

WORKFORCE DEVELOPMENT BOARD QUARTERLY MEETING AGENDA

Thursday, September 19, 2024 from 9:00-10:30 a.m.

In-Person Meeting

At the Three Rivers Chamber of Commerce, 1116 N Main St, Three Rivers MI

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

Public Access is available at:

<https://us02web.zoom.us/j/83987145684?pwd=Sk9CRExGRjR5bUFZSIFeW5JS09sUT09>

Meeting ID: 839 8714 5684 Passcode: 529180

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

- I. **CALL TO ORDER / INTRODUCTIONS** Jackie Murray, Chair
- II. **STATE & LOCAL PLAN DISCUSSION** Director Susan Corbin
- III. **RECOGNITIONS** Jakki Bungart-Bibb/Amy Meyers
 - A. MW! Association's Board of Excellence
 - B. MW! Association's Employer of the Year
 - C. MW! Association's Volunteer of the Year
 - D. MW! Association's Shining Star
 - E. Local Shining Stars – June, July, August
- IV. **TRANSPARENCY & INTEGRITY OF WDB DECISIONS** Kathy Olsen
- V. **PUBLIC TIME**
- VI. **MINUTES** (*Vote Required*)
 - A. August 15, 2024 WDB Executive Committee Meeting Minutes ([Exhibit A](#))
- VII. **COMMITTEE REPORTS**
 - A. Career Educational Advisory Council Kris Jenkins
 - B. Disability Awareness Resource Team Rebecca Murphy
- VIII. **NEW BUSINESS**
 - A. Plans (*Vote Required*) Amanda Rosenberg
 - 1. MI Regional Outreach, Awareness and Recognition (MiROAR) ([Exhibit B1](#))
 - 2. FY24 Going PRO Talent Fund Program Administration Employer Led Collaborative (ELC) ([Exhibit B2](#))
 - B. Infrastructure Funding Agreements ([Exhibits C1 & C2](#))

IX. STAFF REPORTS

- A. Business Services Update, Dashboard (*Exhibit D*) and Lightcast Data Analytics (*Exhibit E*)
- B. Operations Update & Dashboard (*Exhibit F*)
- C. Directors Report (*Exhibit G*)

Ashley Iovieno
Amy Meyers
Jakki Bungart-Bibb

X. OLD BUSINESS

XI. PUBLIC TIME

XII. MEMBERS' TIME

XIII. UPCOMING MEETINGS

- A. Full Workforce Development Board – Thursday, Nov 21, 2024 (9:00-10:30 am)
At a location in Calhoun County
- B. Executive Committee – Thursday, Oct 17, 2024 (9:00-10:30 am)
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- C. Career Educational Advisory Council (CEAC) – Monday, Dec 2, 2024 (1:00-3:00 pm)
At Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI 49007
- D. Disability Awareness Resource Team (DART) – Tuesday, Sept 17 and Nov 12, 2024 (2:00-4:00 pm)
At Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI 49007
- E. Monitoring & Evaluation Committee – Thursday, Oct 24, 2024 (8:00-9:30 am)
MW! Service Center, 1601 S. Burdick Street, Kalamazoo. MI 49001

XIV. ADJOURNMENT

Jackie Murray, Chair

**Workforce Development Board
Executive Committee Meeting Minutes
August 15, 2024**

CALL TO ORDER: Workforce Development Board Vice Chair, Brian O'Donnell, called the meeting to order at 9:03 a.m. at the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.

INTRODUCTIONS: Individuals attending in-person introduced themselves and Kathy Olsen introduced individuals attending virtually.

WDB Members Present:

Lisa Godfrey (PS)*	David Maurer (PS)*	
Randall Hazelbaker (PS)*	Brian O'Donnell (PS)*	* Exec Committee
Jeff Heppler (PS)	Jose Orozco (CBO) [∇]	[∇] Attended virtually
Rebecca Hill (MRS) [∇]	Frank Tecumseh (PS)*	

WDB Executive Committee Members Absent

Kris Jenkins (Educ)* Jackie Murray (PS)*

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

Jakki Bungart-Bibb (MWSW)	Amy Meyers (MWSW)	Amanda Rosenberg (MWSW)
Ashley Iovieno (MWSW)	Kathy Olsen (MWSW)	Aaron Tabb (MWSW)

Guests Present

Kristine Stevens (GOCC)

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

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

PUBLIC TIME

No comments.

APPROVAL OF MINUTES (*Exhibit A*)

Motion made by Lisa Godfrey and supported by Dave Maurer to approve the July 18, 2024 WDB Executive Committee meeting minutes. Motion carried.

COMMITTEE REPORTS

No reports.

NEW BUSINESS

Plans (*Exhibits B1 through B4*)

Amanda Rosenberg requested Board consideration and approval of four workforce development plans included as Exhibits B1 through B4 in the agenda packets. The plans included the following: (1) **AY24**

WIOA Adult, Dislocated Worker and Youth Program Allocations for July 1, 2024 through June 30, 2026 as described in *Exhibit B1*; (2) **WIOA Local and Regional 4-Year 2024-2027 Plans** as described in *Exhibit B2*; (3) **FY2024 Child Support Navigator** as described in *Exhibit B3*; and (4) **FY2024 Cycle 2 Going PRO Talent Fund** as described in *Exhibit B4*.

Motion made by Dave Maurer and supported by Jeff Heppler to approve the four plans which included the AY24 WIOA Adult, Dislocated Worker and Youth Program Allocations for July 1, 2024 through June 30, 2026, the WIOA Local and Regional 4-Year (2024-2027) Plans, the FY2024 Child Support Navigator, and the FY2024 Cycle 2 Going PRO Talent Fund. Motion carried.

Intergovernmental Agreement (*Exhibit C*)

Kathy Olsen requested Board consideration and approval of the renewal of the Intergovernmental Agreement (*Exhibit C*) between the Workforce Development Board (WDB) and the Boards of Commissioners for Branch, Calhoun, Kalamazoo, and St. Joseph Counties for the period beginning October 1, 2024 and ending September 30, 2026. She reported this Agreement between the WDB and the County Boards of Commissioners for the four counties in the Michigan Works! Southwest Area is renewed every two years. The Agreement designates Kalamazoo County Board of Commissioners as the Grant Recipient, and it also designates the Upjohn Institute/Michigan Works! Southwest as the Administrative and Fiscal Agent. Changes include updating the period covered as well as the signatories to the Agreement. In addition, a regional membership category was added for members who represent all four counties, the non-voting category was removed, the remaining percentages for each county were adjusted to reflect these changes, and the notes explaining membership criteria were updated.

Motion made by Frank Tecumseh and supported by Jeff Heppler to approve the Intergovernmental Agreement for the period beginning October 1, 2024 and ending September 30, 2026 with the following correction: the percentage for Calhoun County in the chart on page 7 of the Agreement was corrected to read 27% to align with the chart in the Bylaws. Motion carried.

Workforce Development Board - Bylaws (*Exhibit D*)

Kathy Olsen requested Board consideration and approval of the renewal of the Workforce Development Board Bylaws (*Exhibit D*) for the period October 1, 2024 and ending September 30, 2026. Like the Intergovernmental Agreement, the Bylaws are also reviewed and updated every two years. In addition to minor grammar and punctuation edits, the period for which the Bylaws are effective, and the signatories were updated. The same membership categories and percentage updates, as noted in the Intergovernmental Agreement, were also made.

Motion made by Lisa Godfrey and supported by Frank Tecumseh to approve the Workforce Development Board Bylaws for the period October 1, 2024 and ending September 30, 2026 with the following correction: Under Article IV, Section 7, Citizen Comment was changed to Public Comment and the references to ‘citizen’ within this section were also edited to reflect this change. Motion carried.

Workforce Development Board - Renewal Appointments (*Exhibit E*)

Kathy Olsen reported that per State policy, the WDB is recertified every two years by the Governor. This recertification occurred last September for a two-year period that began October 1, 2023 and ends September 30, 2025. State policy also requires that Board member terms be staggered and WDB Bylaws state that the terms for private sector shall expire in the years ending in an odd number and the terms for non-private sector appointments shall expire in the years ending in an even number. The members listed on *Exhibit E* are in good standing and she requested Board consideration and approval of these individuals for another two-year term beginning October 1, 2024 and ending September 30, 2026. Upon WDB approval, these names will be forwarded to the respective counties for their approval.

Motion made by Jeff Heppler and supported by Frank Tecumseh to approve the renewal appointments of non-private sector members of the Workforce Development Board which are as follows: Jill Bland representing economic development; Jose Orozco and alternate Charles Rose representing community based organizations; Dr. Paul Watson, Kris Jenkins, and alternate Dustin Scharer, representing education; Morris Applebey, Kathi Cain-Babbitt, David Pawloski, and Ken Willcutt, representing labor; John Fiore and alternate Rebecca Hill, representing Michigan Rehabilitation Services; Lisa Johansen representing the Michigan Department of Corrections; and Windy Rea representing Job Corps.

STAFF REPORTS

Business Solutions Update and Dashboard (*Exhibits F & G*)

Ashley Iovieno provided a Business Solutions update that included MiREACH, unemployment rates, job demand, the Going PRO Talent Fund (GPTF), employers served, the Labor Market Newsletter, and apprenticeships.

MiREACH Summary - Ms. Iovieno reported the Business Services Dashboard (*Exhibit F*) was updated with new information. The State Apprenticeship Expansion (SAE) tracking was replaced with MiREACH data. She explained that MiREACH is a training opportunity for individuals seeking patient facing occupations at rural healthcare facilities. Through this funding MW! Southwest has been able to assist with training individuals in professions such as Medical Assistants and Certified Nursing Assistants (CNA). The MiREACH funding has two cycles, the first ended in June 2024 with \$59,000 in expenditures; the remaining \$89,000 must be spent by December 2024. Lynn Page has been the lead on this project, and she easily exceeded the first goal and is now working on allocating the remaining funds by the end of the year.

Unemployment Rates - Unemployment rates for June 2024 were listed on page two of the Dashboard (*Exhibit F*). The Michigan Unemployment rate was reported to be 4.1%, with the national rate being 4.1% and the four counties in the Michigan Works! Southwest service area ranged from 4.4% to 5.5%. with St Joseph County at 4.9%, Kalamazoo County at 4.5%, Branch County at 4.4%, and Calhoun County at 5.5%.

Job Demand - The most recent Lightcast reports (*Exhibit G*) were included as a link in the agenda packet email sent out prior to the meeting. Ms. Iovieno noted that the same positions remain in demand as during the last several months, with registered nurses, medical assistants, and fast food and counter workers most in-demand jobs. She noted that employer postings match this data. The report also indicates that there were 481 unique postings in the area, which is an increase of 68.

Going PRO Talent Fund (GPTF) – Ms. Iovieno reported staff are working with the companies that were awarded GPTF contracts. She further reported that two webinars are scheduled with the State, one in August and one in September, where the details for FY25 Cycle 1 will be revealed.

Employers Served – The last page of the Dashboard (*Exhibit F*) highlights the number of employers served and services provided for the period beginning July 2024.

Labor Market Newsletter – Ms. Iovieno reported the August edition of the Labor Market Newsletter was sent to the email addresses of individuals who subscribe to this publication. This month the Data Spotlight was on the Labor Force Participation Rate in Michigan rising for several population groups from last year to this year.

Apprenticeships - Ms. Iovieno reported that at the Board meeting in June she announced that Michigan Works! Southwest became an intermediary for apprenticeships. To celebrate and formally recognize this accomplishment, there will be a signing celebration directly after today's Board meeting and she invited individuals in attendance at the meeting to attend the event. Tiffanie Clawson, the United States Department of Labor Apprenticeship Director for Michigan, will be present at this event.

Operations Update and Dashboard (*Exhibit H*)

For the Operations Report, Amy Meyers reported pages two and three of the Services Dashboard (*Exhibit H*) include data for the Partnership. Accountability. Training. Hope. (PATH) Program, the Gain Employment. Maintain Support (GEMS) Program, and the Barrier Removal Employment Success (BRES) Program. The program year for these programs ends on September 30, 2024 and she noted that so far, no additional BRES funding has been allocated. The performance measures for the Workforce Innovation and Opportunity Act (WIOA) were displayed on page four of the Services Dashboard. She focused on the numbers reported in the bottom row and far right column of the chart and reported that these numbers are the final performance metrics for the WIOA and Wagner-Peyser Programs for the Program Year that ended June 30, 2024.

Director’s Report (*Exhibit G*)

Jakki Bungart-Bibb reminded members that Director Susan Corbin from the Michigan Department of Labor and Economic Opportunity (MI-LEO) will be at the September 19, 2024 Workforce Development Board meeting to discuss the State Workforce Development Plan and how it ties into local efforts. She noted that staff have reviewed elements of both plans and that the local plan aligns well with the State plan. Michigan Works! Southwest will host a roundtable following the Board meeting to allow community members who have an interest in workforce development to provide insight into the local workforce needs. Staff are reaching out to some specific contacts to ensure there is representation from labor, private sector, economic development, education, and workforce development, as well as the four counties in the MW! Southwest service area. The number of invitees is limited, thus the roundtable is an invitation only event; however, if WDB members are interested in participating or have suggestions for others who should participate, she asked that they please let staff know.

Ms. Bibb also provided an update on Wagner-Peyser Employment Services Notice of Proposed Rulemaking.

Lastly, Ms. Bibb reported that on July 24, 2024, the US Department of Energy selected 20 projects across 16 states to receive up to \$371 million dollars to accelerate interstate transmission projects and support community infrastructure projects along new and upgraded transmission lines. The Michigan Department of Labor and Economic Opportunity (MI LEO) submitted a project proposal and included MW! Southwest as a partner. The project was selected and awarded \$35.7 million dollars. This project will invest in workforce development initiatives to build a skilled workforce to support transmission construction and clean energy investments in Branch and Calhoun Counties, two counties that will be affected by the HELIX-HIPLE transmission line. Other community partners were listed within the grant including the Community Action Agency. Staff are excited to be the core workforce development provider for this project and look forward to the opportunity it brings to the communities served by MW! Southwest. A planning meeting is scheduled soon and as more information becomes known, including implementation and launch, it will be shared with the Board. Following the meeting, a link to the media release was sent to Board members.

OLD BUSINESS

None.

PUBLIC TIME

No comments.

MEMBERS’ TIME

No comments.

UPCOMING MEETINGS

Brian O’Donnell referred members to the list of upcoming WDB meetings that were listed on the agenda.

- The next Full Workforce Development Board meeting is Thursday, September 19, 2024 from 9:00-10:30 a.m. at the Three Rivers Chamber of Commerce, 1116 N. Main Street, Three Rivers, Michigan.
- The next Executive Committee meeting is Thursday, October 17, 2024 from 9:00-10:30 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.
- The next Career Educational Advisory Council (CEAC) meeting is scheduled for Thursday, September 12, 2024 from 1:00-3:00 p.m.
- The next Disability Awareness Resource Team (DART) meeting is Tuesday, September 17, 2024 from 2:00-4:00 p.m.
- The next Monitoring and Evaluation Committee is Thursday, October 24, 2024 from 8:00-9:30 a.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:46 a.m.

Kathy Olsen

Date

Brian O'Donnell

Date

APPROVED

These minutes were approved on _____

Michigan Regional Outreach, Awareness, and Recognition (MiROAR)

PI: 24-28

Michigan Works! Southwest has been awarded \$92,435 in State Level Fiscal Recovery Funding, for the implementation of Race to Talent™ events that will engage industry and workforce, employers, education, intermediaries, labor, and other partners in Registered Apprenticeships.

These events will include recognition of current employer sponsors who are using the RA model successfully and will be focused on growing the number of new employers interested in starting Register Apprenticeship Programs (RAPs).

Also at these events, participants will visit a resource table where they will be provided with a personalized work process schedule for a specified occupation, contact information for an Apprenticeship Success Coordinator, registered Apprenticeship Michigan items, and the opportunity to ask questions and learn next steps.

Background

To support Registered Apprenticeship expansion in Michigan, LEO Employment & Training (LEO-E&T) developed Race to Talent™ events - a multi-media statewide marketing and outreach effort to effectively reach targeted potential employer sponsors. Race to Talent™ events help regional and/or sector-based partners, both new and existing, explore the potential value to their businesses and/or organizations from adoption, or expansion of the use of the Registered Apprenticeship training model to accelerate the growth of needed talent. Event participants, not yet benefiting from use of Registered Apprenticeship, are introduced to steps for adoption and are encouraged to take the first step immediately, before they leave the event.

Outcomes

Grant activities must address program goals and the following Performance Outcomes are to be reported on:

- Total number of Race to Talent™ events held.
- New partnerships created (e.g. CTE programs, community colleges, community partners, labor partners).
- Number of new employers engaged.
- Number of new employers who attended a Race to Talent™ event as a result of a completed employer interest inquiry form located on the LEO Apprenticeship website.
- Number of employers recognized at Race to Talent™ events.
- Number of employers who adopt RAPs as a result of Race to Talent™.

- Number of employers with existing RAPs engaged through events.
- Number of labor partners engaged through Race to Talent™ events.
- Number of employers who expand existing RAPs as a result of Race to Talent™.

Funding

Allowable use of grant funds includes, but is not limited to, materials, marketing, and coordination of outreach activities.

Technical Information

Program Title/Number	Michigan Regional Outreach, Awareness, and Recognition (MiROAR); Policy Issuance 24-28
Funding Source	SLFRF7124 funding
Funding Level	\$92,435
Duration	September 1, 2024 - September 30, 2026
CFDA Number	N/A

**Going PRO Talent Fund (Talent Fund) Program Administration Fiscal Year (FY) 2024 ELC,
the Period of April 19, 2024 through September 30, 2025**

PI: 24-27

Background

The Going PRO Talent Fund ELC (Employer Led Collaborative) 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 ELC 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 ELC applications approved for funding.

Funding Summary

Funding Source and Cost Categories	Funding Levels
Total Allocation	\$231,510.55
Award Amount	\$216,365.00
Administration	\$ 15,145.55

Source: PI: 24-27, 8/21/2024

Technical Information

Program Title/Number	Going PRO Talent Fund Program Administration Fiscal Year (FY) 2024 ELC/PI: 24-27
Funding Source	State Funds
Funding Level	\$231,510.55
Duration	April 19, 2024 – September 30, 2025
Reference	State of Michigan; LEO PI: 24-27; 8/21/2024
CFDA Number	N/A

**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, 2024** through **June 30, 2025**. 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

Common Identifier Marketing Costs

See 2024-2025 IFA Budget Summary, Attachment B

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 dependant 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 agency region. 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 17-12 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 resolve between the original signing parties.
6. Once the parties have reach 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 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 SFM 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 affected by such amendment. 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 by fax or in .pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

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 _____
Tami Rey, Chair _____ *Date*
Kalamazoo County Board of Commissioners

2024 - 2025 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	602,100	
Property and Casualty Insurance	14,697.90	
Cleaning Services	85,120	
Facilities Maintenance	19,400	
Total Annual Facilities Costs		721,317.90
Annual Technology Costs		
Telecommunications and Internet	49,468	
Equipment & Technology	102,748.71	
Total Annual Technology Costs		152,216.71
OTHER SHARED COSTS		
Annual Costs to Promote Service Integration		
Joint Staff Training/Orchestration of Professional Development for One-Stop partners	20,000	
Customer Satisfaction Measurement 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	
Website Updates	5,000	
Costs Related to Board Functions - Outreach	25,000	
Common Identifier Marketing Costs	4,000	
Total Annual Costs to Promote Service Integration		116,500
Combined Infrastructure and Other Shared Costs Total		990,034.61

*Michigan Works! Southwest (MWSW) Trade Adjustment Assistance (TAA)
Fund Contributions
July 1, 2024 through June 30, 2025*

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	633.71	92.39	-	726.10
Calhoun		0.9	15,010.67	1,663.10	-	16,673.77
Kalamazoo		0.1	1,357.82	184.79	-	1,542.61
St. Joseph		0.05	798.95	92.38	-	891.33
Totals		1.1	17,801.15	2,032.66	-	19,833.81

Michigan Works! Southwest (MWSW) TANF
Fund Contributions
July 1, 2024 through June 30, 2025

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		1.8797	23,823.21	3,473.39	-	27,296.60
Calhoun		6.6261	110,513.21	12,244.27	-	122,757.48
Kalamazoo		9.1397	124,101.10	16,889.19	-	140,990.29
St. Joseph		1.9713	31,499.53	3,642.29	-	35,141.82
Totals		19.6168	289,937.05	36,249.14	-	326,186.19

Michigan Works! Southwest (MWSW) Wagner Peyser (WP)
Fund Contributions
July 1, 2024 through June 30, 2025

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		2.2	27,883.42	4,065.36	-	31,948.78
Calhoun		4.5	75,053.34	8,315.51	-	83,368.85
Kalamazoo		4.9	66,533.28	9,054.66	-	75,587.94
St. Joseph		1.2	19,174.68	2,217.17	-	21,391.85
Totals		12.8	188,644.72	23,652.70	-	212,297.42

Michigan Works! Southwest One Stop Service Delivery System Partners 2024-2025

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) – **Telamon Michigan**

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

- Employment Service: **W.E. Upjohn Institute for Employment Research, Michigan Works! Southwest (MWSW)**

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

- Three Rivers Community Schools**
- Kalamazoo Public Schools**
- Sturgis 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](#)

- Kellogg Community College**
- Kalamazoo Valley Community College**
- Glen Oaks 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 Jobs for Veterans State Grants authorized [under Chapter 41 of Title 38, United States Code \(U.S.C.\)](#)

- Jobs for Veterans: **Michigan Department of Labor and Economic Opportunity (LEO)**

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)**

Exhibit D



Business Solutions Summary Dashboard

August 2024

MiREACH Summary

34

Total Participants
(August 31, 2024)

Employers Served

Number of
Employers Served
(7/01/2024 – 8/31/2024)

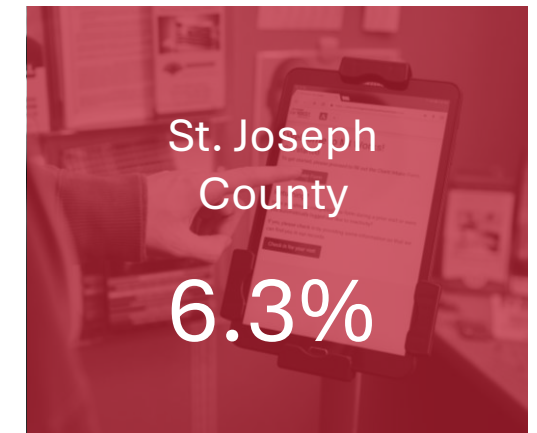
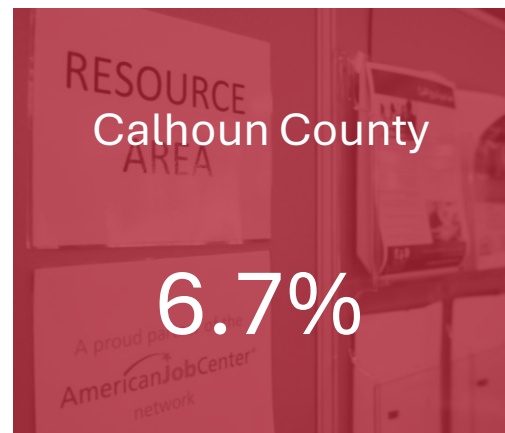
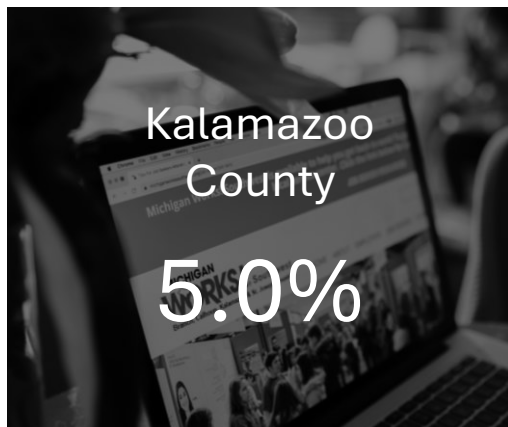
128

Number of
Services Provided
(7/01/2024 – 8/31/2024)

437

Unemployment Rate **By County**

July 2024



Going Pro Talent Fund (GPTF) FY2024 Cycle 1



\$2,121,381.03

Awarded to
companies



31*

Companies
Awarded GPTF



1077

Individuals
to be trained



223

Planned
Apprentices



351

Anticipated New
Hires

Branch
\$0
Calhoun \$584,072
St. Joseph \$256,780
Kalamazoo \$1,188,899.03

Branch
0
Calhoun 7
St. Joseph 3
Kalamazoo 19

Branch
0
Calhoun 293
St. Joseph 148
Kalamazoo 590

Branch
0
Calhoun 47
St. Joseph 22
Kalamazoo 154

Branch
0
Calhoun 93
St. Joseph 53
Kalamazoo 174

*Two (2) additional employers outside of Michigan Works! Southwest's four-county area were awarded GPTF money.

Going Pro Talent Fund (GPTF) FY2024 Cycle 2



\$682,111

Awarded to
companies



15

Companies
Awarded GPTF



300

Individuals
to be trained



117

Planned
Apprentices



78

Anticipated New
Hires

Branch
\$0
Calhoun \$129,790
St. Joseph \$32,800
Kalamazoo \$519,521

Branch
0
Calhoun 5
St. Joseph 1
Kalamazoo 9

Branch
0
Calhoun 56
St. Joseph 23
Kalamazoo 221

Branch
0
Calhoun 24
St. Joseph 6
Kalamazoo 87

Branch
0
Calhoun 2
St. Joseph 5
Kalamazoo 71

Going Pro Talent Fund (GPTF) FY2024 ELC



\$216,365

Awarded to companies



10*

Companies Awarded GPTF



150

Individuals to be trained



0

Planned Apprentices



6

Anticipated New Hires

Branch
\$0
Calhoun \$88,715
St. Joseph \$0
Kalamazoo \$28,200

Branch
0
Calhoun 8
St. Joseph 0
Kalamazoo 1

Branch
0
Calhoun 124
St. Joseph 0
Kalamazoo 15

Branch
0
Calhoun 0
St. Joseph 0
Kalamazoo 0

Branch
0
Calhoun 6
St. Joseph 0
Kalamazoo 0

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

Exhibit F



Services Summary Dashboard

August 2024

Partnership. Accountability. Training. Hope.



Number of Participants
(Served 10/01/2023 – 8/31/2024)

877

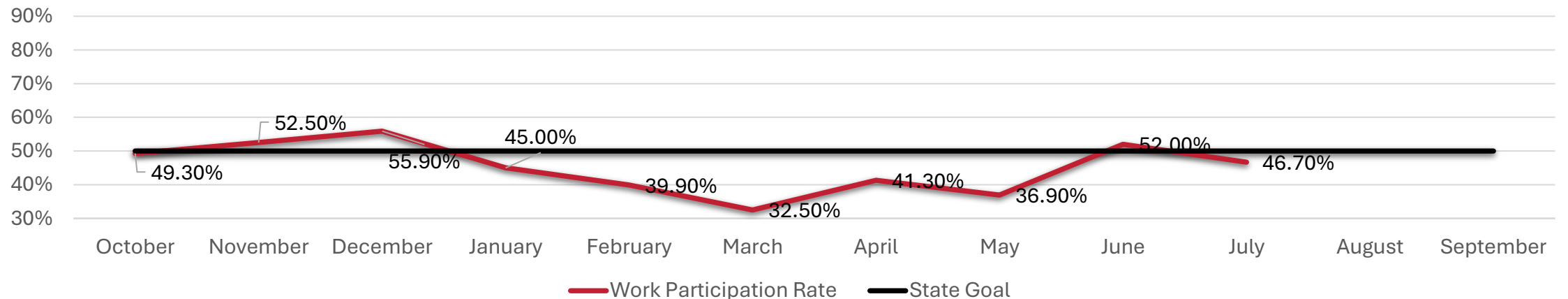
Employment Rate
(Served 10/01/2023 – 8/31/2024)

33.8%

Wage
(Served 10/01/2023 – 8/31/2024)

\$16.41

PATH Work Participation Rate (FY24): 45.2%



Gain Employment. Maintain Support.

242 Number of Participants
(Served 10/01/2023 – 8/31/2024)

54.9% Employment Rate
(Served 10/01/2023 – 8/31/2024)

\$15.87 Wage
(Served 10/01/2023 – 8/31/2024)

Barrier Removal Employment Success

191 Number of Individuals Who Received BRES Services
(Served 10/01/2023 – 8/31/2024)

Most Common BRES Support Services Provided:

- Housing and Rental Assistance
- Transportation Related

WIOA & Wagner-Peyser Performance

(Workforce Innovation and Opportunity Act)



	WIOA Adult		WIOA Dislocated Worker		WIOA Youth		Wagner-Peyser	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Employment 2nd Quarter After Exit	88.6%	84.0%	88.0%	100.0%	79.0%	85.7%	70%	67.8%
Employment 4th Quarter After Exit	84.0%	71.9%	85.0%	85.7%	79.0%	55.9%	67%	70.1%
Median Earnings 2nd Quarter After Exit	\$8,500	\$8,042	\$9,100	\$10,111	\$4,600	\$5,071	\$8,000	\$7,825
Credential Attainment Rate	83.5%	66.7%	83.0%	100.0%	64.7%	39.0%	N/A	N/A
Measurable Skill Gains	66.0%	35.7%	67.6%	15.0%	48.7%	1.2%	N/A	N/A

PY24-Q1 outcomes 7/01/2024-9/30/2024; data pull 9/09/2024
See Slide 6 & 7 for Performance Measures Definitions

Employer Resource Network®

(ERN®) Key Performance Indicators 10/01/2023 to 8/31/2024



767% ROI

Increased Productivity and Retention Saves Money

Based on retention; turnover costs = \$4,129 per employee.

27

Number of
Active Employers

1794

Total Services

(A request can have multiple needs/services)

900

Distinct Employees Served
and their Families

Highlight

An ERN® employee (EE) contacted their ERN® Success Coach (SC) with issues related transportation. EE was struggling with the high cost of car insurance, having increased rates due to a low credit score, in addition to making the car payment. The EE was a single parent who lived with family to make ends meet. She had a goal of wanting to move out on her own. ERN® SC met with EE to obtain a clear picture of the state of their finances. Together, they created a budget, to ensure that all of EE's expenses were covered, leaving room to save for future housing changes. The ERN® SC made a connection to partner, Kalsee Credit Union, for financial counseling. The ERN® SC also connected the EE to resources allowing for transportation assistance in the form of gas card's, assisting with the high cost of vehicle maintenance payments, and easing the financial stress. Through the support provided by ERN®, this EE was afforded the opportunity to learn how to improve their credit score, as well as how to obtain a more reasonable insurance policy. The EE travels to and from multiple counties daily, for work, and is grateful for the ERN® assisting them to create solutions offering freedom from financial barriers.

WIOA Performance Measures Overview

Source: State of Michigan WIOA Manual



- **Employment Rate – 2nd Quarter after Exit:** The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program. For WIOA Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit.
- **Employment Rate – 4th Quarter after Exit:** The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program. For WIOA Title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit.
- **Median Earnings – 2nd Quarter after Exit:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
- **Credential Attainment:** The percentage of those participants enrolled in an education or training program (excluding those in On-the-Job Training [OJT] and customized training) who attain a recognized post-secondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within four quarters after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed within four quarters after exit or is enrolled in an education or training program leading to a recognized post-secondary credential within 365 days of exit from the program.

WIOA Performance Measures Overview

Source: State of Michigan WIOA Manual



Measurable Skill Gains: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:

- Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the post-secondary education level.
- Documented attainment of a secondary school diploma or its recognized equivalent.
- Secondary or post-secondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the state's unit academic standards.
- Satisfactory or better progress report towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training.
- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.