MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

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

WORKFORCE DEVELOPMENT BOARD QUARTERLY MEETING AGENDA

Thursday, September 17, 2026, from 9:00-10:30 a.m.

In-person attendance is encouraged

Glen Oaks Community College, in the Dresser Business Development Auditorium
62249 Shimmel Rd, Centreville, MI 49032

Public Access is available at:
https://us02web.zoom.us/j/81425219959?pwd=BgQoqwCeEcg9YrYafaecfOyeC3b7Zh.1
Meeting ID: 814 2521 9959 **Passcode:** 384997
Or Dial US Toll Free • 877-853-5257 • 888-475-4499 • 833-548-0276 • 833-548-0282

I. CALL TO ORDER / INTRODUCTIONS — Brian O'Donnell, Chair

II. RECOGNITIONS — Amy Meyers

A. Shining Stars – May, June, July, August

III. TRANSPARENCY & INTEGRITY OF WDB DECISIONS — Debbie Horn

IV. PUBLIC TIME

V. MINUTES *(Vote Required)*

A. August 20, 2026 WDB Executive Committee Meeting Minutes *(Exhibit A)*

VI. NEW BUSINESS

A. WDB Plan Ratifications *(Vote Required)* — Amanda Rosenberg

1. Apprenticeship Success Coordinators (ASCs) and Registered Apprenticeship Program (RAP) *(Exhibit B)*
2. FY26 Michigan Industry Driven Skills Training Program (MIDSTP) *(Exhibit C)*
3. FY26 Michigan Industry Driven Skills Training Program (MIDSTP), change 1 *(Exhibit D)*
4. FY26 Going PRO Talent Fund (GPTF) Cycle 2 *(Exhibit E)*
5. FY26 Going PRO Talent Fund (GPTF) Employer-Led Collaborative (ELC) *(Exhibit F)*
6. Opioid Settlement Workforce Initiative Allocations *(Exhibit G)*

B. Policy Ratifications *(Vote Required)* — Amanda Rosenberg

1. WDB Policy 6R10 – Procurement and Property Management *(Exhibits H1-H2)*

C. CEAC Action Items *(Vote Required)*

1. CEAC Membership Changes *(Exhibit I)* Debbie Horn

VII. PROGRAM

A. LEO Workforce Initiatives, Susan Corbin, Director of LEO

B. Local Workforce Initiatives, Jakki Bungart-Bibb, Director of Michigan Works! Southwest

C. Partner Spotlight, Dr. Bryan Newton, President of Glen Oaks Community College

VIII. OLD BUSINESS

IX. PUBLIC TIME

X. MEMBERS' TIME

XI. UPCOMING MEETINGS

A. Full Workforce Development Board – Thursday, November 19, 2026 (9:00-10:30 am), at a location in Calhoun County

B. Executive Committee – Thursday, October 15, 2026 (9:00-10:30 am) at the Michigan Works! Service Center, 1601 S. Burdick St., Kalamazoo, MI 49001

C. Career & Educational Advisory Council (CEAC) – Monday, December 7, 2026 (1:00-3:00 pm) at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007

D. Disability Awareness Resource Team (DART) – Tuesday, October 20, 2026 (2:00-3:30 pm) at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007

XII. ADJOURNMENT Brian O'Donnell, Chair

MICHIGAN WORKS! Southwest
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Workforce Development Board
Executive Committee Meeting Minutes
August 20, 2026

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:

Bobby Beauchamp
(alt for Dr. Paul Watson)
Jill Bland (Econ Dev)
John Fiore (RA)
Randall Hazelbaker (PS)*
Jeff Heppler (PS)
Al Ives (PS)*
Karen Marcath (PAA)
Dave Maurer (PS)*
Brian O'Donnell (PS)*
Jose Orozco (CBO)
David Pawloski (Labor)
David Prellwitz (Labor)

V Virtual
*Exec Committee

WDB Executive Members Absent

Darrin Adair (Educ)*
Frank Tecumseh (PS)*

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

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

Guests Present:

Paige Daniels (KRESA)V
Mary Graniela (VOCES)
Blaine Farr (WDI)
Amanda Sutherland (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 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 Jose Orozco to approve the May 21, 2026, WDB Quarterly Meeting Minutes. Motion Carried.

DIALOGUE WITH SERVICE PROVIDER STAFF
Amy Meyers reminded the group that the updated bylaws include an annual presentation for each service provider at the WDB Executive Committee meeting, replacing separate monitoring and evaluation meetings. Ms. Meyers reported that Amanda Sutherland with KRESA will present on behalf of MWSW Youth Services,

and afterward Blaine Farr with the Workforce Development Institute (WDI) will present on behalf of the WIOA Adult and Dislocated Worker programs.

Ms. Sutherland provided an overview of the services offered to youth aged 14-24 within the four-county MWSW service area. Ms. Sutherland also reported on metrics for the period from July 1, 2025, to June 30, 2026, including outreach, impact, collaboration, and innovation efforts, as well as the priorities for the upcoming year. Ms. Sutherland answered a few questions regarding the areas and demographics served. A brief discussion took place regarding the financial literacy workshops and the changes that will be made for the next program year to encourage more engagement.

Mr. Farr delivered a presentation on behalf of the Adult and Dislocated Worker programs provided by WDI, which highlighted a variety of participant success stories. Each story describes how career coaching is integrated into service delivery, enabling job seekers with the skills to connect with employment opportunities within their interests, including a description of how workforce education and training resources were available to support this goal.

COMMITTEE REPORTS
None.

NEW BUSINESS
WDB Plans (*Exhibits D-J, and S)*
Amanda Rosenberg requested Board consideration and approval of the eight workforce development plans included in the agenda packet. Details for each plan were described in the corresponding Exhibit and are listed below:

- Appropriation Year (AY) 2025 Career Exploration and Experience Events (*Exhibit D*)
- Public Assistance Employment & Training (*Exhibit E*)
- Program Year (PY) 2026 Capacity Building and Professional Development (CBPD) *(Exhibit F)*
- Program Year (PY) 2026 High Concentrations of Workforce Innovation and Opportunity Act (WIOA) Eligible Youth *(Exhibit G)*
- Program Year (PY) 2026 Customer Relationship Management (CRM) *(Exhibit H)*
- Partners for Reentry Opportunities in Workforce Development (PROWD) & Michigan Citizens Reentry Initiative (MiCRI) Stage 3 Funding *(Exhibit I)*
- Program Year (PY) 2026 National Farmworker Jobs Program (NFJP) *(Exhibit J)*
- WIOA Regional & Local Plans *(Exhibit S)*

Motion made by Alan Ives and supported by Jose Orozco to approve the eight workforce development plans as presented. Motion carried.

WDB Plan Ratifications *(Exhibits K-L)*
Amanda Rosenberg requested Board consideration and approval of the two workforce development plan ratifications included in the agenda packet. Details for each plan were described in the corresponding Exhibit and are listed below:

- Program Year (PY) 2026 Workforce Innovation and Opportunity Act (WIOA) Adult, Youth, and Dislocated Worker *(Exhibit K)*
- Program Year (PY) 2026 Employment Service (ES) Operations – Wagner-Peyser (WP) *(Exhibit L)*

Motion made by Jose Orozco and supported by Alan Ives to approve the two plan ratifications as presented. Motion carried.

WDB Action Items *(Exhibits M-P2)*
Debbie Horn requested Board consideration and approval of the renewal appointments of the WDB non-private sector members that included Jill Bland, David Prellwitz, Jonathan Current, David Pawloski, Windy Rea, Dr. Paul Watson II, Bobby Beauchamp (alternate), Darrin Adair, Dustin Scharer (alternate), John Fiore, Rebecca Hill (alternate), Karen Marcath ad Lisa Johansen, for another two-year term beginning October 1, 2026, and ending September 30, 2028; and consideration and approval of the appointment of Kurt Miller as an Alternate Executive Committee member for Alan Ives for the balance of a two year term that began October 1, 2025, and ends September 30, 2027, included in the agenda packet. Details were described in the corresponding Exhibits listed below that were included in the agenda packet:

- WDB Renewal Appointments – non-private sector *(Exhibit M)*
- WDB Alternate Appointment: Kurt Miller for Alan Ives *(Exhibit N)*

Amanda Rosenberg also requested Board consideration and approval of the two policies included in the agenda packet. Details for each policy were described in the corresponding Exhibit and are listed below:

- WDB Policy 6 R09 – Procurement & Property Management *(Exhibits O1-O2)*
- WDB Policy 32 R05 – Selective Service Registration *(Exhibits P1-P2)*

Motion made by Randall Hazelbaker and supported by Alan Ives to approve the WDB renewal appointments, the WDB alternate appointment, and the two WDB Policy revisions as presented. Motion carried.

WDB Action Item Ratifications *(Exhibits Q1-R2)*
Debbie Horn requested Board consideration and approval for the WDB Bylaws and Intergovernmental Agreement included in the agenda packet for the period beginning October 1, 2026 through September 30, 2028. A summary of the details is described in the corresponding exhibits below:

- WDB Bylaws *(Exhibits Q1-Q2)*
- Intergovernmental Agreement *(Exhibits R1-R2)*

Motion made by Jose Orozco and supported by David Pawloski to approve the WDB Bylaws and Intergovernmental Agreement for the period beginning October 1, 2026 through September 30, 2028, as presented. Motion carried.

WDB Announcements *(Exhibits T1-T2)*
Amanda Rosenberg announced the execution of an amendment to the Workforce Development Agreement, which is referred to as the County Contract. This agreement is renewed every two years with an annual modification, and Program Year 2026 is the modification year. The purpose of the agreement is to establish a relationship between The Upjohn Institute and Kalamazoo County for the program administration of the four-county Workforce Development System. A summary of the details is described in the corresponding exhibits.

Ms. Rosenberg also announced that, following the procurement schedule, a Request for Proposal (RFP) was released on Friday, July 10, to solicit Merit-Based Staffing contractors for the Trade Adjustment Assistance (TAA) Program. Proposals received were reviewed by a WDB RFP Review Committee as well as Administrative Staff from Michigan Works! Southwest. A determination of award for a proposal received by KRESA, which has held the Merit-Based Staffing agreement with MWSW since 2023. Prior to that, KRESA was the TAA Service Provider with over 15 years of experience. As a result of the award, a new contract will be processed beginning October 1, 2026.

STAFF REPORTS *(Exhibits U & W)*
Business Solutions - Ashley Iovieno reported that the Dashboard *(Exhibit U)* was included in the agenda packet and contains the updated numbers of employers served and services provided through June 2026. Ms. Iovieno also stated that in June 2026, unemployment rates for the four-county region ranged from 4.1% to 5.1%, which continues to show a very slight decrease compared to past numbers. The state unemployment rate is currently approximately 5 %, while the national rate is 4.2 %.

Ms. Iovieno also reported that the Going PRO Talent Fund (GPTF) section of the dashboard now reflects FY26 Cycle 2 awards. In addition to the GPTF awards, three Employer-Led Collaboratives (ELCs) were submitted, with one awarded for FY 2026. Miss Iovieno notified the group that due to the delay in announcing FY26 awards, those awards will reflect on a different year's schedule.

Additionally, Ms. Iovieno reported that since the last meeting, the 2027 budget was passed and the GPTF took another significant decrease from $55 million two years ago, $29 million last year, to $14.5 million in 2027 for the entire state. This decrease will most likely reduce the 2027 year to only one cycle.

Ms. Iovieno reported that in October, two MiCareerQuest™ events are scheduled. Additionally, the Manufacturing Day event is scheduled to take place in Calhoun County. Ms. Iovieno encouraged participation in these upcoming events in any capacity. Ms. Iovieno invited the group to stay after the meeting for the apprenticeship wall reveal in tandem with the Race to Talent Event.

Operations - Amy Meyers reported that a final rule was published on the Wagner-Peyser (WP); the requirement that the WP services be provided by merit-based staff has been removed, allowing for the continued provision of direct services through Upjohn Institute Talent Solutions staff.

Ms. Meyers reported on monitoring outcomes received since the last meeting. The first item discussed was the Service Center Certification. Biannually, the state certifies that the service centers meet criteria set by state policy. Notice was received that service centers met the criteria and are certified for the calendar years 2025, 2026, and 2027. In addition, the Reemployment Services and Eligibility Assessment (RESEA) programmatic review was conducted by the state. A 70% pass rate was required, and MWSW received a 96% achievement, with 24 of 25 files that were pulled meeting all requirements. Data Validation, a requirement under WIOA and Wagner-Peyser programs, was completed internally using internal monitoring staff. MWSW received a 100% pass rate across all affected programs. Cycle II monitoring is completed annually by the state, and this cycle of monitoring reviews the service providers. The selected subrecipient for review was WDI, and two corrective actions were identified. The first corrective action was regarding cost allocation, with one of the specific issues being related to staff time sheets; the second corrective action was related to the procurement process, more specifically the lease of a copy machine, rental space leases, and contract staff. There was an opportunity to rectify the corrective actions; a response was submitted, and notice was received that the requirements were met and all necessary updates were completed for Cycle II. Lastly, MiCRI and PROWD were monitored by the state in July, including a file review. No official outcome letter had been received; however, based on the exit interview, no corrective actions are expected.

Ms. Meyers further reported that performance data included in the dashboard for WIOA and Wagner-Peyser programs reflects an end date of June 30, 2026. As noted in May, there continues to be concern that there may be reporting issues within the State's database affecting performance outcomes. If any updates or additional information become available, they will be reported to the WDB. Ms. Meyers also reported that the annual demographic outcomes are noted on the dashboard.

Directors Report

Ms. Bungart-Bibb reported that the state budget was signed on July 21, 2026. Following up on Ashley Iovieno's comments earlier in the meeting, Ms. Bungart-Bibb reported that GPTF is not an ongoing line item and received only one-time funding. It was also noted that Medicaid work requirements will be rolled out between October 2026 and January 2027; however, the details on how Michigan Works! will be involved are not clear at this time.

Ms. Bungart-Bibb also reported that Federally, Congress is working to pass a Continuing Resolution that will maintain federal operations into December 2026. Both Congress and the House have passed separate CR bills, one extending operations through December 4, and one extending it through December 11. The chambers will need to resolve the date differences along with other provisions within each of the CRs before deciding which one will become law. Additionally, the WIOA budget decreased by ten percent last year, and this year it decreased by another eight percent

In conclusion, Ms. Bungart-Bibb announced that the September WDB meeting will be held at Glen Oaks Community College (GOCC) and encouraged full attendance. She announced that a special guest speaker, Director Corbin from the State of Michigan, will be presenting; additionally, there will be a presentation from GOCC. A reminder of the MWA Conference scheduled to be held in mid-September was also given, which will include recognizing the MWSW Shining Star Award recipient, and State Representative Julie Rogers will be presented with the Legislator of the Year award.

OLD BUSINESS

None.

PUBLIC TIME

None.

MEMBERS' TIME

Jill Bland reported that the Michigan Economic Development Corporation's budget has experienced significant reductions. Despite these challenges, several regional projects remain in the pipeline, and efforts are underway to identify creative strategies to keep moving forward. These projects are focused on supporting companies in expansion and attracting new business to the region. Ms. Bland encouraged continued advocacy to support these efforts moving forward.

UPCOMING MEETINGS

- Full Workforce Development Board – Thursday, September 17, 2026 (9:00-10:30 am)
  At Glen Oaks Community College, 62249 Shimmel Road, Centreville, MI 49032
- Executive Committee – Thursday, October 15, 2026 (9:00-10:30 am)
  At the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo, MI 49001
- 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 (2:00-3:30 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 10:23 a.m. by Brian O'Donnell.

Debbie Horn Date	Brian O'Donnell Date

APPROVED
These minutes were approved on _____________

MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

MWA Apprenticeship Success Coordinators (ASCs) and MWA Registered Apprenticeship Program (RAP) Group Sponsor (Intermediary) Functions
PI: 26-24

Background

RAPs accelerate development of right-skilled workers. Michigan continues to strategically implement its Registered Apprenticeship expansion strategy to grow the use of the RAP training model across the state. MWA ASCs and/or MWA RAP Group Sponsors (Intermediaries) serve critical functions by supporting new and existing RAP Sponsors, engaging employers, and expanding RAP opportunities statewide.

Activities

Michigan Works! Southwest has received funding for the ASC and RAP intermediary functions for the time period of July 1, 2026 – June 30, 2027. In alignment with Michigan's Registered Apprenticeship expansion strategy, MWSW will prioritize the development, scaling, and utilization of Group Sponsor (Intermediary) models. These models serve as the primary vehicle for RAP expansion due to their efficiency, accessibility for employers of all sizes, and their ability to support multi-employer RAP solutions. MWSW will ensure that ASC functions actively promote, strengthen, and expand Group Sponsor (Intermediary) capacity within each region. This funding supports the following required activities and services of the MWA ASC function in each region:

- Ensuring sufficient staffing and resources to execute all MWA ASC functions.
- Outreach to employers, organized labor, and other RAP sponsors to support RAP development and expansion.
- Collaborate with WD's SAE team to implement the statewide *3 STEPS to RAP* process: Get Ready, Get Set, Grow.
- Participate in Apprenticeship Learning/Launch Network (ALN) activities.
- Promote and support employer and partner use of the WorkHands application.
- Enroll and track Registered Apprenticeship Program participants in the One-Stop Management Information System (OSMIS).
- Educate employers and training providers regarding the Michigan Apprenticeship Readiness Credential (MARC) and assist with completion of the MARC interest form.
- Attend and assist with all engagement initiatives, including *Race to Talent™* events, as part of statewide employer outreach and engagement efforts.
- Enhance RAP partnerships and support improved service delivery to all RAP stakeholders.
- Submit accurate and timely performance data and program documentation, as well as attending WD's SAE team meetings to review performance progress and implementation, quarterly.
- Support employer engagement, administrative processes, and coordination functions necessary for Group Sponsors (Intermediaries) to successfully operate and grow RAP offerings.

Funding

Total Allocation	**$64,000**
Administration	$ 6,400
Program	$57,600

MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

Michigan Industry-Driven Skills Training Program (MIDSTP) Administration,
Period of February 1, 2026, through June 30, 2029
PI: 26-22

Background

The Michigan Industry-Driven Skills Training Program (MIDSTP) is a federally funded initiative designed to strengthen Michigan's workforce and support employers in meeting rapidly evolving talent needs. This program focuses on creating the Michigan Maritime Employer-Led Collaborative (ELC) and building the maritime workforce by investing in training programs that prepare workers for high-demand roles in the maritime industry.

Eligibility

Training Reimbursement is available to approved MIDSTP employers. Participants eligible for training must be permanent, full time employees of a participating Michigan Maritime ELC employer when the approved training begins, work solely in Michigan, be 17 years of age or older, not currently enrolled in secondary education, and a US citizen or an individuals who is legally authorized to work in the U.S.

Services

Eligible training under the MIDSTP consists of instruction and skill development activities that align with the workforce needs of the maritime industry and support the attainment of industry-recognized postsecondary credentials.

Covered Costs:

- Tuition/fees
- Instructional materials
- Credential testing

Non-Covered Costs:

- Wages
- Travel/lodging
- Equipment purchases

Funding

MIDSTP funds are available on a first-come, first-served basis across all 16 MWAs. Allocation adjustments may occur based on the number of employers an MWA serves.

Total Allocation	**$348,143**
Program	$313,329
Administration	$ 34,814

MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

Michigan Industry-Driven Skills Training Program (MIDSTP) Administration,
Period of February 1, 2026, through June 30, 2029
PI: 26-22, change 1

Background

The Michigan Industry-Driven Skills Training Program (MIDSTP) is a federally funded initiative designed to strengthen Michigan's workforce and support employers in meeting rapidly evolving talent needs. This program focuses on creating the Michigan Maritime Employer-Led Collaborative (ELC) and building the maritime workforce by investing in training programs that prepare workers for high-demand roles in the maritime industry.

Through policy change, funding from the State of Michigan Make It in Michigan Competitiveness Fund (MIIMCF) is allocated to Michigan Works! Agencies, to provide wrap-around services to participants to support their successful completion of the training.

Eligibility

Supportive services can be used to cover transportation, housing, tools, books, clothing, and childcare. The maximum amount of support services per participant is $833.

Funding

Total Allocation **$26,671**

MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

Going PRO Talent Fund (Talent Fund) Program Administration Fiscal Year (FY) 2026 Cycle 2, the Period of July 14, 2026 through February 29, 2028

The Going PRO Talent Fund FY 2026 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 2026 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

Total Allocation	**$481,933.25**
Award Amount	$446,235.25
Administration	$ 35,698.00

MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

Going PRO Talent Fund (Talent Fund) Program Administration Fiscal Year (FY) 2026 ELC, the Period of July 27, 2026 through February 29, 2028

Background

The Going PRO Talent Fund FY 2026 Employer Led Collaborative (ELC) 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 ELC is designed to create public-private partnerships with employers to develop training models that adapt in real time with changing employer demand. 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.

Eligibility

MWAs receive an award of Talent Fund funding based on the total number of company applications approved for funding. Training must be completed within one year from the date of the award and lead to a credential for a skill that is transferable and recognized by industry. Employers who request funding must actively participate in the development of the training and must commit to retaining individuals at the completion of training.

Activities

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 funded by the Talent Fund must fill a demonstrated talent need experienced by an eligible participating employer. leading 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

Total Allocation	**$72,073**
Award Amount	$66,735
Administration	$ 5,338

MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

Opioid Settlement Workforce Initiative Allocations for the Time Period of July 1, 2026 through September 30, 2028

Background
The Michigan Department of Health and Human Services has awarded $10,000,000 in opioid settlement funding to the Department of Labor and Economic Opportunity – Workforce Development (LEO-WD) through an interagency agreement for employment, training and support services for eligible individuals engaged in recovery. LEO-WD subsequently awarded the funding to the Michigan Works! Agencies, and provided guidance and operating instructions for the delivery of employment, training and supportive services to eligible participants.

Eligibility
All participants served in the Opioid Settlement Workforce Initiative must be referred to Michigan Works! Agencies (MWAs) through an approved recovery network. LEO-WD, MWAs and approved recovery organizations, will coordinate the referral process to ensure individuals are appropriate for employment and training-focused services. The referral process will support coordination between recovery and workforce services while maintaining a clear division of responsibilities. MWAs are responsible for providing workforce activities and services, while approved recovery organizations remain responsible for recovery-related services and support.

Activities
Services should be individualized based on participant need and designed to support progression toward stable, suitable and sustainable employment. Allowable workforce activities may include, but are not limited to:

- Individualized career assessment;
- Career planning and intensive career coaching;
- Job search and job placement assistance;
- Occupational skills training;
- Short-term and credential-bearing training;
- On-the-Job training;
- Registered Apprenticeship and pre-apprenticeship, as appropriate;
- Transitional employment;
- Peer recovery navigator or life-coach occupational training; and/or
- Other employment and training activities approved by LEO-WD and MDHHS.

Funding

Total Allocation	**$647,572**
Administration	$ 64,757
Program	$582,815

MICHIGAN WORKS! Southwest
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Workforce Development Board	WDB Policy 6 R10

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 & Property Management

EFFECTIVE DATE 9/10/2026

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 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 capital 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 bidders 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 ensure 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 statue 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	7/01/2005	
APPROVED		
Initial Policy	WDB Executive Committee	07/01/2005
Revision 01	Workforce Development Board	05/14/2009
Revision 02	WDB Executive Committee	07/12/2012
Revision 03	WDB Executive Committee	06/06/2013
Revision 03	Workforce Development Board	10/15/2024 (applied to all four counties)
Revision 03	WDB Executive Committee	04/15/2015
Revision 04	WDB Executive Committee	07/15/2015
Revision 05	WDB Executive Committee	07/20/2016
Revision 06	WDB Executive Committee	01/10/2020
Revision 07	WDB Executive Committee	03/17/2022
Revision 08	WDB Executive Committee	01/16/2025
Revision 09	WDB Executive Committee	08/20/2026
Revision 10	Workforce Development Board	09/10/2026
EXPIRATION	Ongoing	

MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

Workforce Development Board **WDB Policy 6 ~~R09~~R10**

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 09/10/2026

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.

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 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 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 capital 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."

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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 bidders 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 ensure 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 statue 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.

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.

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 269-349-1533, or by email at 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 *(All WDB policies accepted to apply to all four counties)*
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
Revision 09	WDB Executive Committee	08/20/2026
Revision 10	**Workforce Development Board**	**09/10/2026**

EXPIRATION Ongoing

MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

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

DATE: September 17, 2026
TO: Workforce Development Board
FROM: Jakki Bungart-Bibb / Debbie Horn
SUBJECT: WDB Career & Educational Advisory Council (CEAC)– Appointment/Changes

We are requesting WDB consideration and approval for the appointment of Sarah Mansberger, Executive Director at KRESA, to the WDB Career and Educational Advisory Council (CEAC) for Michigan Works! Southwest. This appointment is to replace Cindy Goss, CTE Program Coordinator at KRESA.

This appointment is for the balance of a two-year term that began July 1, 2026, and ends June 30, 2028.

We are also requesting WDB consideration and approval for the appointment of Lucas Schrauben, Executive Director of Career & Technical Education (CTE) at St. Joseph County Intermediate School District (ISD). This appointment is to replace James Berry, Superintendent at St. Joseph County ISD.

This appointment is for the balance of a two-year term that began July 1, 2026, and ends June 30, 2028.