

WORKFORCE DEVELOPMENT BOARD QUARTERLY MEETING AGENDA

Thursday, May 15, 2025 from 9:00-10:30 a.m.

In-Person Meeting

Community Health Center, 274 E. Chicago St, Coldwater, MI 49036

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

Public Access is available at:

<https://us02web.zoom.us/j/81620486024?pwd=KhkXNCUa2liScHyJ6qTEsdeoaPV29r.1>

Meeting ID: 816 2048 6024 Passcode: 807717

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

I. CALL TO ORDER / INTRODUCTIONS

Jackie Murray, Chair

II. RECOGNITIONS

- A. Shining Stars – February, March, and April
- B. WDB Member Recognitions
- C. Impact Award

Amy Meyers
Kathy Olsen
Amy Meyers

III. TRANSPARENCY & INTEGRITY OF WDB DECISIONS

Kathy Olsen

IV. PUBLIC TIME

V. MINUTES *Vote Required*

- A. March 20, 2025 WDB Executive Committee Meeting Minutes (*Exhibit A*)

VI. COMMITTEE REPORTS

- A. Monitoring and Evaluation Committee
- B. Career and Education Advisory Council (CEAC)

Dave Maurer
Kris Jenkins

VII. NEW BUSINESS

- A. WDB Plans *Vote Required*
 - 1. Infrastructure Funding Agreements (IFAs) under WIOA (*Exhibit B1a & B1b*)
 - 2. PY2024 National Farm Worker Jobs Program (NFJP) (*Exhibit B2*)
 - 3. FY25 Talent and Growth Barrier Removal Initiative (*Exhibit B3*)
- B. WDB Conflict of Interests Forms (*Exhibits C1 & C2*)

Amanda Rosenberg
Kathy Olsen

VIII. PROGRAM

Branch County ISD OJT Program
Joseph Sobeske, OJT Placement Coordinator, Branch County ISD
Branch County Economic Development Update
Audrey Tappenden, Economic Development Director, Branch County Economic Growth Alliance

IX. STAFF REPORTS

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

X. OLD BUSINESS

XI. PUBLIC TIME

XII. MEMBERS' TIME

XIII. UPCOMING MEETINGS

- A. Full Workforce Development Board – Thursday, September 18, 2025 (9:00-10:30 am)
At a location in St Joseph County
- B. Executive Committee – Wednesday, June 18, 2025 (9:00-10:30 am)
At Michigan Works! Service Center – Battle Creek, 200 W. Van Buren Street, Battle Creek, MI 49017
- C. Career Educational Advisory Council (CEAC) – Monday, September 15, 2025 (1:00-3:00 pm)
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- D. Disability Awareness Resource Team (DART) – Tuesday, June 26, 2025 (2:00-4:00 pm)
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- E. Monitoring & Evaluation Committee – Thursday, May 22, 2025 (8:00-9:30 am)
Michigan Works! Service Center - Kalamazoo, 1601 S. Burdick Street, Kalamazoo, MI 49001

XIV. ADJOURNMENT

Jackie Murray, Chair

**Workforce Development Board
Executive Committee Meeting Minutes
March 20, 2025**

CALL TO ORDER: Workforce Development Board Vice-Chair, Brian O'Donnell, called the meeting to order at 9:01 a.m. at the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.

WDB Members Present:

Randall Hazelbaker (PS)*	Brian O'Donnell (PS)*	∇ Virtual
Kris Jenkins (Educ)*	Frank Tecumseh (PS)*	* Exec Committee
Jackie Murray (PS)* [∇]		

WDB Executive Members Absent

Dave Maurer (PS)*

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

Jakki Bungart-Bibb [∇]	Kathy Olsen	Mark Waurio [∇]
Ashley Iovieno	Debbie Horn	
Amy Meyers	Amanda Rosenberg	

Guests Present:

Paige Daniels (KRESA) [∇]	Ryan Quandt [∇]
Amanda Sutherland (KRESA) [∇]	for Rep. Julie Rogers

INTRODUCTIONS

All attendees introduced themselves and the entities they represent.

PUBLIC TIME

No comments.

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

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

APPROVAL OF MINUTES (Exhibit A)

Motion made by Randall Hazelbaker and supported by Frank Tecumseh to approve the February 20, 2025, Quarterly Workforce Development Board meeting minutes. Motion carried.

COMMITTEE REPORTS

Career Educational Advisory Council (CEAC)

Kris Jenkins reported that the CEAC met on March 17, 2025. Representatives from the Michigan Department of Labor and Economic Opportunity gave a presentation on the Michigan Apprenticeship Readiness Certificate (MARC). The goal of MARC is to structure, endorse, and add validity to the Registered Apprenticeship Programs. Highlights from CTE member updates included the following:

- CTE students from each of the four counties in the MW! Southwest area attended state

competitions, and many of them achieved top 10 awards in various categories.

- The Kalamazoo RESA Career Connect Campus Grand Opening is scheduled for the public on May 22, 2025, from 4:00 – 7:00 p.m. The building will also be used for the Career Now programs beginning in the summer of 2025 and after-hours for healthcare and skilled trades training for employers. KRESA's recent survey of CTE Completers revealed an 83% completion rate, and additional steps are being implemented to increase this score.
- The Calhoun Area Career Center (CACC) experienced some mid-year resignations and currently has open positions in Programming, Construction, Allied Health, and a school counselor. CACC is partnering with KCC and their Higher Ed Strategic Investment Grant, focusing on the Pre-K–12 career exploration component.
- The Branch Area Career Center (BACC) conducted a follow-up survey of CTE Completers, which yielded a 97% completion rate. Due to low math scores, they are working on SAT prep, test taking, and other resources.
- St. Joseph County Intermediate School District (SJCISD) has scheduled a MiCareerQuest™ event at the Doyle Community Center in Sturgis on May 6, 2025. The goal is to have 60 employers register for the event. All 9th-grade students in the county are invited to attend. The SJCISD's new CTE Mobile Lab is progressing and plans to be in all middle schools for the 2025-26 school year, to work with 7th and 8th-grade students for 40-minute hands-on manufacturing lessons.
- Battle Creek Central High School is working on an MOU with Grand Valley to align its science curriculum so that students will earn a portable credential for Grand Valley.
- Effective July 1, 2025, Jerry Johnson will assume the role of superintendent of Calhoun ISD. Mr. Johnson will continue to report on adult education at the CEAC meetings.
- There has been a recent decrease in English as a Second Language (ESL) enrollments in Branch County.
- The Southwest Michigan Regional STEM fiduciary role has not yet been filled.

NEW BUSINESS

Plans (Exhibit B)

Amanda Rosenberg requested Board consideration and approval of one workforce development plan that was included as Exhibit B in the agenda packet. The plan was for the **Appropriation Year (AY) 2024 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities (SWA) Funding for the Young Professionals (YP) 2025 Initiative for the period March 1, 2025, through February 28, 2026.**

Motion made by Frank Tecumseh and supported by Kris Jenkins to approve the Appropriation Year (AY) 2024 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities (SWA) Funding for the Young Professionals (YP) 2025 Initiative for the period March 1, 2025, through February 28, 2026. Motion carried.

WDB Policies (Exhibits C1 – C3)

Policy 13, Revision 08, Individual Training Account (ITA) System

Kathy Olsen requested Board consideration and approval for one WDB Policy. She reported that the updates to Policy 13, Revision 08, for the Individual Training Account (ITA) System included minor edits throughout the policy and changes to align with State policy and the MiTC manual. This included updating references, the addition of a definition section, and the separation of background and purpose. Additional criteria for initial and continued eligibility of training providers were also added.

Motion made by Frank Tecumseh and supported by Kris Jenkins to approve the WDB Policy 13, Revision 08, Individual Training Account (ITA) System as presented. Motion carried.

WDB CEAC – Approval of CEAC Chair and Vice Chair

Kathy Olsen reported the CEAC voted for Tim Staffen to continue as Chair and Jim Berry as Vice Chair for another year. Per CEAC policy, these appointments must also be approved by the WDB.

Motion made by Frank Tecumseh and supported by Kris Jenkins to approve the appointments of Tim Staffen as CEAC Chair and Jim Berry as Vice Chair for CY2025. Motion carried.

STAFF REPORTS

Business Solutions Update and Dashboard (Exhibits D) and Lightcast Data Analytics (Exhibit E)

Ashley Iovieno delivered a comprehensive Business Solutions update, highlighting key data on the number of employers assisted, the impact of the Going PRO Talent Fund, current unemployment rates, job demand trends, and details on expanded unemployment benefits. Additionally, she shared insights on recent and future events in St. Joseph County.

Employers served – The number of employers served, and the services provided through February of 2025 were reported in the upper left-hand corner of the Business Solutions Dashboard (*Exhibit D*).

Going PRO Talent Fund – The data displayed on the Dashboard (*Exhibit D*) regarding the Going PRO Talent Fund pertains to the FY2025 Cycle 1 application period. The application period for the Employer-Led Collaborative (ELC) portion of the GPTF will commence on March 24, 2025, and will remain open until the funds are allocated. Independent applications for FY25 Cycle 2 will open on April 14, 2025, and close at 5:00 pm on May 2, 2025. The training is scheduled to run from July 2025 to June 2026. The Business Solutions Team has scheduled several information sessions that are accessible to businesses and partners. Additionally, one-on-one meetings can be arranged. Further details can be found on the Michigan Works! Southwest website and in the latest edition of the Business Solutions Buzz newsletter.

Unemployment Rates – The unemployment rates for Michigan counties have not been updated for January 2025. Michigan's rate currently stands at 5.3%, showing a slight increase from the previous month. In comparison, the national rate is at 4.4%, reflecting a slight decrease.

Job Demand - The latest Lightcast reports (*Exhibit E*) included in the agenda packet email indicate that the current job market trends are consistent with those of the previous month. In particular, the positions in high demand include registered nurses, medical assistants, and fast food and counter workers. These roles are predominantly within the Healthcare industry and Hospitality clusters. Employer job postings align with this data, reflecting the ongoing need for professionals in these fields. In the MWSW area, there were a total of 406 unique job postings, which is slightly lower compared to previous months. This decline has been observed over the past two to three months, suggesting a trend towards a more competitive job market.

St. Joseph County Activity – The Healthcare College and Employment Fair took place on Tuesday, March 18, 2025, at Glen Oaks Community College, attracting a total of nine different colleges with 11 representatives, and 17 employers with 43 representatives in attendance. Approximately 50 individuals attended the event, each engaging with approximately 10 representatives. In addition, several faculty members released their classrooms to participate. Michigan Works! Southwest sponsored the Sturgis Career Opportunities Expo on Wednesday, March 19, 2025. The event was specifically designed for 11th and 12th-grade students from Sturgis High School. The Expo transitioned to a Career Fair for the afternoon, and approximately 30 individuals from the public attended. Some employers left the event with potential new hires. Looking ahead, MiCareerQuest™ is scheduled in St. Joseph County in Sturgis at the Doyle Community Center on May 6, 2025, from 8:00 am to 3:00 pm. The goal is to host approximately 60 employers, and all 9th-grade students in the county are invited and encouraged to attend. Both volunteers and employers are welcome to sign up to participate in this event.

Operations Update and Updated Dashboard

Amy Meyers announced that the Services Dashboard (Exhibit F) was included in the agenda packet. She reported that the state conducted the annual monitoring for Cycle I in January, which resulted in no findings or administrative recommendations. Amy expressed her gratitude to the staff for their hard work and success. During the first week of March, the Workforce Innovation and Opportunity Act (WIOA) Comprehensive Programmatic Review was completed. This review covered all aspects of WIOA programs, including Board Operations. No administrative recommendations or findings were identified, except for three files that needed minor updates in one field during the data validation portion of the review. Ms. Meyers commended the entire team for their dedication. She also highlighted positive practices identified during the review, including the support from Board Members.

Ms. Meyers also reported that effective April 1, 2025, the maximum number of months that a client may receive cash through the Family Independence Program (FIP) (or cash assistance) in Michigan will increase from 48 months to 60 months.

Directors Report

Federal Updates

Jakki Bungart-Bibb provided an update on the recent actions taken by Congress to prevent a government shutdown by passing another Continuing Resolution (CR). This CR extends funding through September 30, 2025, maintaining the current funding for formula fund grants. The resolution also had an increase in defense funding by \$6 billion and a decrease in non-defense funding by \$13 billion. While specific details are still forthcoming, the impact on various programs remains uncertain.

Regarding Workforce Innovation and Opportunity Act (WIOA) funding, preliminary numbers have been released, however, they have not yet been finalized. Once the allocations are distributed to the State, the Department of Labor and Economic Opportunity (LEO) will allocate funds to Michigan Works! Agencies based on the labor force and unemployment rates. Unfortunately, most Michigan Works! Agencies will receive reduced funding, with some experiencing more significant cuts than others. These planned reductions have resulted in the announcement of the closures of a few MW Service Centers in some areas of the State. MWSW does not currently have plans to close any locations.

Efforts continue to reauthorize the Workforce Innovation and Opportunity Act (WIOA). Congress is considering utilizing the bipartisan bill proposed at the end of last year as the foundation for this year's discussions. Currently, the federal budget is a top priority, with plans to commence work on the WIOA Reauthorization a few months after budget deliberations.

State Updates

Ms. Bungart-Bibb reported that for Advocacy Week, on Monday, March 17, 2025, she and several other Michigan Works! Directors had the opportunity to meet with Congressman Walberg. Congressman Walberg, who chairs the House Education and Workforce Committee, expressed his support for the reauthorization of WIOA. The meeting was productive, with the team providing statistics, success stories, and feedback on the current proposed WIOA reauthorization. At the conclusion of the meeting, Congressman Walberg requested a draft outlining the likes and dislikes of the proposed WIOA reauthorization, along with a collection of success stories. These items will be submitted to his office. The board members shared impactful stories about their experiences working with Michigan Works! staff and utilized various programs, which were well received. The team also had productive visits with four additional lawmakers and observed a presentation of workforce development testimony in front of the House Committee. During the testimony, Michigan Works! was highlighted multiple times, with specific success stories shared from the MW! Southwest area. The key topics discussed during the legislator visits included the Going PRO Talent Fund, Skills Training Fund, Registered Apprenticeship Expansion, and BRES funding for barrier removal. Brian O'Donnell stressed the importance of

OLD BUSINESS

PUBLIC TIME

MEMBERS' TIME

UPCOMING MEETINGS

- Full Workforce Development Board – Thursday, May 15, 2025 (9:00-10:30 am) at the Community Health Building in Coldwater, 274 E. Chicago St., Coldwater, MI 49036
- Executive Committee – Thursday, April 17, 2025 (9:00-10:30 am) at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- Monitoring & Evaluation Committee –Thursday, April 24, 2025 (3:30-5:00 pm) at KRESA South Campus in Kalamazoo, 422 E. South Street, Kalamazoo, MI 49007
- Disability Awareness Resource Team (DART) – Tuesday, April 8, 2025 (2:00-4:00 pm) at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- Career Educational Advisory Council (CEAC) – Monday, May 12, 2025 (1:00-3:00 pm) at Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI 49007

ADJOURNMENT

Kathy Olsen
Date

Brian O'Donnell
Date

APPROVED

These minutes were approved on _____

**Instructions for Executing Infrastructure Funding Agreements (IFAs)
Under the Workforce Innovation and Opportunity Act (WIOA) of 2014
PI: 17-12, change 2, and subsequent changes**

Background

The WIOA requires local boards, with the agreement of the Chief Elected Official, to develop and execute Memorandums of Understanding (MOUs) with One-Stop partners pertaining to the operation of the One-Stop delivery system in the local service delivery area.

In accordance with the WIOA, the MOUs must also include an Infrastructure Funding Agreement (IFA), which details how infrastructure costs for the One-Stop delivery system will be funded in the local area.

Definition

Infrastructure costs of a One-Stop are defined as non-personnel costs that are necessary for the general operation of the One-Stop center, including but not limited to facility costs, utilities and maintenance, equipment, and technology to facilitate access to the One-Stop center.

Each entity that carries out a program or activities in a local One-Stop must use a portion of the funds available for the program and activities to maintain the One-Stop delivery system, including payment of the infrastructure costs of One-Stop centers.

IFA Development

Infrastructure costs should be funded through the establishment of a Local Funding Mechanism (LFM). The LFM provides flexibility to design and fund a One-Stop delivery system through consensus to meet the needs of the local area. If consensus cannot be reached under the LFM, a State Funding Mechanism (SFM) is triggered.

IFA Content

IFAs must include the following elements:

1. Duration
2. Infrastructure Costs Budget
3. One-Stop Partners
4. Modification and Review Process
5. Steps to Reach Consensus
6. Problem Resolution

Duration

The IFA must be renewed at least annually prior to the start of a new program year.

Technical Information

Program Title/Number	Instructions for Executing Infrastructure Funding Agreements (IFAs) Under the WIOA of 2014, PI: 17-12, change 2
Funding Source	N/A
Funding Level	N/A
Period of Performance	IFAs must be renewed at least annually prior to the start of a new program year
Source Reference	State of Michigan Policy Issuance: 17-12, change 2
CFDA Number	N/A

Michigan Works! Southwest
Serving the Counties of Branch, Calhoun, Kalamazoo, and St. Joseph Michigan
INFRASTRUCTURE FUNDING AGREEMENT (IFA)

Part I - General Information

In compliance with the provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014, Section 121(c) and (h), this IFA is made part of the Memorandum of Understanding (MOU), and identifies the required One-Stop partner entities that administer a program or program activities in coordination with the local One-Stop service center(s), and the amount, if any, each required partner shall contribute toward costs of the infrastructure of the one-stop centers in the Michigan Works! Southwest area.

This IFA establishes joint processes and procedures for reviewing and modifying infrastructure funding contributions to ensure each partner program is contributing its proportionate share. Funding contributions shall be in accordance with the terms of the IFA and per the requirements of 20 Code of Federal Regulations - Subpart E - §678.700 thru §678.760. See also Training and Employment Guidance Letter (TEGL NO. 17-16) for information on Infrastructure Funding of the One-Stop Delivery System.

Part II – Parties to the Agreement

This Infrastructure Funding Agreement, hereinafter referred to as the “IFA” is developed and executed between the following partners:

W.E. Upjohn Institute for Employment Research, Michigan Works! Southwest,
hereinafter referred to as the

“REQUIRED ONE-STOP PARTNER”

and

Michigan Works! Southwest Workforce Development Board, *hereinafter referred to as the*

“MICHIGAN WORKS! SOUTHWEST”

with agreement of the

Kalamazoo County Board of Commissioners Chairperson, *hereinafter referred to as the*

“CHIEF ELECTED OFFICIAL”

Part III - Duration of Agreement

This Infrastructure Funding Agreement is effective **July 1, 2025** through **June 30, 2026**. This IFA shall be reviewed and renewed annually prior to July 1st each subsequent year.

Part IV - Infrastructure Costs Budget Methodology

In the Michigan Works! Southwest area, a local funding mechanism is used and includes costs of the facility, technology, and other shared expenses. A required partner's share of these costs is based on its proportionate use or relative benefit determined by a full-time equivalency (FTE) methodology instituted by the State of Michigan.

SHARED INFRASTRUCTURE COSTS

Facilities Costs including:

- Lease
- Facilities Maintenance
- Property and Casualty Insurance
- Cleaning Services

Technology Costs Including:

- Telecommunications & Internet
- Equipment & Technology Costs

OTHER SHARED COSTS

Costs Related to Board Functions

- Costs Associated with Outreach Services

Costs to Promote Service Integration

- Joint Staff Training
- Materials

Shared Services Costs

- Business Cards
- Website Updates

See 2025-2026 IFA Budget Summary, Attachment A

See Michigan Works! Southwest One Stop System Partners, Attachment C

The following describes how the full-time equivalency (FTE) methodology has been applied:

Required Partners *with staff on location* (physically located) at a Service Center

The Required Partner FTEs committed to provide onsite program services is used to determine proportionate use and relative benefit costs. If the partner is making monthly payments to "MICHIGAN WORKS! SOUTHWEST" through a sub-rental agreement for physical space at a center, that sub-rental payment will be credited toward that partners proportionate use and relative benefit cost.

Required Partners that do not have staff on location (physically located) at a Service Center

The Required Partners FTE count is dependent upon the number of active participants served by the required partner in zip codes assigned by the State of Michigan to the Michigan Works! Southwest area.

Through the use of the following **Clients Served Scale** developed by the State of Michigan, the number of active participants served is then cross-referenced to the scale to identify the FTE count used in the methodology determining proportionate use and relative benefit cost.

Clients Served Scale:

Number of active participants served (funded with WIOA identified required program funds) by required partner in zip codes assigned to the MWA region. Active participants served during the previous budget year of the IFA (July 1 – June 30)

# Served	FTE
0-25	0
26-75	.05
76-125	.10
126-175	.20
176-225	.30
226-275	.40
276+	.50

Part V - Infrastructure Funding Agreement Quarterly Review

The purpose of the Quarterly Review is so that all required partners can identify their collaboration and/or utilization of the One Stop Service Center system. This information will help meet the requirements of Department of Labor and Economic Opportunity (LEO) Policy Issuance 17-12c2 and subsequent changes, and will be collected on a quarterly basis.

Michigan Works! Southwest staff will review and compare actual infrastructure expenses to the amount identified in the IFA Budget on a quarterly basis. If the expenses are projected to deviate, 10% compared to the IFA Budget amount, a modification will be recommended and submitted to the partners for review and signature using the Amendment or Assignment process identified in the MOU.

Part VI - Consensus Strategies

Michigan Works! Southwest, as the Administrative and Fiduciary entity for the One Stop Service Center System in Branch, Calhoun, Kalamazoo and St. Joseph Counties, provides oversight of the costs associated with the centers. Michigan Works! Southwest staff will facilitate discussions with the partners if issues arise regarding Infrastructure costs. Efforts shall be made to create a collaborative environment where partners are working together to reach consensus. The following describes the steps used to reach consensus:

1. The budget for operating and maintaining the one-stop centers will be developed and submitted by “MICHIGAN WORKS! SOUTHWEST” to the “REQUIRED ONE-STOP PARTNER” for review and signature. Questions that arise during the review will be discussed between the parties, and necessary changes made.
2. The revised IFA and budget will be re-submitted to the parties for signature.
3. The signed IFA will then be submitted to the Kalamazoo County Board of Commissioners (KCBOC) office requesting inclusion on the next KCBOC meeting agenda.
4. During the KCBOC meeting, the IFA is presented, and time allotted for open discussion. If there are no objections by members of the board, the IFA is accepted and submitted for signature of the “CHIEF ELECTED OFFICIAL.”
5. If the agreement is not accepted by the board, the document and related questions or concerns will be returned to “MICHIGAN WORKS! SOUTHWEST” for resolution between the original signing parties.
6. Once the parties have reached agreeable adjustments based on the KCBOC review, the revised document will be re-submitted to the Commissioner’s for re-review and acceptance at a future meeting.

Part VII - Problem Resolution

The partner organizations and the Workforce Development Board (WDB) agree to resolve issues related to the infrastructure by the following means:

- Determine who and or what is affected by a problem
- Set a goal for resolution
- Identify steps or method that will be taken to resolve the problem

- Provide feedback to the partners regarding the resolution or if necessary, develop a modification to the Agreement that will be effective upon written notice and signature of the parties

The Michigan Works! Southwest WDB must report to the Governor and relevant state agencies if IFA negotiations with one-stop partners have reached an impasse or failed to reach consensus. Once notified, the Governor must administer infrastructure funding through the State Funding Mechanism as described in 20 CFR 678.730 thru 678.738. Once Michigan Works! Southwest has informed the Governor that no consensus has been reached, the local board will provide the Governor with local negotiation materials, in accordance with 20 CFR 678.735(a).

Part VIII - Procedure for Amendment or Assignment

This IFA may be modified at any time by written Agreement of the parties. Such amendments will require the signature of all parties. Assignment of responsibilities under this IFA by any of the parties shall be effective upon written notice to the other parties. Any assignee commits to the terms of this IFA by certification and signature.

Part IX - Termination

In the event that a termination of the IFA is necessary, the Parties shall be given 30 days written notice to terminate, including a justification for termination. Termination must be agreed to by all parties unless circumstances due to changes in law, lack of funding, or a breach of the IFA by one of the Parties occurs and under such a circumstance a termination may take effect immediately upon notification.

Part X - Certification

This Agreement in its entirety both MOU and IFA, including all attachments provided herewith are made part of this Agreement and have been examined by the undersigned and are approved and accepted by this signing.

This Agreement may be signed in counterparts and delivered in .pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

MICHIGAN WORKS! SOUTHWEST

X _____
Jakki Bungart-Bibb, Director

Date

MICHIGAN WORKS! SOUTHWEST WORKFORCE DEVELOPMENT BOARD:

X _____

Jacquelyn Murray, Chair

Date

Michigan Works! Southwest Workforce Development Board

(Or authorized signatory of WDB member demonstrating compliance pursuant to 20 CFR Section 679.430)

CHIEF ELECTED OFFICIAL:

X _____	_____
<i>Jen Strebs, Chair</i>	<i>Date</i>
Kalamazoo County Board of Commissioners	

2025 - 2026 IFA Budget Summary
Michigan Works! Southwest One Stop Service Centers
for Branch, Calhoun, Kalamazoo, and St. Joseph Counties Combined

SHARED INFRASTRUCTURE COSTS

Annual Facilities Costs		
Lease and Utilities	631,080	
Property and Casualty Insurance	15,873.00	
Cleaning Services	85,120	
Facilities Maintenance	42,540	
Total Annual Facilities Costs		774,613
Annual Technology Costs		
Telecommunications and Internet	44,800	
Equipment & Technology	182,396.00	
Total Annual Technology Costs		227,196

OTHER SHARED COSTS

Annual Costs to Promote Service Integration		
Joint Staff Training/Orchestration of Professional Development for One-Stop partners	20,000	
Customer Satisfaction Measurment for One-Stop services	5,000	
Business Services	23,750	
Resource Room Materials and Staffing	18,750	
Customer/Community Access to & Awareness of the One-Stops	15,000	
Total Annual Costs to Promote Service Integration		82,500
Annual Costs Related to Board Functions		
Costs Related with Outreach Services	25,000	
Total Annual Costs Related to Board Functions		25,000
Annual Shared Services Costs		
Business Cards	4,000	
Website Updates	5,000	
		9,000

Combined Infrastructure and Other Shared Costs Total	1,118,309
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Michigan Works! Southwest (MWSW) - Trade Adjustment Assistance (TAA)

Fund Contributions

July 1, 2025 through June 30, 2026

County	FTE Methodology Number of full-time equivalencies		Partner's Contribution			
	<i>Relative Benefit FTE using Clients Served Scale Staff <u>NOT</u> on Site</i>	<i>Staff or Direct Link phone <u>on site</u> at service center</i>	Shared Infrastructure Costs	Other Shared Costs	Sub-rental Credit	Balance
Branch	-	0.05	757.26	100.35	-	857.61
Calhoun	-	0.10	1,897.76	201.42	-	2,099.18
Kalamazoo	-	0.10	1,652.43	201.05	-	1,853.48
St. Joseph	-	0.05	862.25	100.82	-	963.07
Totals	-	0.30	5,169.70	603.64	-	5,773.34

*Michigan Works! Southwest (MWSW) - TANF
Fund Contributions
July 1, 2025 through June 30, 2026*

County	FTE Methodology Number of full-time equivalencies		Partner's Contribution			
	<i>Relative Benefit FTE using Clients Served Scale Staff <u>NOT</u> on Site</i>	<i>Staff or Direct Link phone <u>on site</u> at service center</i>	Shared Infrastructure Costs	Other Shared Costs	Sub-rental Credit	Balance
Branch	-	1.53	23,178.10	3,071.40	0	26,249.50
Calhoun	-	10.51	199,438.89	21,167.79	0	220,606.68
Kalamazoo	-	10.59	175,029.03	21,295.84	0	196,324.87
St. Joseph	-	1.56	26,844.86	3,138.81	0	29,983.67
Totals	-	24.19	424,490.88	48,673.84	0	473,164.72

Michigan Works! Southwest (MWSW) - NFJP

Fund Contributions

July 1, 2025 through June 30, 2026

County	FTE Methodology Number of full-time equivalencies		Partner's Contribution			
	<i>Relative Benefit FTE using Clients Served Scale Staff <u>NOT</u> on Site</i>	<i>Staff or Direct Link phone <u>on site</u> at service center</i>	Shared Infrastructure Costs	Other Shared Costs	Sub-rental Credit	Balance
Branch	-	0.05	757.26	100.35	0	857.61
Calhoun	-	0.05	948.88	100.71	0	1,049.59
Kalamazoo	-	0.09	1,487.19	180.95	0	1,668.14
St. Joseph	-	0.01	172.45	20.16	0	192.61
Totals	-	0.20	3,365.78	402.17	0	3,767.95

Michigan Works! Southwest One Stop Service Delivery System Partners 2025-2026

Programs authorized under [Title I of the WIOA](#).

- ☐ Adult: **Workforce Development Institute (WDI)**
- ☐ Dislocated Worker: **Workforce Development Institute (WDI)**
- ☐ Youth: **Kalamazoo Regional Educational Services Agency (KRESA)**
- ☐ Migrant Seasonal Farmworkers: **Michigan Department of Labor and Economic Opportunity (LEO)**
- ☐ National Farmworkers Job Programs (NFJP): **W.E. Upjohn Institute for Employment Research, Michigan Works! Southwest (MWSW)**

Programs authorized under the [Wagner-Peyser Act, as amended](#)

- ☐ Employment Service: **Area Community Services Training & Employment Council (ACSET), West Michigan Works!**

Programs providing adult education and literacy activities authorized under [Title II of the WIOA](#)

- ☐ **Kalamazoo Public Schools**

Programs authorized under [Title I of the Rehabilitation Act of 1973](#), other than Section 112 or Part C

- ☐ Michigan Rehabilitation Services (MRS): **Michigan Department of Labor and Economic Opportunity (LEO)**
- ☐ Michigan Bureau Services for Blind Persons (BSBP): **Michigan Department of Labor and Economic Opportunity (LEO)**

Programs providing activities authorized under [Title V of the Older Americans Act of 1965](#)

- ☐ Senior Community Service Employment Program (SCSEP): **AARP Foundation**

Career and technical education programs at the postsecondary level authorized under the [Carl D. Perkins Career and Technical Education Act of 2006](#)

- ☐ **Kalamazoo Valley Community College**

Programs providing activities authorized under [Chapter 2 of Title II of the Trade Act of 1974](#)

- ☐ Trade Adjustment Assistance: **W.E. Upjohn Institute for Employment Research, Michigan Works! Southwest (MWSW)**

Programs providing activities through Veterans Employment Services State Grants authorized [under Chapter 41 of Title 38, United States Code \(U.S.C.\)](#)

- ☐ **LEO Veterans Employment Services (LEO-VES)**

Programs providing employment and training activities carried out under the [Community Services Block Grant Act](#)

- ☐ **Community Action Agency of South-Central Michigan**

Programs authorized under [state unemployment compensation laws, in accordance with applicable federal law](#)

- ☐ Unemployment Insurance Agency (UIA): **Michigan Department of Labor and Economic Opportunity (LEO)**

Programs authorized under [Part A of Title IV of the Social Security Act](#)

- ☐ Temporary Assistance for Needy Families: **W.E. Upjohn Institute for Employment Research, Michigan Works! Southwest (MWSW)**

Program Year (PY) 2024 National Farmworker Jobs Program (NFJP) Plan Instructions

Policy Issuance: 25-14

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 Determinations

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.

Program Related Services

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

Technical Information

Program Title/Number	Program Year (PY) 2024 National Farmworker Jobs Program (NFJP) Plan Instructions
Funding Source	NFJP
Funding Level	\$91,073
Duration	FY2024 (October 1, 2024 – September 30, 2025)
Reference	State of Michigan Policy Issuance: 25-14; May 5, 2025
CFDA Number	17.264

FY2025 Talent and Growth Barrier Removal Initiative

Policy Issuance: 25-15

Background

In February of 2025, MWAs were offered an opportunity to submit proposals to remove specific employment-related barriers for vulnerable populations caused by transportation issues or lack of necessary work-related tools and/or equipment. As a result of their submitted proposal, Michigan Works! Southwest has been awarded \$351,347 to provide participants with automobile purchases and repairs.

Eligibility

MWAs are given autonomy in initiating appropriate local policy to best serve their unique populations. Minimum eligibility criteria associated with the initiative are as follows:

- **Automobile Purchase**
 - Eighteen years of age or older.
 - Possess a valid Michigan driver's license.
 - Possess (or obtain prior to vehicle purchase) valid automobile insurance.
 - Possess (or obtain at time of vehicle purchase) current Michigan Vehicle Registration.
 - Not possess an operable vehicle or one that can be reasonably repaired. Two-parent families may pursue another vehicle if it is needed.
 - Have current employment or official job offer.
- **Automobile Repair**
 - Eighteen years of age or older.
 - Possess a valid Michigan driver's license.
 - Own or be married to the vehicle's owner.
 - Have current employment or official job offer

Program Dates

May 1, 2025:	Anticipated Grant Begin Date.
March 31, 2026:	Grant Completion Date.
April 30, 2026:	Metrics Final Report Due Date.

Technical Information

Program Title/Number	Talent and Growth Barrier Removal
Funding Source	General Fund/General Purpose (GFGP)
Funding Level	\$351,347
Duration	May 1, 2025 – March 31, 2026
Reference	State of Michigan Policy Issuance: 25-15; May 7, 2025
CFDA Number	N/A

Standards of Conduct - Nepotism and Conflict of Interest Disclosure Statement

In accordance with the provisions of federal policy and State and local policies issued through the State of Michigan Workforce Development, and Michigan Works! Southwest, Workforce Development Board (WDB) members must complete a disclosure statement that identifies any situation of Nepotism, as defined in federal, State, and local policy, as well as any apparent Conflict of Interest, as defined in federal, State, and local policy, that may exist between the WDB member and any Michigan Works! Southwest Agency subrecipient and their staff, the Michigan Works! Agency administrative staff, and/or the W.E. Upjohn Institute for Employment Research staff.

NEPOTISM - No WDB member shall use their position of administrative capacity for a purpose that is, or gives the appearance of, being motivated by favoritism for themselves or others with whom they have a family relationship.

For the purpose of this policy, a person in administrative capacity is someone who has overall responsibility for a program, as defined in federal, State and local policies; and includes individuals who have the responsibility for the obtaining of and/or approval of any Workforce Development Board administered grant or contract, as well as other officials who have influence or control over the administration of a program.

No individual may serve on the Workforce Development Board if a member of that person's immediate family is employed by a Michigan Works! Southwest subrecipient, the Michigan Works! Southwest administrative unit and/or the W.E. Upjohn Institute for Employment Research. To the extent that an applicable State or local requirement regarding nepotism is more restrictive than this provision, such State or local requirement must be followed.

CONFLICT OF INTEREST - A conflict of interest is a circumstance where the WDB member's conduct or the personal or financial interests of a WDB member or a member of the WDB member's family may tend to impair the WDB member's independence or judgment or action in the performance of official duties.

If a WDB member's circumstances, personal or professional, change during the year and place them in a situation where there is a nepotism relationship or a conflict of interest or the appearance of a conflict of interest, it shall be the WDB member's responsibility to request and complete a new Nepotism and Conflict of Interest Disclosure Statement prior to attending the next meeting of the Workforce Development Board for Michigan Works! Southwest.

DISCLOSURE – The undersigned discloses that

☐ As a member of the Workforce Development Board for Michigan Works! Southwest, there is no existence or appearance of nepotism between myself and others with whom I have a family relationship.

AND (check one),

☐ As a member of the Workforce Development Board for Michigan Works! Southwest, I am in a position where my job responsibilities, or my position as a member of a community board, or my personal interests, either create a conflict of interest or may give the appearance of a conflict of interest with the following named individual(s) and/or organization(s) that is (are) sub-recipients of the Michigan Works! Southwest Agency:

☐ To my knowledge, no conflict of interest exists between myself and any employee of the Upjohn Institute, Michigan Works! Southwest Agency administration, and any individual and/or organization(s) that is (are) a subrecipient of the Michigan Works! Southwest Agency.

FOR ELECTRONIC SIGNATURE – Check one

☐

YES

☐

NO

I approve that this form may be electronically signed, and I agree that the electronic signatures appearing on this form are the same as handwritten signatures for the purpose of validity, enforceability, and admissibility

PRINT NAME _____

DATE _____

SIGNATURE _____

**WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER
CONFLICT OF INTEREST ATTESTATION FORM**

Michigan Works! Agency (MWA) Name

Michigan Works! Southwest

Local WDB Name

MWSW Workforce Development Board

I, the undersigned, do attest that a conflict of interest does not exist between my individual interests as **(list position and company name)** and my ability to make unbiased decisions while serving as a member of the WDB.

If a conflict of interest arises between my individual interests and duties as a member of the WDB, I will acknowledge, disclose, and act according to the WDB Bylaws for such conflicts.

WDB Member's Name (printed)

WDB Member's Signature

Position and Company Name

Date

MWA Director (signature)

Business Solutions Summary Dashboard

April 2025



Business Solutions Services

Served 07/01/2024-4/30/2025

2,776 Employers Served

403 Services Provided

Employer Resource Network®

10/01/2024-4/30/2025

1,084 Services Delivered

531 Unique employees served

23 Total Employers

Going PRO Talent Fund FY2025 Cycle 1

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

31*

companies awarded

\$1,946,196.97

awarded to companies

1005

individuals to be trained

229

planned apprentices

305

anticipated new hires

Going PRO Talent Fund FY2024 Cycle 2

15

companies awarded

\$682,111

awarded to companies

300

individuals to be trained

117

planned apprentices

78

anticipated new hires

Going PRO Talent Fund FY2024 ELC

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

10*

companies awarded

\$216,365

awarded to companies

150

individuals to be trained

0

planned apprentices

6

anticipated new hires

Service Summary Dashboard

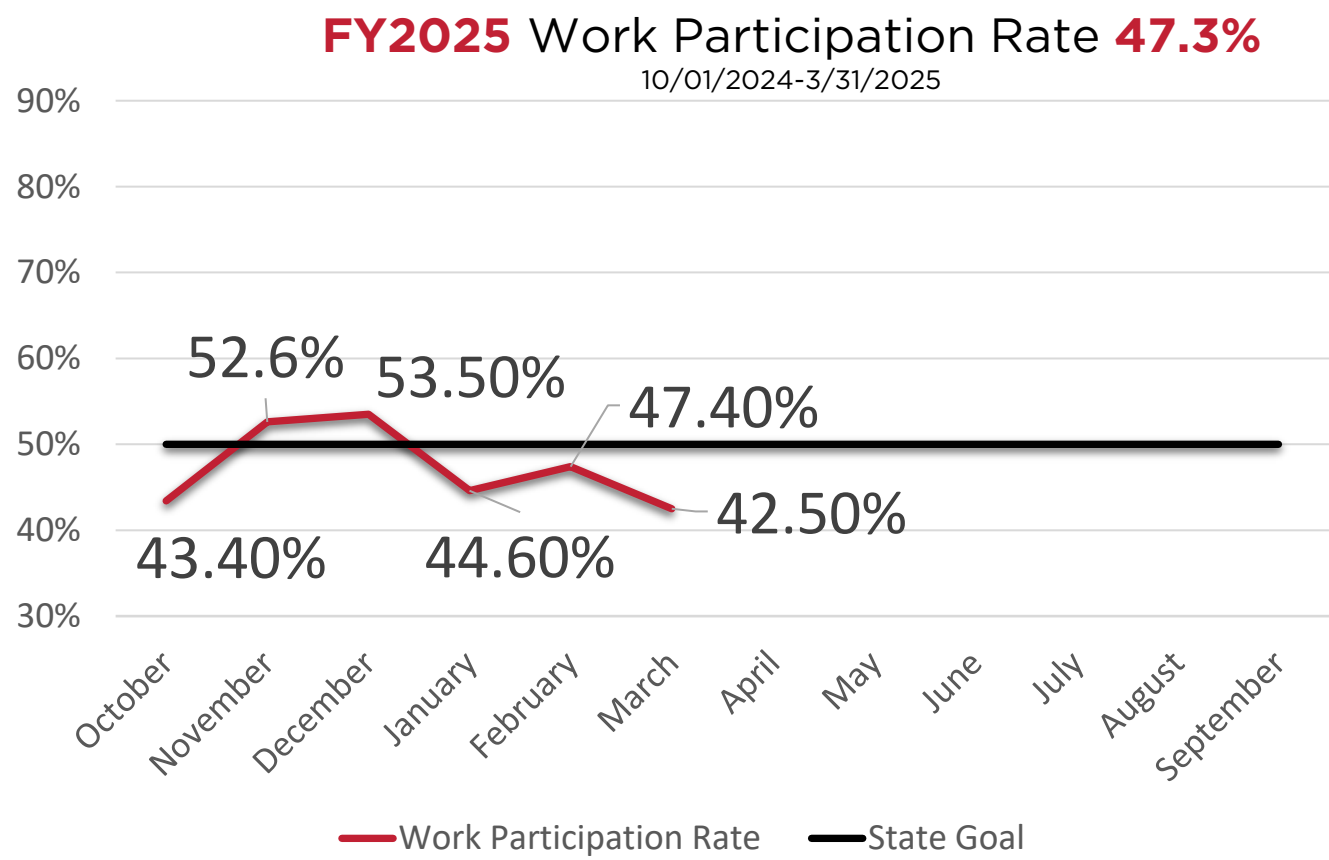
April 2025



Partnership. Accountability. Training. Hope.

Served 10/01/2024-4/30/2025

679 Participants
37.9% Employment Rate
\$15.02 Average Wage



Gain Employment. Maintain Support.

Served 10/01/2024-4/30/2025

111 Participants
39.6% Employment Rate
\$15.55 Average Wage

WIOA & Wagner-Peyser Performance Summary

PY2024 Q3 (01/01/2025-03/31/2025); Data Pull 05/07/2025

	WIOA ADULT		WIOA DISLOCATED WORKER		WIOA YOUTH		WAGNER-PEYSER	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Employment 2nd Quarter After Exit	88.6%	91.9%	88.0%	90.6%	79.0%	70.0%	70%	73.7%
Employment 4th Quarter After Exit	84.0%	87.6%	85.0%	94.7%	79.0%	61.0%	67%	71.3%
Median Earnings 2nd Quarter After Exit	\$8,500	\$9,080	\$9,100	\$10,350	\$4,600	\$4,939	\$8,000	\$8,704
Credential Attainment Rate	83.5%	80.5%	83.0%	93.8%	64.7%	43.5%	N/A	N/A
Measurable Skill Gains	66.0%	67.3%	67.6%	63.0%	48.7%	29.0%	N/A	N/A