

WORKFORCE DEVELOPMENT BOARD QUARTERLY MEETING AGENDA

Thursday, September 18, 2025, from 9:00-10:30 a.m.

In-person attendance is encouraged

Three Rivers Area Chamber of Commerce, 1116 N. Main Street, Three Rivers, MI 49093

Public Access is available at:

<https://us02web.zoom.us/j/88257816192?pwd=BGV7jDOCXQBrEGfo9dBXeKE2IWvbe8.1>

Meeting ID: 822 5781 6192 Passcode: 633720

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- I. CALL TO ORDER / INTRODUCTIONS** Brian O'Donnell, Chair
- II. RECOGNITIONS**
 - A. Shining Stars – May, June, and July Amy Meyers
- III. TRANSPARENCY & INTEGRITY OF WDB DECISIONS** Debbie Horn
- IV. PUBLIC TIME**
- V. MINUTES *Vote Required***
 - A. August 21, 2025, WDB Executive Committee Meeting Minutes (*Exhibit A*)
- VI. COMMITTEE REPORTS**
 - A. Disability Awareness Resource Team (DART) John Fiore
- VII. NEW BUSINESS**
 - A. WDB Plans *Vote Required* Amanda Rosenberg
 - 1. PI 25-25 Going Pro Talent Fund FY25 Program Administration Cycle 2 (*Exhibit B*)
 - 2. PI 25-27 Food Assistance Employment & Training (FAE&T) Plus Program Plan Instructions for Fiscal Year 2026 (*Exhibit C*)
 - 3. PI 25-26 MWA Apprenticeship Success Coordinators and MWA Registered Apprenticeship Program Group Sponsor & Intermediary Functions (*Exhibit D*)
 - B. WDB
 - 1. Election of Chair and Vice Chair, beginning October 1, 2025
- VIII. PROGRAM**

Workforce Development Partner Spotlight

 - 1. *St. Joseph County ISD*
James Berry, Director of Career and Technical Education, St. Joseph County ISD
 - 2. *Glen Oaks Community College*
Kristine Stevens, Director of Business Services and Outreach, Dr. Brian Newton, President,

Dr. Adam Cloutier, VP of Academics

IX. STAFF REPORTS

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

X. OLD BUSINESS

XI. PUBLIC TIME

XII. MEMBERS' TIME

XIII. UPCOMING MEETINGS

- A. Executive Committee – Thursday, October 16, 2025 (9:00-10:30 am)
At The Upjohn Institute – 300 S. Westnedge Avenue, Kalamazoo, MI 49007
- B. Disability Awareness Resource Team (DART) – Thursday, November 13, 2025 (2:00-4:00 pm)
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- C. Career and Educational Advisory Council (CEAC) – Monday, December 8, 2025 (1:00-3:00 pm)
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007

XIV. ADJOURNMENT

Brian O'Donnell, Chair

**Workforce Development Board
 Executive Committee Meeting Minutes
 August 21, 2025**

CALL TO ORDER: Workforce Development Board Chair Brian O'Donnell called the meeting to order at 9:00 a.m. at the Michigan Works! Southwest Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.

WDB Members Present:

Darrin Adair (Educ)*	Brian O'Donnell (PS)*	
Randall Hazelbaker (PS)*	David Stafford (PS)	∇ Virtual
		* Exec Committee

WDB Executive Members Absent

Dave Maurer (PS)*
 Frank Tecumseh (PS)*

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

Jakki Bungart-Bibb	Ashley Iovieno	Amanda Rosenberg
Debbie Horn	Amy Meyers	

Guests Present:

Paige Daniels (KRESA)	Kristine Stevens (GOCC)	Amanda Sutherland
Blaine Farr (WDI)		(KRESA)

INTRODUCTIONS

All attendees introduced themselves and the entities they represent.

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

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

PUBLIC TIME

None

APPROVAL OF MINUTES (Exhibit A)

Motion made by Randall Hazelbaker and supported by Darrin Adair to approve the July 17, 2025, WDB Executive Committee meeting minutes. Motion carried.

COMMITTEE REPORTS

None

NEW BUSINESS

WDB Plans (Exhibits B and C)

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

- PY2025 Capacity Building and Professional Development (CBPD) (Exhibit B)
- PY2025 Employment Service Operations (Exhibit C)

Motion made by Randall Hazelbaker and supported by Darrin Adair to approve the two plans as presented. Motion carried.

Workforce Development Board Bylaws (*Exhibits D1-D3*)

Amy Meyers requested Board consideration and approval of an MWSW Workforce Development Board Bylaw Revision that was included in the agenda packet. Details, including a revision summary highlighting the changes, a draft version of the proposed bylaw revision, and the current bylaws, were attached with the corresponding exhibits and are listed below:

- WDB Bylaw Revision Summary (*Exhibit D1*)
- Proposed Bylaws of the Michigan Works! Southwest Workforce Development Board (*Exhibit D2*)
- Bylaws of the Michigan Works! Southwest Workforce Development Board, as approved October 1, 2024 (*Exhibit D3*)

Ms. Meyers further reported that there are significant changes to the bylaws being proposed before the two-year cycle ends. Key changes include allowing proxy voting, virtual attendance, and actions between meetings to expedite funding processes, in which the chair would be authorized to act on behalf of the board with prior notification and approval, to be ratified later. The Monitoring and Evaluation Committee is proposed for removal, although monitoring requirements for the staff and board remain unchanged.

Motion made by Darrin Adair and supported by Randall Hazelbaker to approve. Motion carried.

Workforce Development Board Policy 18 R07: Monitoring (*Exhibits E1-E3*)

Amy Meyers requested Board consideration and approval of a Workforce Development Board Policy Revision that was included in the agenda packet. Additional details, including a revision summary highlighting the changes, a draft version of the proposed policy revision, and a redline version of the WDB Policy 18 R06, were included in the Agenda exhibits and are listed below:

- Workforce Development Board 18 R07 Policy: Monitoring Revision Summary August 21, 2025 (*Exhibit E1*)
- Proposed Workforce Development Board Policy 18 R07: Monitoring (*Exhibit E2*)
- Workforce Development Board Policy 18 R06: Monitoring redline version (*Exhibit E3*)

Ms. Meyers outlined the changes to the local WDB Policy 18 as detailed in Exhibit E1. Key updates include enhanced monthly compliance monitoring by the administrative monitor and streamlined internal annual reviews that will complement state monitoring efforts. The results of these evaluations will be presented to the WDB during Executive Committee Meetings, ensuring that operational outcomes are regularly reviewed and addressed.

Motion made by Darrin Adair and supported by David Stafford to approve. Motion carried.

Workforce Development Board 18-Month Meeting Calendar (*Exhibit F*)

Amy Meyers requested Board consideration and approval of the proposed 18-Month WDB Meeting Calendar for the remainder of 2025 and the entirety of 2026, which was detailed in the corresponding exhibit. Ms. Meyers reported that the calendar would maintain a schedule of four full board meetings annually and reduce Executive Committee meetings to four annually.

Ms. Meyers inquired about any questions regarding the proposed changes. Attendees expressed their support, appreciating the work put into the proposed changes. They recognized the importance of streamlining processes, especially in the context of a potential reduction in funding.

Motion made by Randall Hazelbaker, supported by Darrin Adair, to approve. Motion carried.

STAFF REPORTS (*Exhibits G & I*)

Business Solutions - Ashley Iovieno reported that a revised Dashboard (Exhibit G) was included in the agenda packet and contains the updated numbers of employers served and services provided through July 2025. Ms. Iovieno also reported that the Business Solutions Team attended a webinar about the Going Pro Talent Fund (GPTF) for FY26, with a follow-up session planned for September to explore additional details. Currently, there are minimal changes anticipated from FY25 to FY26. Preliminary dates indicate that the application period will run from October 1 through October 17. Ms. Iovieno also stated June 2025 unemployment rates for the four-county region ranged from 5.3% to 6.7% with the state unemployment rate currently 5.3% while the national rate is 4.1%.

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. The same positions from previous months remain in demand, and the employers' postings reflect this data. There were 331 unique job postings in the area, which is higher than last month's 303.

Ms. Iovieno also reported that there are additional details regarding the Marshall Excelsior plant closure that she reported last month. A schedule for layoffs, job descriptions, and details about the affected employees was released for outreach purposes. Recently, two well-attended orientation sessions were held, with 55 of 70 workers participating. Services and how to apply for unemployment benefits were explained by Michigan Works! Southwest staff during these orientations and a job fair, hosted by MWSW, is planned for October 22 to support those impacted by the closure.

Additionally, Ms. Iovieno reported that the first Manufacturing Consortium meeting for the Southwest Michigan area was held on August 12, in partnership with Southwest Michigan First. This group aims to foster collaboration among local employers to share best practices and address challenges in manufacturing. The meeting took place at the KRESA Career Connect Campus, where attendees were able to tour the facility afterward. While the date for the next meeting is yet to be announced, it will be shared soon.

Ms. Iovieno reported that an exciting event is planned for Wednesday, August 27, 2025, from 11:00 am to 1:00 pm at the Catalyst Center in Kalamazoo. This event is called Charging the Future, and it is a lunch and learn event for individuals interested in learning more about the EV and mobility sector while enjoying a complimentary lunch. Additionally, Ms. Iovieno reported that a local "Race to Talent" event will be taking place on Monday, September 8th, from 10:15 to 11:15 AM at the Radisson in Kalamazoo. This event takes place during the 2025 Michigan Works! Association Annual Conference and will be focused on apprenticeship opportunities.

Operations -

Amy Meyers reported that the Workforce Innovation Opportunity Act (WIOA) and Wagner Peyser (WP) performance outcomes provided on the dashboard represent the June 30, 2025, year-end outcomes. Moving forward, some different data may be communicated through the dashboard alongside updates at the Executive Committee Meetings, in accordance with the new monitoring policy.

Additionally, Ms. Meyers reported that a Request for Proposal (RFP) was posted for the Calhoun County Michigan Works! Service Center building space, with one response received from the current landlord. The last procurement occurred ten years ago. As a final step in that process, a local real estate analysis will also be completed to evaluate the cost-effectiveness of the location.

Ms. Meyers also congratulated all the summer summit award recipients for the Jobs for Michigan Graduates (JMG) programs. Many KRESA staff members received a perfect score of 6 out of 6, indicating that they met or exceeded all six performance benchmarks for the previous school year. Each

of the six benchmark categories is designed to assess a critical outcome for the students involved. Jakki Bungart-Bibb also expressed her gratitude to the KRESA staff for their innovative approach and conveyed her pride in the impactful work they are undertaking.

Directors Report

Ms. Bungart-Bibb reported that as of now, the current state and federal budget negotiations are at an impasse, as no agreement has been reached on the Fiscal Year 2026 Budget.

Specifically, to the State budget, the Governor's proposed budget was released in February, followed by the Senate's approval of a different proposal in May. Meanwhile, the House has yet to introduce its budget plan, leaving negotiations among the House, Senate, and the Governor ongoing. October 1 is the deadline to approve the budget, and failure to reach a consensus could lead to a government shutdown. Based on past experiences, these shutdowns can vary drastically in duration from hours to days, and contingency plans are being made to mitigate potential impacts.

Additionally, Ms. Bungart-Bibb reported that a government shutdown at the federal level is considered less likely than at the state level. She stated that federally, the Senate Appropriations Committee recently took a positive step by advancing a bipartisan bill that would fund essential departments for FY26. In contrast with other proposals that suggest significant cuts and consolidation, this bill notably aims to maintain funding levels for workforce development programs. Additionally, the proposed bill includes additional requirements for Congressional oversight for potential delays in federal funding and shifts in agency responsibilities. Looking ahead, the House Appropriations Labor-HHS-Education Subcommittee is expected to review its version of the funding bill in early September. If no agreements are made by the end of the month, a continuing resolution may be necessary, or a government shutdown could occur. Both state and federal budgets remain uncertain; however, locally regular operations will continue as usual.

Ms. Bungart-Bibb also reported, on August 12, the U.S. Departments of Labor, Education, and Commerce released a report titled "America's Talent Strategy," which outlines a strategy for workforce development following President Trump's Executive Order aimed at preparing Americans for skilled trade jobs. The report emphasizes five key pillars: industry-driven strategies that prioritize employer engagement, worker mobility through skills-based advancement, integrated systems for streamlined services, accountability with performance metrics, and flexibility to adapt to AI-driven changes. The report highlights the long-standing role of workforce boards in aligning training with employer needs and stresses the necessity of adequate resources for future workforce initiatives. Additionally, a nationwide WIOA dashboard has been released, providing regular performance tracking results. While the dashboard aligns with known performance metrics, it fails to represent Michigan's local workforce boards accurately. Key limitations include a lack of visibility on the full range of Registered Apprenticeship activities outside WIOA reporting, inadequate context for local economic demographic challenges, and a failure to showcase innovative strategies employed by MWAs that drive workforce development results. Advocacy will focus on addressing these shortcomings.

In conclusion, Ms. Bungart-Bibb congratulated the MWSW WDB on winning the prestigious 2025 Board of Excellence Award. This remarkable achievement marks the MWSW WDB as repeat winners, and they will be honored at the upcoming Michigan Works! Annual Conference. The board's dedication and hard work have truly set them apart, and she is looking forward to celebrating the success.

OLD BUSINESS

None

PUBLIC TIME

Kristine Stevens emphasized that Michigan’s workforce development initiatives are significantly more advanced than those in other states. Furthermore, she noted that Michigan Works! Southwest Workforce Development Board is exceptionally well-structured and organized.

In response to the previous conversation regarding JMG, Amanda Sutherland (KRESA) reported that she is proud of her team and their accomplishments.

MEMBERS’ TIME

None

UPCOMING MEETINGS

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- Executive Committee – Thursday, October 16, 2025 (9:00-10:30 am)
At the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, MI 49007
- Career and Educational Advisory Council (CEAC) – Monday, September 15, 2025 (1:00-3:00 pm)
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- Disability Awareness Resource Team (DART) – Tuesday, September 16, 2025 (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 9:49 a.m. by Brian O’Donnell.

Debbie Horn _____ Date _____

Brian O’Donnell _____ Date _____

APPROVED

These minutes were approved on _____

**Going PRO Talent Fund (Talent Fund) Program Administration Fiscal Year (FY) 2025 Cycle 2,
the Period of January 1, 2025 through December 31, 2026**

PI: 25-25

The Going PRO Talent Fund FY 2025 Cycle 2 provides individuals with employment, industry recognized credentials, and strong wages through competitive awards to employers to assist in training, developing, and retaining new and current employees. The Talent Fund helps to ensure Michigan's workers have the skills they need for in-demand jobs and employers have the talent they need to compete and grow. Talent Fund-supported training expands and improves employees' skills and develops their opportunities for growth or promotion within the company and for economic advancement.

Training

Training funded by the Talent Fund FY 2025 Cycle 2 must fill a demonstrated talent need experienced by an eligible participating employer. Training must lead to a credential for a skill that is transferable and recognized by the industry. Allowable training includes:

- Classroom or customized training for new and current employees
- On-the-job training for new employees
- Apprenticeships for first-year United States Department of Labor (USDOL) Registered Apprentices (new and current employees)

Funding

MWAs receive an award of Talent Fund funding based on the total number of company applications approved for funding.

Funding Summary

Funding Levels

Total Allocation	\$197,149.00
Award Amount	\$184,251.00
Administration	\$12,898.00

Source: PI: 25-25, 8/26/2025

FY2026 Food Assistance Employment and Training (FAE&T) Plus Program**PI: 25-27**

For fiscal year 2026, October 1, 2025 – September 30, 2026, \$12,500 has been allocated to Michigan Works! Southwest to operate as a Plus Intermediary for the planning and implementation of an FAE&T Plus program, to receive a fifty percent reimbursement.

Background

The FAE&T Plus program connects with third-party partners, known as Plus providers, that focus on employer demand while offering skills training and credentials required to obtain self-sustaining employment. The FAE&T and FAE&T Plus programs follow the same basic guidelines; however, there are differences.

The Role of an Intermediary

Michigan Works! agencies (MWAs) play a vital role in the FAE&T Plus program as Intermediaries. As an Intermediary, MWAs provide support to the MDHHS and LEO-WD by centralizing and performing the administrative functions to subcontract with a variety of Plus providers in the service delivery area.

The role of an intermediary requires a strong knowledge of FAE&T policy and how E&T funding works. It is also necessary to be able to effectively work with partners in the local workforce development system. Intermediary functions include the following:

- Identify suitable partners to become Plus providers.
- Subcontract with Plus providers.
- Onboard and train Plus providers.
- Facilitate reverse referrals.
- Review monthly invoices and process reimbursement payments.
- Monitor for programmatic and fiscal compliance.

Expansion

The FAE&T Plus program is scheduled to expand into the Michigan Works! Southwest area in Fiscal Year 2027.

Funding

The FAE&T Plus program allocation for approved reimbursement funding for program delivery is \$12,500.

**MWA Apprenticeship Success Coordinators (ASCs) and MWA Registered
Apprenticeship Program (RAP) Group Sponsor & Intermediary Functions
PI: 25-26**

Background

RAPs can benefit all residents because the training model accelerates the growth of right-skilled workers. For this reason, Michigan is intentionally and strategically implementing a SAE plan to grow the use of the model across the state. As a part of the plan, the state has realized substantial USDOL funding, and received significant State funding, to support and further expand the use of the RAP model.

MWA ASCs and MWA RAP Intermediaries serve a critical success function in regional expansion success. These functions promote RAP expansion through new employer and RAP sponsor engagement and implementation of diversity, equity, inclusion, and accessibility strategies to grow the number of RAP participants (apprentices) overall, with a focus on those typically underrepresented in the benefits of RAPs.

Funding

Michigan Works! Southwest has received an allocation of \$100,00 for the ASC and RAP intermediary functions for the time period of July 1, 2025 – June 30, 2026.

This policy supports the ASC function by providing funding for staffing ASCs. ASCs will perform outreach to and coordination with employers and organized labor to expand RAPs, increase partnerships, improve services to RAP stakeholders, promote and connect employers with the Registered Apprenticeship Program Tracking with Online Reporting (RAPTOR) application, and enroll and track participants served in the Apprenticeship Program in the One Stop Management Information System (AP in OSMIS).

This policy also awards funding for intermediary services to grow the use of the RAP model. As both ASC and intermediary focused activities are integral to the success of RAP program sponsors and supporting the outcomes of participating RA participants, this funding can be utilized for both functions, and in any combination of each.

Required Activities and Services

This funding supports the following required activities and services of the MWA ASC function in each region:

- Ensuring adequate personnel to accomplish the MWA ASC functions.
- Coordination all activities with the USDOL Office of Apprenticeship (OA), and the USDOL OA, Michigan, and regional USDOL Apprenticeship & Training Representatives.
- Collaboration and coordination for LEO-WD SAE and RAP grant initiatives and activities.
- Outreach to, and coordination with, current and new RAP Sponsors, including employers and organized labor partners.
- Enrollment and tracking of SAE grant and program participants served in AP in OSMIS.
- Promotion of and connection to the RAPTOR application for current and future RAP sponsors.

- Expansion of current RAP programming.
- Expansion of SAE partnership activities.
- Improved service to all RAP stakeholders.
- MWA RAP Intermediary function funds will reimburse the extraordinary cost of MWAs adopting RAP intermediary program sponsorship roles, intermediary administrative activities, and for promotion, outreach, and connection to new and existing employer partners.
- Outreach and recruitment including specific strategies to increase apprenticeship opportunities for low-income individuals and underrepresented populations including youth, women, communities of color, Native Americans, Veterans, persons with disabilities, and ex-offenders.
- MWA ASC and WWA RAP Intermediary function activities are administrative costs. Examples of additional eligible costs include:
 - Accounting, cash management, budget, procurement, personnel, payroll, property management, audit, and general legal services functions.
 - Coordinating the resolution of findings arising from audits, reviews, investigations, incident reports, and developing systems and procedures, including information systems, required for those functions.
 - Oversight and monitoring activities, depending on whether the activity being monitored is administrative or programmatic in nature.
 - The costs of supplies used for administrative functions or activities, and the cost of staff that performs and/or supervises administrative functions or activities.

This funding prohibits the following activities and services:

- Any activities that promote or support any apprenticeship programs that are for apprenticeships that are not USDOL Registered Apprenticeship Programs (RAPs).
- Any pre-apprenticeship activities that do not conform to the framework established through Training and Employment Notice No.13-12 Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources.
- Equipment purchases, and other capital expenditures are not an allowable cost under this funding.

Business Solutions Summary Dashboard

September 2025



Business Solutions Services

Served 07/01/2025- 8/31/2025

148 Employers Served
403 Services Provided

Employer Resource Network®

10/01/2024-8/31/2025

1,763 Services Delivered
775 Unique employees served
23 Total Employers

Going PRO Talent Fund FY2025 Cycle 1

*One (1) additional employer outside the MWSW four-county area was awarded GPTF funding.

31*	\$1,946,196.97	1005	229	305
companies awarded	awarded to companies	individuals to be trained	Planned apprentices	Anticipated new hires

Going PRO Talent Fund FY2025 Cycle 2

5	\$164,251	70	28	6
companies awarded	awarded to companies	individuals to be trained	Planned apprentices	Anticipated new hires

Going PRO Talent Fund FY2025 ELC

*Six (6) additional employers outside the MWSW four-county area were awarded GPTF funding.

9*	\$365,210	252	0	0
companies awarded	awarded to companies	individuals to be trained	Planned apprentices	Anticipated new hires

Service Summary Dashboard

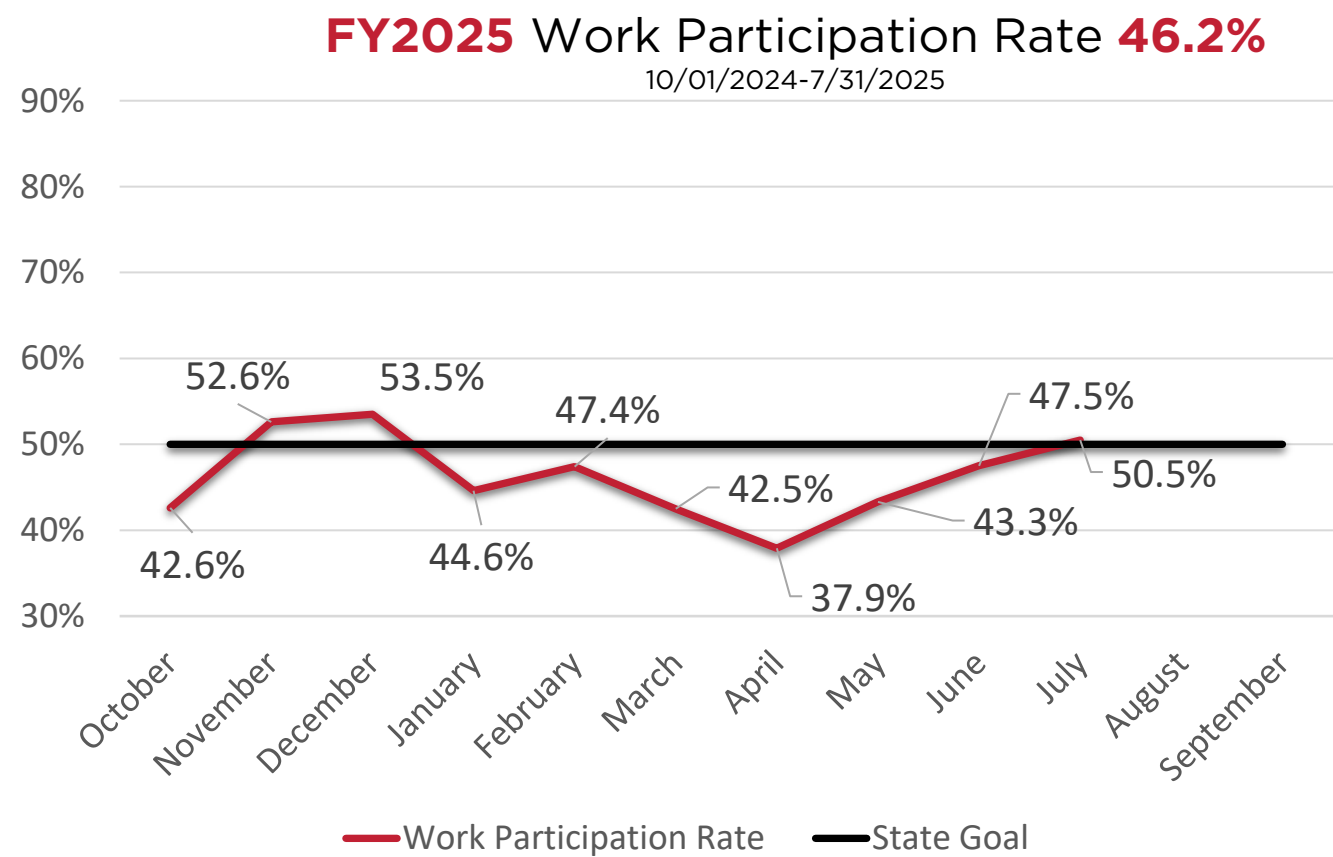
September 2025



Partnership. Accountability. Training. Hope.

Served 10/01/2024-8/31/2025

976 Participants
40.3% Employment Rate
\$15.25 Average Wage



Gain Employment. Maintain Support.

Served 10/01/2024-8/31/2025

170 Participants
40.6% Employment Rate
\$16.17 Average Wage

WIOA & Wagner-Peyser Performance Summary

PY2025 (07/01/2025-09/10/2025); Data Pull 09/10/2025

	WIOA ADULT		WIOA DISLOCATED WORKER		WIOA YOUTH		WAGNER-PEYSER	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Employment 2nd Quarter After Exit	88.6%	97.6%	88.0%	100.0%	79.0%	57.1%	70%	71.3%
Employment 4th Quarter After Exit	84.0%	93.8%	85.0%	88.2%	79.0%	71.4%	67.0%	69.8%
Median Earnings 2nd Quarter After Exit	\$8,500	\$8,755	\$9,100	\$13,000	\$4,600	\$4,151	\$8,000	\$8,629
Credential Attainment Rate	83.5%	80.0%	83.0%	66.7%	64.7%	44.4%	N/A	N/A
Measurable Skill Gains	66.0%	27.6%	67.6%	41.7%	48.7%	2.8%	N/A	N/A