\_\_  
Michael Horrigan, President                      Date  
W. E. Upjohn Institute for Employment  
Research

Contract 2025-01  
Modification 01

**Budget Year 2025-2026**

**Exhibit I-A**  
**PY 2025/2026**  
**Agreement 2025-01**  
**Modification 01**

**ACTUAL FUNDING LEVELS**  
**BUDGET YEAR 2025 - 2026**

| FUNDING SOURCE                              | AVAILABILITY        | ADMINISTRATION    | PROGRAM             |
|---------------------------------------------|---------------------|-------------------|---------------------|
| <b>July 1, 2025 - June 30, 2026</b>         |                     |                   |                     |
| WIOA Adult                                  | \$ 1,451,792        | \$ 145,179        | \$ 1,306,613        |
| WIOA Dislocated Worker                      | \$ 703,193          | \$ 70,319         | \$ 632,874          |
| WIOA Youth                                  | \$ 1,698,002        | \$ 169,800        | \$ 1,528,202        |
| WIOA High Concentration Youth               | \$ 14,528           | \$ 1,452          | \$ 13,076           |
| Career Events                               | \$ 40,000           | \$ -              | \$ 40,000           |
| Wagner Peyser                               | \$ 741,999          | \$ 133,559        | \$ 608,440          |
| ASC Intermediary Services                   | \$ 100,000          | \$ 10,000         | \$ 90,000           |
| Capacity Building PD                        | \$ 33,421           | \$ -              | \$ 33,421           |
| CBPD GFGP                                   | \$ 14,324           | \$ -              | \$ 14,324           |
| NFJP                                        | \$ 91,073           | \$ 9,107          | \$ 81,966           |
| WIOA RR CRM                                 | \$ 4,173            | \$ -              | \$ 4,173            |
| DWG Employment Recovery                     | \$ 40,000           | \$ 4,000          | \$ 36,000           |
| Going Pro Talent Fund 2025 Cycle I          | \$ 1,984,526        | \$ 129,829        | \$ 1,854,697        |
| Going Pro Talent Fund 2025 Cycle II         | \$ 175,749          | \$ 11,498         | \$ 164,251          |
| Employment Services P&I                     | \$ 190,320          | \$ 34,258         | \$ 156,062          |
| WIOA SWA Continuty of Service               | \$ 50,862           | \$ 5,086          | \$ 45,776           |
| Talent and Growth Barrier Removal           | \$ 351,347          | \$ -              | \$ 351,347          |
| <b>Total</b>                                | <b>\$ 7,685,309</b> | <b>\$ 724,087</b> | <b>\$ 6,961,222</b> |
| <b>October 1, 2025 - September 30, 2026</b> |                     |                   |                     |
| Going Pro Talent Fund 2025 ELC              | \$ 390,775          | \$ 25,565         | \$ 365,210          |
| GPTF Application Assistance                 | \$ 30,000           | \$ 2,400          | \$ 27,600           |
| FAE&T                                       | \$ 114,524          | \$ 11,452         | \$ 103,072          |
| FAE&T SS                                    | \$ 9,379            | \$ -              | \$ 9,379            |
| FAE&T Plus                                  | \$ 12,500           | \$ -              | \$ 12,500           |
| FAE&T Plus Expansion                        | \$ 25,000           | \$ -              | \$ 25,000           |
| PATH Support Services (ERSS)                | \$ 25,282           | \$ -              | \$ 25,282           |
| PATH Refugee P&I                            | \$ 37,858           | \$ 4,543          | \$ 33,315           |
| PATH State P&I                              | \$ 273,646          | \$ 32,838         | \$ 240,808          |
| PATH TANF                                   | \$ 3,243,604        | \$ 389,232        | \$ 2,854,372        |
| RESEA                                       | \$ 162,581          | \$ 29,264         | \$ 133,317          |
| PATH TSS P&I                                | \$ 54,109           | \$ -              | \$ 54,109           |
| Trade Adjustment Assistance                 | \$ 3,000            | \$ -              | \$ 3,000            |
| Young Professionals                         | \$ 197,718          | \$ 19,771         | \$ 177,947          |
| YPP                                         | \$ 63,946           | \$ 6,394          | \$ 57,552           |
| <b>Total</b>                                | <b>\$ 4,643,922</b> | <b>\$ 521,459</b> | <b>\$ 4,122,463</b> |

**Agreement 2025-01**

**June 2026**

**Exhibit II-A**  
**PY 2025/2026**  
**Agreement 2025-01**  
**Modification 01**

**ACTUAL FUNDING LEVELS BUDGET YEAR 2025 - 2026**  
**BRANCH - CALHOUN - KALAMAZOO-ST. JOSEPH**

**July 1, 2025 - June 30, 2026**

| MWSW Administration Budget                    | [ ] ORIGINAL<br>[X] MODIFICATION<br>DATE: 6/30/26 |
|-----------------------------------------------|---------------------------------------------------|
| SALARIES/ WAGES                               | \$ 477,570                                        |
| EMPLOYEE BENEFITS                             | \$ 243,090                                        |
| BUILDINGS & GROUNDS (Insurance & Maintenance) | \$ 4,470                                          |
| COMMUNICAGIONS                                | \$ 2,540                                          |
| CONFERENCES                                   | \$ 50                                             |
| CONSULTING                                    | \$ 5,190                                          |
| COPIES DUPLICATING                            | \$ 200                                            |
| EQUIPMENT PURCHASE                            | \$ 5,010                                          |
| LIBRARY                                       | \$ 700                                            |
| MAILING & POSTAGE                             | \$ 620                                            |
| MARKETING                                     | \$ 1,560                                          |
| MEMBERSHIPS                                   | \$ 5,390                                          |
| MISCELLANEOUS EXPENSE                         | \$ 6,620                                          |
| PROFESSIONAL DEVELOPMENT                      | \$ 1,110                                          |
| SOFTWARE LICENSES                             | \$ 150                                            |
| SPACE RENTAL                                  | \$ 20,520                                         |
| SUPPLIES                                      | \$ 960                                            |
| TRAVEL (STAFF)                                | \$ 10,560                                         |
| <b>TOTAL</b>                                  | <b>\$ 785,910</b>                                 |

**Agreement 2025-01**

**June 2026**

Contract 2025-01  
Modification 01

**Budget Year 2026-2027**

Exhibit I-B  
PY 2026/2027  
Agreement 2025-01  
Modification 01

ESTIMATED FUNDING LEVELS  
BUDGET YEAR 2026 - 2027

| FUNDING SOURCE                            | AVAILABILITY | ADMINISTRATION | PROGRAM      |
|-------------------------------------------|--------------|----------------|--------------|
| July 1, 2026 - June 30, 2027              |              |                |              |
| WIOA Adult                                | \$ 1,603,352 | \$ 160,335     | \$ 1,443,017 |
| WIOA Dislocated Worker                    | \$ 993,035   | \$ 99,303      | \$ 893,733   |
| WIOA Youth                                | \$ 1,954,259 | \$ 195,425     | \$ 1,758,834 |
| High Concentration Youth                  | \$ 14,746    | \$ 1,474       | \$ 13,272    |
| Career Events                             | \$ 40,000    | \$ -           | \$ 40,000    |
| Wagner Peyser                             | \$ 639,692   | \$ 115,145     | \$ 524,547   |
| Employment Services SWA                   | \$ 129,937   | \$ 23,389      | \$ 106,548   |
| Capacity Building PD                      | \$ 33,421    | \$ -           | \$ 33,421    |
| NFJP                                      | \$ 91,073    | \$ 9,107       | \$ 81,966    |
| WIOA RR CRM                               | \$ 6,250     | \$ -           | \$ 6,250     |
| Public Assistance Employment and Training | \$ 19,659    | \$ 1,965       | \$ 17,694    |
| Total                                     | \$ 5,525,424 | \$ 606,142     | \$ 4,919,282 |

|                                      |              |            |              |
|--------------------------------------|--------------|------------|--------------|
| October 1, 2026 - September 30, 2027 |              |            |              |
| FAE&T                                | \$ 106,524   | \$ 10,652  | \$ 95,872    |
| FAE&T Plus                           | \$ 12,500    | \$ -       | \$ 12,500    |
| FAE&T Plus Expansion                 | \$ 25,000    | \$ -       | \$ 25,000    |
| PATH Refugee P&I                     | \$ 37,858    | \$ 4,543   | \$ 33,315    |
| PATH State P&I                       | \$ 273,646   | \$ 32,838  | \$ 240,808   |
| PATH TANF                            | \$ 3,243,604 | \$ 389,232 | \$ 2,854,372 |
| Trade Adjustment Assistance          | \$ 91,480    | \$ 5,000   | \$ 86,480    |
| Young Professionals                  | \$ 214,544   | \$ 21,454  | \$ 193,090   |
| Young Professionals Plus             | \$ 63,946    | \$ 6,394   | \$ 57,552    |
| Total                                | \$ 4,069,102 | \$ 470,113 | \$ 3,598,989 |

**Exhibit II-B**  
**PY 2026/2027**  
**Agreement 2025-01**  
**Modification 01**

**ESTIMATED FUNDING LEVELS BUDGET YEAR 2026 - 2027**  
**BRANCH - CALHOUN - KALAMAZOO-ST. JOSEPH**

**July 1, 2026 - June 30, 2027**

| MWSW Administration Budget                   | [X] ORIGINAL<br>[ ] MODIFICATION<br>DATE: 6/30/2026 |
|----------------------------------------------|-----------------------------------------------------|
| SALARIES/ WAGES                              | \$ 670,865                                          |
| EMPLOYEE BENEFITS                            | \$ 344,137                                          |
| BUILDING & GROUNDS (Insurance & Maintenance) | \$ 6,121                                            |
| COMMUNICATIONS                               | \$ 3,478                                            |
| CONFERENCES                                  | \$ 68                                               |
| CONSULTING                                   | \$ 7,107                                            |
| COPIES DUPLICATING                           | \$ 274                                              |
| EQUIPMENT PURCHASE                           | \$ 6,861                                            |
| LIBRARY                                      | \$ 959                                              |
| MAILING & POSTAGE                            | \$ 849                                              |
| MARKETING                                    | \$ 2,136                                            |
| MEMBERSHIPS                                  | \$ 7,381                                            |
| MISCELLANEOUS EXPENSE                        | \$ 8,518                                            |
| PROFESSIONAL DEVELOPMENT                     | \$ 1,520                                            |
| SOFTWARE LICENSES                            | \$ 205                                              |
| SUPPLIES                                     | \$ 1,315                                            |
| TELEPHONE                                    | \$ -                                                |
| TRAVEL (STAFF)                               | \$ 14,461                                           |
| <b>TOTAL</b>                                 | <b>\$ 1,076,255</b>                                 |

**Agreement 2025-01**

**June 2026**

# Business Solutions Summary Dashboard

August 2026



## Business Solutions Services

PY25 Outcomes: 07/01/2025-6/30/2026

**442** Employers Served  
**2,825** Services Provided

## Employer Resource Network®

10/01/2025-7/31/2026

**1,232** Services Delivered  
**605** Unique employees served  
**25** Total Employers

## Going PRO Talent Fund FY2026 Cycle 1

**12**  
Companies  
awarded

**\$706,955.54**  
Awarded to  
companies

**297**  
Individuals to be  
trained

**105**  
Planned  
apprentices

**32**  
Anticipated  
new hires

## Going PRO Talent Fund FY2026 Cycle 2

**9**  
Companies  
awarded

**\$446,235.25**  
Awarded to  
companies

**212**  
Individuals to be  
trained

**66**  
Planned  
apprentices

**35**  
Anticipated  
new hires

## Going PRO Talent Fund FY2026 ELC

**4**  
Companies  
awarded

**\$66,735.00**  
Awarded to  
companies

**51**  
Individuals to be  
trained

**0**  
Planned  
apprentices

**0**  
Anticipated  
new hires

# Service Summary Dashboard

August 2026

Source: WF770



## Partnership. Accountability. Training. Hope.

Served 10/01/2025-7/31/2026

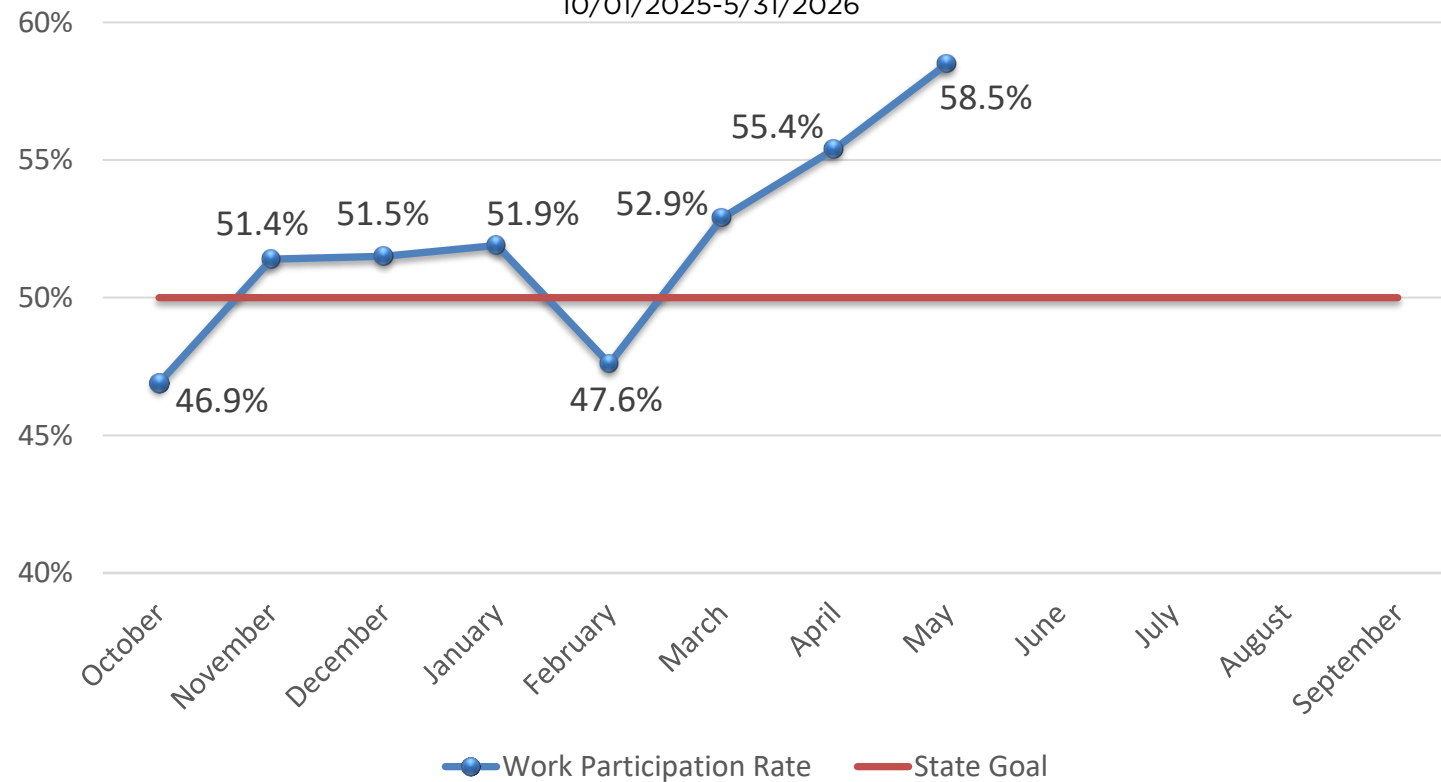
**879** Participants

**44.3%** Employment Rate

**\$15.540** Average Wage

**FY2026** Average Work Participation Rate **52.0%\***

10/01/2025-5/31/2026



\*Source: OSMIS QG163

## Gain Employment. Maintain Support.

Served 10/01/2025-7/31/2026

**165** Participants

**48.5%** Employment Rate

**\$16.09** Average Wage

## Food Assistance, Employment & Training

Served 10/01/2025-7/31/2026

**385** Participants

**14.3%** Employment Rate

**\$16.86** Average Wage

# WIOA/WP Annual Performance Outcomes

PY2025 (7/01/2025-6/30/2026)

Source: OSMIS ETA Performance Report- Quarterly



|                                        | WIOA Adult |          |              | WIOA Dislocated Worker |          |              | WIOA Youth |          |              | Wagner-Peyser |          |              | Average Indicator Score |
|----------------------------------------|------------|----------|--------------|------------------------|----------|--------------|------------|----------|--------------|---------------|----------|--------------|-------------------------|
|                                        | Target     | Actual   | Matrix Score | Target                 | Actual   | Matrix Score | Target     | Actual   | Matrix Score | Target        | Actual   | Matrix Score |                         |
| Employment 2nd Quarter After Exit      | 88.6%      | 93.2%    | 105.2%       | 88.0%                  | 96.9%    | 110.1%       | 79.0%      | 70.5%    | 89.2%        | 70.0%         | 75.4%    | 107.7%       | 103.1%                  |
| Employment 4th Quarter After Exit      | 84.0%      | 93.7%    | 111.5%       | 85.0%                  | 96.1%    | 113.1%       | 79.0%      | 70.8%    | 89.6%        | 67.0%         | 75.2%    | 112.2%       | 106.6%                  |
| Median Earnings 2nd Quarter After Exit | \$ 8,500   | \$ 8,697 | 102.3%       | \$ 9,100               | \$11,658 | 128.1%       | \$ 4,600   | \$ 3,248 | 70.6%        | \$ 8,000      | \$ 8,973 | 112.2%       | 103.3%                  |
| Credential Attainment Rate             | 83.5%      | 88.7%    | 106.2%       | 83.0%                  | 81.3%    | 98.0%        | 64.7%      | 53.1%    | 82.1%        |               |          |              | 95.4%                   |
| Measurable Skill Gains                 | 66.0%      | 83.2%    | 126.1%       | 67.6%                  | 89.8%    | 132.8%       | 48.7%      | 61.2%    | 125.7%       |               |          |              | 128.2%                  |
| Average Program Score                  |            |          | 110.3%       |                        |          | 116.4%       |            |          | 91.4%        |               |          | 110.7%       | 107.2%                  |

\*Errors have been identified with state-level wage data. DTMB is currently working to address these issues.

# Annual Demographic Outcomes

PY2025 (7/01/2025-6/30/2026)



## Wagner-Peyser

Source: OSMIS Participant Report

| Job Seeker Registrations         |      |
|----------------------------------|------|
| Total                            | 7310 |
| Albion Michigan Works!           | 106  |
| Calhoun County Service Center    | 2322 |
| Branch County Service Center     | 748  |
| Kalamazoo County Service Center  | 3625 |
| St. Joseph County Service Center | 509  |

## National Farmworker Jobs Program

Source: GPMS Participant Report

|                              | Branch | Calhoun | Kalamazoo | St. Joseph | Total | Percent of Total |
|------------------------------|--------|---------|-----------|------------|-------|------------------|
| Participants                 | 0      | 0       | 7         | 1          | 8     |                  |
| Male                         | 0      | 0       | 2         | 1          | 3     | 37.5%            |
| Female                       | 0      | 0       | 5         | 0          | 5     | 62.5%            |
| Ethnicity/Race*              |        |         |           |            |       |                  |
| Hispanic Latino              | 0      | 0       | 3         | 1          | 4     | 50.0%            |
| White                        | 0      | 0       | 1         | 1          | 2     | 25.0%            |
| African American             | 0      | 0       | 0         | 0          | 0     | 0.0%             |
| American Indian              | 0      | 0       | 0         | 0          | 0     | 0.0%             |
| Hawaiian or Pacific Islander | 0      | 0       | 0         | 0          | 0     | 0.0%             |
| Asian                        | 0      | 0       | 0         | 0          | 0     | 0.0%             |
| Education                    |        |         |           |            |       |                  |
| Below 12th                   | 0      | 0       | 4         | 0          | 4     | 50.0%            |
| Highest 12th                 | 0      | 0       | 3         | 1          | 4     | 50.0%            |
| Highest above 12th           | 0      | 0       | 0         | 0          | 0     | 0.0%             |

\*Note: Participants may choose to not identify as any race or ethnicity

Service Provider: WE Upjohn Institute/MWSW

# Annual Demographic Outcomes

PY2025 (7/01/2025-6/30/2026)

Source: YTH770



## WIOA Youth

|                              | Branch | Calhoun | Kalamazoo | St. Joseph | Total | Percent of Total |
|------------------------------|--------|---------|-----------|------------|-------|------------------|
| Participants                 | 13     | 29      | 164       | 4          | 210   |                  |
| Male                         | 8      | 15      | 73        | 3          | 99    | 47.1%            |
| Female                       | 5      | 14      | 91        | 1          | 111   | 52.9%            |
| Reported Disability          | 12     | 18      | 101       | 3          | 134   | 63.8%            |
| Basic Skills Deficiency      | 13     | 29      | 138       | 4          | 184   | 87.6%            |
| Ethnicity/Race               |        |         |           |            |       |                  |
| Hispanic Latino              | 0      | 0       | 0         | 0          | 0     | 0.0%             |
| White                        | 11     | 13      | 72        | 4          | 100   | 47.6%            |
| African American             | 0      | 19      | 82        | 0          | 101   | 48.1%            |
| American Indian              | 0      | 1       | 2         | 0          | 3     | 1.4%             |
| Hawaiian or Pacific Islander | 0      | 0       | 0         | 0          | 0     | 0.0%             |
| Asian                        | 0      | 0       | 6         | 0          | 6     | 2.9%             |
| Education                    |        |         |           |            |       |                  |
| Below 12th                   | 11     | 24      | 74        | 4          | 113   | 53.8%            |
| Highest 12th                 | 2      | 4       | 78        | 0          | 84    | 40.0%            |
| Highest above 12th           | 0      | 1       | 12        | 0          | 13    | 6.2%             |

\*Note: Participants may choose to not identify as any race or ethnicity

Service Provider: KRESA

# Annual Demographic Outcomes

PY2025 (7/01/2025-6/30/2026)

Source: WIA770



## WIOA Adult

|                              | Branch | Calhoun | Kalamazoo | St. Joseph | Total | Percent of Total |
|------------------------------|--------|---------|-----------|------------|-------|------------------|
| Participants                 | 23     | 97      | 193       | 15         | 328   |                  |
| Male                         | 14     | 35      | 53        | 5          | 107   | 32.6%            |
| Female                       | 9      | 62      | 140       | 10         | 221   | 67.4%            |
| Reported Disability          | 3      | 9       | 26        | 2          | 40    | 12.2%            |
| Basic Skills Deficiency      | 13     | 30      | 81        | 2          | 126   | 38.4%            |
| Ethnicity/Race               |        |         |           |            |       |                  |
| Hispanic Latino              | 0      | 1       | 6         | 0          | 7     | 2.1%             |
| White                        | 16     | 38      | 47        | 12         | 113   | 34.5%            |
| African American             | 4      | 59      | 136       | 4          | 203   | 61.9%            |
| American Indian              | 0      | 2       | 4         | 1          | 7     | 2.1%             |
| Hawaiian or Pacific Islander | 0      | 1       | 0         | 0          | 1     | 0.3%             |
| Asian                        | 1      | 0       | 3         | 0          | 4     | 1.2%             |
| Education                    |        |         |           |            |       |                  |
| Below 12th                   | 1      | 3       | 7         | 1          | 12    | 3.7%             |
| Highest 12th                 | 18     | 72      | 123       | 14         | 227   | 69.2%            |
| Highest above 12th           | 4      | 22      | 63        | 0          | 89    | 27.1%            |

\*Note: Participants may choose to not identify as any race or ethnicity

## WIOA Dislocated Worker

|                              | Branch | Calhoun | Kalamazoo | St. Joseph | Total | Percent of Total |
|------------------------------|--------|---------|-----------|------------|-------|------------------|
| Participants                 | 11     | 11      | 56        | 22         | 100   |                  |
| Male                         | 5      | 6       | 22        | 12         | 45    | 45.0%            |
| Female                       | 6      | 5       | 34        | 10         | 55    | 55.0%            |
| Reported Disability          | 0      | 0       | 7         | 2          | 9     | 9.0%             |
| Basic Skills Deficiency      | 3      | 3       | 7         | 1          | 14    | 14.0%            |
| Ethnicity/Race               |        |         |           |            |       |                  |
| Hispanic Latino              | 0      | 0       | 3         | 2          | 5     | 5.0%             |
| White                        | 8      | 8       | 35        | 19         | 70    | 70.0%            |
| African American             | 1      | 4       | 16        | 2          | 23    | 23.0%            |
| American Indian              | 1      | 0       | 0         | 0          | 1     | 1.0%             |
| Hawaiian or Pacific Islander | 0      | 0       | 0         | 0          | 0     | 0.0%             |
| Asian                        | 1      | 0       | 2         | 0          | 3     | 3.0%             |
| Education                    |        |         |           |            |       |                  |
| Below 12th                   | 0      | 1       | 0         | 0          | 1     | 1.0%             |
| Highest 12th                 | 6      | 6       | 21        | 17         | 50    | 50.0%            |
| Highest above 12th           | 5      | 4       | 35        | 5          | 49    | 49.0%            |

\*Note: Participants may choose to not identify as any race or ethnicity

Service Provider: WDI