

**MICHIGAN WORKS! SOUTHEAST  
WORKFORCE DEVELOPMENT BOARD**  
January 11, 2017, 10:00 a.m. – 12:00 noon  
Chelsea Comfort Inn, Village Conference Center,  
Commerce Park Drive, Chelsea, MI 48118

**AGENDA**

1. **Call to order**
2. **Roll Call**
3. **Introductions**
4. **Call to the Public**
5. **Approval of the Agenda**
6. **Approval of Consent Agenda**
  - a. Approval of November 30, 2016 Special Workforce Development Board (WDB) Meeting Minutes
  - b. WDB 16-28-1 A RESOLUTION MODIFYING A FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WEDGE MILL TOOL, INC. BY INCREASING THE AMOUNT TO \$2,250.46
  - c. WDB 16-41 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR COIN-OP CANTEEN SERVICES, INC. IN THE AMOUNT OF \$3,285
  - d. WDB 16-42 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH TIA/UNEMPLOYMENT INSURANCE AGENCY
7. **Resolutions for Consideration of the Workforce Development Board**
  - a. WDB 16-40 A RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE APPRENTICESHIP SUCCESS COORDINATOR PROGRAM
  - b. WDB 16-43 A RESOLUTION REQUESTING APPROVAL OF MODIFICATION REQUESTS TO THE WIOA AND TRAINING POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM
  - c. WDB 16-44 A RESOLUTION APPROVING AN AGREEMENT WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA)

**8. Discussion Items**

- a. **Review of Workforce Development Board Strategic Plan – Sean Duval And Thomas P. Miller and Associates**
- b. **Governor’s Talent Investment Board (GTIB) Update – Marcus James**
- c. **Executive Committee Report – Sean Duval**
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of December 7, 2016
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of January 4, 2017
- d. **Talent District Career Council Update (TDCC)- Kevin Oxley**

**9. Other Items**

- a. Chair Update – Sean Duval
- b. Director Update – Bill Sleight

**10. Adjourn**

## **6. Approval of Consent Agenda**

SPECIAL BOARD MEETING  
MICHIGAN WORKS! SOUTHEAST  
WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

November 30, 2016, 8:30 a.m. – 9:00 a.m.

Chelsea Comfort Inn, Village Conference Center Chelsea, MI 48118

Southeast Michigan Workforce Development Board Members Present

Leslie Alexander	Inmatech, Inc.
Julie Boyce	Key Opportunities, Inc.
Richard Currie	Hitachi Automotive Systems via conference call
Sean Duval, Chairperson	Golden Limousine International
Donald Germann	County National Bank
Steven Girardin	Michigan Rehabilitation Service
Lee Graham	Operating Engineers 324s
Marcus James, Vice Chairperson	StableInc.LLC
Lynn Matzen	Matrix Systems LLC
Kevin Oxley	Jackson County ISD
Angela Parth	Livingston Family Center
Philip Santer	Ann Arbor Spark
James Van Doren	Lenawee Now
Leann Wilt	Venchurs, Inc.

Southeast Michigan Workforce Development Board Members Absent

Mindy Bradish-Orta	Jackson Chamber of Commerce
Jeremy Frew	Jackson College
Paul Ganz	DTE Energy
Jeremiah “JJ” Hodshire	Hillsdale Hospital
Steven Hogwood	McDonalds
Swatee Kulkarni	GDI Infotech, Inc.
Scott Menzel	Washtenaw County ISD
Matthew Sandstrom	Rustbelt Group
Grace Trudell	IBEW 58

Southeast Michigan Workforce Development Board – Alternates – Present

John Salyer	Ann Arbor Electric, JATC	Alternate for Lee Graham
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Southeast Michigan Consortium Board – Present

Karol KZ Bolton	Lenawee County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Staff

William Sleight, Director	Michigan Works! Southeast
Robin Aldrich	Michigan Works! Southeast
Nicole Bell	Michigan Works! Southeast
Jim Coutu	Michigan Works! Southeast
Johnny Epps	Michigan Works! Southeast
Maggie Flaherty	Michigan Works! Southeast
Pam Gosla	Michigan Works! Southeast
Shamar Herron	Michigan Works! Southeast
Janet Myers	Michigan Works! Southeast
Misty Shulters	Michigan Works! Southeast
Sandy Vallance	Michigan Works! Southeast
Angela Watkins	Michigan Works! Southeast

Others Present

Trennis Sweatt

WCC

1. Call to order  
Sean Duval, Chairperson called the meeting to order at 8:30 a.m.
2. Roll Call  
A quorum present.
3. Introductions
4. Call to the Public  
Sean Duval call for public comment. There was no public comment.
5. Approval of the Agenda  
Sean Duval call for motion to approve the Agenda.

MOTION: Marcus James moved to approve the agenda.

SUPPORT: Richard Currie

MOTION CARRIED UNANIMOUSLY

6. Approval of Consent Agenda

Sean Duval call for a motion to approve the Consent Agenda.

MOTION: Richard Currie

SUPPORT: Leslie Alexander

Discussion:

Request to Amend Consent Agenda. Move Resolutions: l. WDB Resolution 16-32; m. WDB Resolution 16-33, n. WDB Resolution 16-34; and q. WDB Resolution 16-38 to

7. Resolutions for Consideration of the Workforce Development Board.

AMENDED MOTION CARRIED UNANIMOUSLY

- a. September 14, 2016 Board Minutes – Joint Meeting of Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium Board
- b. WDB RESOLUTION 16-21 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – NEEDS RELATED PAYMENT POLICY
- c. WDB RESOLUTION 16-22 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 TRADE ADJUSTMENT ASSISTANCE
- d. WDB RESOLUTION 16-23 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – AY 15 and 16 SERVICE CENTER OPERATIONS GRANT
- e. WDB RESOLUTION 16-24 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 TANF REFUGEE GRANT

- f. WDB RESOLUTION 16-25 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 RESEA WORK-BASED TRAINING FOR SPECIAL POPULATIONS
- g. WDB RESOLUTION 16-26 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT-CARCOUSTIC
- h. WDB RESOLUTION 16-27 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT- THAI SUMMIT
- i. WDB RESOLUTION 16-28 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT-WEDGE MILL
- j. WDB RESOLUTION 16-29 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – FY 16 INCUMBENT WORKER GRANT –ACCUBILT
- k. WDB RESOLUTION 16-30 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –HARTLAND CONSOLIDATED SCHOOLS

Move to Agenda Item 7.

- l. WDB RESOLUTION 16-32 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –WORK SKILLS CORPORATION

Move to Agenda Item 7.

- m. WDB RESOLUTION 16-33 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –ROBERT TEBO AND ASSOCIATES

Move to Agenda Item 7.

- n. WDB RESOLUTION 16-34 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –LIVINGSTON EDUCATIONAL SERVICE AGENCY
- o. WDB RESOLUTION 16-35 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –SMALL BUSINESS DEVELOPMENT CENTER
- p. WDB RESOLUTION 16-37 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD WAGNER-PEYSER/TRADE ADJUSTMENT ASSISTANCE CONTRACT AWARD – WASHTENAW COMMUNITY COLLEGE

Move to Agenda Item 7.

- q. WDB RESOLUTION 16-38 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD WAGNER-PEYSER/TRADE ADJUSTMENT ASSISTANCE CONTRACT AWARD – LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

- r. WDB RESOLUTION 16-39 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD TANF REFUGEE PROGRAM/ENGLISH AS A SECOND LANGUAGE CONTRACT AWARD – JEWISH FAMILY SERVICES

7. Resolutions for Consideration of the Workforce Development Board

- l. WDB RESOLUTION 16-32 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –WORK SKILLS CORPORATION

Sean Duval call for a motion to approve WDB Resolution 16-32.

MOTION: Richard Currie moved to approve WDB Resolution 16-32

SUPPORT: James Van Doren

ABSTAIN: Steven Girardin

MOTION CARRIED

- m. WDB RESOLUTION 16-33 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –ROBERT TEBO AND ASSOCIATES

Sean Duval call for a motion to approve WDB Resolution 16-33.

MOTION: Lynn Matzen moved to approve WDB Resolution 16-33

SUPPORT: Lean Wilt

MOTION CARRIED UNANIMOUSLY

- n. WDB RESOLUTION 16-34 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –LIVINGSTON EDUCATIONAL SERVICE AGENCY

Sean Duval call for a motion to approve WDB Resolution 16-34

MOTION: Marcus James moved to approve WDB Resolution 16-34.

SUPPORT: Julie Boyce

ABTAIN: Steve Girardin

MOTION CARRIED

- q. WDB RESOLUTION 16-38 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD WAGNER-PEYSER/TRADE ADJUSTMENT ASSISTANCE CONTRACT AWARD – LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

Sean Duval motion to approve WDB Resolution 16-38.

MOTION: Phil Santer moved to approve WDB Resolution 16-38

SUPPORT: Richard Currie

ABSTAIN: Steven Girardin

MOTION CARRIED

- a. WDB RESOLUTION 16-31 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –KEY OPPORTUNITIES

Sean Duval motion to approve WDB Resolution 16-38

MOTION: Marcus James moved to approve WDB Resolution 16-38

SUPPORT: Donald Germann

ABSTAIN: Julie Boyce, Steven Girardin

MOTION CARRIED

- b. WDB RESOLUTION 16-36 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –ANN ARBOR SPARK

Sean Duval motion to approve WDB Resolution 16-36

MOTION: Marcus James moved to approve WDB Resolution 16-36

SUPPORT: Richard Currie

ABSTAIN: Phil Santer, James Van Doren, Donald Germann

MOTION CARRIED

- c. WDB RESOLUTION 16-40 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE JOBS FOR MICHIGAN GRADUATES PROGRAM

Bill Sleight provided explanation of the jobs for Michigan graduates program.

Sean Duval call for a motion to approve WDB Resolution 16-40.

MOTION: Lee Graham moved to approve WDB Resolution 16-40

SUPPORT: Leslie Alexander

MOTION CARRIED UNANIMOUSLY

## 8. Election of Officers – Workforce Development Board

Discussion.

MOTION: James Van Doren moved to appoint Sean Duval, Chairperson of the Michigan Works! Southeast Workforce Development Board and appoint Marcus James, Vice-Chairperson of the Michigan Works! Southeast Workforce Development Board

SUPPORT: Lee Graham

MOTION CARRIED UNANIMOUSLY

## 9. Other Items

Report of the Chair and Report of the Director.

-Acknowledged the Business Services Team for efforts in submitting STTF applications/ STTF Awards.

-Reported the newly hired Fiscal Manager and HR Manager on board.

## 10. Adjourn

MOTION: Lee Graham moved to adjourn the meeting.

SUPPORT: Leann Wilt

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 9:00 a.m.



## MEMORANDUM

**WDB Resolution 16-28-1**

**To:** Michigan Works! Southeast Workforce Development Board

**From:** William S. Sleight, Director, Michigan Works! Southeast

**Date:** December 19, 2016

**Subject:** FY 2016 WIOA Incumbent Worker contract modification for Wedge Mill Tool, Inc.

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board modify a previously approved FY 2016 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Wedge Mill Tool, Inc.

**Background**

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are important parts of the Business Services run in the five counties of the Southeast Michigan Consortium. Wedge Mill Tool, Inc. located in Brighton, had an Incumbent Worker (IW) proposal previously approved in the amount of \$2,143. They are asking to have this amount increased to \$2,250.46.

**Discussion**

WIOA expands the funding available for Incumbent Worker funds (up to 20% of WIOA Adult and up to 20% of WIOA Dislocated Worker funds). Incumbent Worker funds are used to train currently employed workers to help avoid layoffs, learn new, necessary skills and/or help keep the company competitive. The training is usually for short term class or certificate training, although On-the-Job Training is allowed.

Wedge Mill Tool, Inc. is requesting \$2,250.46 (an increase of \$107.46 from previously approved amount) to train 2 employees in MasterCam Part I & II and Mastercam Lathe training. The requested increase is due to the need for resolving scheduling conflicts and needing to go with a different vendor. The company will contribute \$2,250.46 as match in the form of tuition for the classes and wages to employees while in training. Training will be conducted by Axxsys.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Wedge Mill Tool, Inc.	\$2,250.46	2	Livingston

Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-28-1**

**A RESOLUTION MODIFYING A FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WEDGE MILL TOOL, INC. BY INCREASING THE AMOUNT TO \$2,250.46**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and
- WHEREAS, The Workforce Development Board previously approved an Incumbent Worker (IW) training fund application from Wedge Mill Tool, Inc. in Brighton, MI in the amount of \$2,143; and
- WHEREAS, Due to training re-scheduling and selection of a new vendor, an additional \$107.46 is needed for the training (new total of \$2,250.46); and
- WHEREAS, Wedge Mill Tools, Inc. is still seeking to train 2 employees in MasterCam Lathe and Master Cam I & II training beginning in February 2017; and
- WHEREAS, Approval of this contract requires modification from the Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training modification listed above in the amounts and for the time periods described.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate a contract with the above employer, and, as necessary, with training providers selected by the employer.

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary contract(s), as well as any future amendments for monetary and contract language adjustments.

## MEMORANDUM

**WDB Resolution 16-41**

**To:** Michigan Works! Southeast Workforce Development Board

**From:** William S. Sleight, Director, Michigan Works! Southeast

**Date:** December 3, 2016

**Subject:** FY 2016 WIOA Incumbent Worker contract approval for Coin-Op Canteen Services, Inc.

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2016 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Coin-Op Canteen Services, Inc.

**Background**

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are important parts of the Business Services run in the five counties of the Southeast Michigan Consortium. Coin-Op Canteen Services, Inc. located in Adrian has submitted a request in the amount of \$3,285.

**Discussion**

WIOA expands the funding available for Incumbent Worker funds (up to 20% of WIOA Adult and up to 20% of WIOA Dislocated Worker funds). Incumbent Worker funds are used to train currently employed workers to help avoid layoffs, learn new, necessary skills and/or help keep the company competitive. The training is usually for short term class or certificate training, although On-the-Job Training is allowed. Companies must provide information on why training is needed, who will be trained, what training will be provided and the total training cost (including employer match). Applications for Incumbent Worker funding are accepted on a rolling-basis, pending availability of funds and merit of training requested by employers.

Coin-Op Canteen Services, Inc. is requesting \$3,285 to train 3 employees in a Supervisor Skills course. The company will contribute \$3,000 as match in the form of wages to the participant. Training will be conducted by the National Automatic Merchandisers Assoc.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Coin-Op Canteen Services, Inc	\$3,285	3	Lenawee

Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-41**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR COIN-OP CANTEEN SERVICES, INC. IN THE AMOUNT OF \$3,285**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Coin-Op Canteen Services, Inc. in Adrian, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Coin-Op. is seeking to train 3 employees in Supervisor Skills training between December 4, 2016 and March 31, 2017 in the amount of \$3,285; and
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training application listed above in the amounts and for the time periods described.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate a contract with the above employer, and, as necessary, with training providers selected by the employer.

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary contract(s), as well as any future amendments for monetary and contract language adjustments.

## MEMORANDUM

### WDB Resolution 16-42

**To:** Michigan Works! Southeast Workforce Development Board

**From:** William S. Sleight, Director, Michigan Works! Southeast

**Date:** December 28, 2016

**Subject:** TIA/Unemployment Insurance Agency Memorandum of Understanding (MOU) approval

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with TIA/Unemployment Insurance Agency for the time period beginning January 1, 2017.

### **Discussion**

The Workforce Innovation and Opportunity Act (WIOA) encourages close partnerships with organizations such as economic development, non-profits, schools and other social service agencies to best serve the participants in workforce development programs. Some partners are considered “required” partners, such as the TIA-Unemployment Insurance Agency. A close, working relationship with TIA/UIA is necessary to provide adequate customer service to the job seekers of Michigan.

### **Some highlights of the MOU:**

TIA/UIA will:

- Select and track the universe of claimants eligible for RESEA services
- Use reasonable efforts to assist Michigan Works! in promotion of its programs where possible and appropriate
- Provide the UIA brochures, fact sheets, and other pertinent UI information regarding Shared Work to the TIA/WDA Layoff Aversion efforts and an informational training session/webinar to the TIA/UIA, MEDC, TIA/WDA, and the MWA about Work Sharing and the use of these materials
- Conduct employer seminars and participate in Rapid Response meetings where Work Sharing and Layoff Aversion may be discussed

Michigan Works! Southeast will:

- Provide all the RESEA services in accordance with Attachment A, Michigan UIA RESEA Grant Proposal, June 5, 2015
- Failures to schedule a RESEA shall promptly be reported to the TIA/UIA consistent with Part II(B)(c) of this Agreement.
- To promptly refer all potential “Eligibility Issues” to the TIA/UIA in accordance with Part II(B)(c) of this Agreement

Further provisions in this MOU are required from the Talent Investment Agency- Workforce Development Agency, the State level organization of Michigan Works!. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**

**RESOLUTION 16-42**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE TALENT INVESTMENT AGENCY/UNEMPLOYMENT INSURANCE AGENCY**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with other organizations to enhance services to job seekers; and
- WHEREAS, One of the required partners for WIOA is the Unemployment Insurance Agency (UIA); and
- WHEREAS, A Memorandum of Understanding has been negotiated between the TIA/UIA and the TIA/Workforce Development Agency (TIA/WDA); and
- WHEREAS, The focus of the MOU Michigan Works! Southeast is to implement the RESEA program and continue providing assistance to UI applicants with “Registering for work”; and
- WHEREAS, This agreement will last for three years with a likely review date by June 30, 2019; and
- WHEREAS, This MOU requires approval from the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with TIA/UIA.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, pending review by civil counsel.

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, as well as any future amendments for monetary or language adjustments.

**(WDB Resolution 16-42)**  
**MICHIGAN ONE-STOP SYSTEM**  
**MEMORANDUM OF**  
**UNDERSTANDING BETWEEN**  
**THE TALENT INVESTMENT AGENCY/UNEMPLOYMENT INSURANCE**  
**AGENCY AND THE TALENT INVESTMENT AGENCY/WORKFORCE**  
**DEVELOPMENT AGENCY AND THE WORKFORCE DEVELOPMENT BOARDS**

**Part I**  
**General**  
**Information**

This Memorandum of Understanding (hereinafter referred to as the “Agreement”) establishes the terms and conditions between the Michigan Talent Investment Agency, Unemployment Insurance Agency, (hereinafter referred to as “TIA/UIA” or “Partner”), the Michigan Talent Investment Agency, Workforce Development (TIA/WD), and each Workforce Development Board (WDB), representing Michigan’s One-Stop system under the Workforce Innovation and Opportunity Act (WIOA). This Agreement is entered into for the following purposes:

1. Compliance with § 121(c) of the WIOA which requires Agreements to be entered between the local board and One-Stop partners. State unemployment programs are statutory “required partners” under § 121(b)(1)(b)(xi);
2. Delineation of the respective roles and responsibilities of each One-Stop partner under this Agreement for purposes of complying with the provisions of the WIOA of 2014, Section 121(c)(2). By signing this Agreement, the parties agree to abide by the terms, conditions, goals, policies, and principles set forth herein; and
3. To ensure the efficient and effective coordination and delivery of services in order to prevent duplication and maximize available resources. In addition, this Agreement establishes joint processes and procedures that will enable both parties to more fully integrate the current service delivery system, resulting in a more seamless and comprehensive array of education, human service, job training, and other workforce services.

**Part II**  
**Service Provision and Coordination**

- A. **Merit-Staffing Requirement:** The Parties agree that all duties and obligations of this Agreement are subject to the Merit-Staffing principles consistent with Section 303 of the Social Security Act, 42 USC 303(a)(1), and related regulatory guidance issued by the United States Department of Labor (USDOL) including, but not limited to, the Unemployment Insurance Public Law (UIPL) 12-01. Accordingly, any act, decision, function, or guidance requiring the exercise of discretion in the performance of an inherently governmental function pertaining to any issue arising under the Michigan Employment Security Act (MES Act), MCL 421.1, *et seq.*, is reserved exclusively for merit staff employees within the TIA/UIA. Such functions include, but are not limited, to claim filings, verbal or written determinations or opinions of whether a particular unemployment claimant has, or has not, complied with any provision of the MES Act or any determination or opinion, whether written or verbal, that an unemployment benefit claimant is subject to a specific provision of the MES Act.
- B. **Duty to Provide Meaningful Assistance:** As provided in the UIPL 20-15 (August 13, 2015, p. 5), the “WIOA requires, as a career service, the provision of both information and assistance to individuals regarding the filing of a UI claim [which] . . . means having staff well-trained in UI claims filing and claimant rights and responsibilities, available in the One-Stop centers to provide UI claim- filing assistance, if requested or if the individual is identified as needing the service due to barriers such as limited English proficiency, disabilities, or other barriers.” While merit-staffing principles

preclude the Michigan Works! Agency (MWA) staff from providing claim specific guidance, advice, and discretionary judgments, the MWA staff are; however, required to provide generalized UI claim filing information. The Parties agree to implement this provision in the following manner:

a. General Meaningful Assistance:

- i. The TIA/WD, after consultation with the various WDBs and/or Michigan Works! locations, will conduct an assessment to specifically identify common, recurring, and foreseeable unemployment claim filing issues for which generalized information is essential for the MWA staff to provide “meaningful assistance” to actual or potential unemployment benefit recipients.
- ii. Following the needs assessment, the TIA/WD will provide a subject matter list of the necessary information to the TIA/UIA. In turn, the TIA/UIA will identify, organize, and produce electronic copies of the requested generalized information to the TIA/WD.
- iii. The authority for non-merit staff in assisting in any part of the claims or certification process is limited to “rote acceptance of information” and the distribution of generalized unemployment information, including, but not limited to, the UIA forms and Fact Sheets.
- iv. It is the responsibility of the TIA/WD to disseminate the information produced by the TIA/UIA to the WDBs and the MWAs in any manner deemed appropriate by the TIA/WD.
- v. It is the responsibility of the TIA/WD and the local WDBs to ensure that the local MWA Offices provide workers with generalized information responsive to their unemployment benefit needs.

b. Specific Meaningful Assistance: In the event “meaningful assistance” requires individualized unemployment claim assistance warranting the exercise of judgment and discretion under the MES Act, the MWA shall refer the person requiring assistance to the TIA/UIA through one of the following processes:

- i. The UIA’s upcoming Chat process. This feature is expected to be operational by June 2016, and will allow claimants, through their secure Michigan Web Account Manager account, to participate in a virtual, real-time question and answer session with the UIA staff, subject to staff availability. The UIA will provide the signatories to this Agreement with more detailed information concerning accessibility and use issues as the Chat launch date draws near.
- ii. TIA/WD will consult and work with all MWAs to ensure that sufficient computer terminals exist in each location based on prior history of UI claimants served and for the facilitation of any appropriate reemployment activities;
- iii. Use of a newly established, dedicated phone line for direct access to the UIA call center that is separate from the TIA/UIA general call center number, 1-866-500- 0017.
  1. The UIA will absorb the costs associated with installing direct dial lines in each location not already co-located with the UIA personnel.
  2. The UIA will perform the telecommunications work through the Department of Technology, Management and Budget services.
- iv. Single sign-on web portal directing customer service to access unemployment and/or employment services issues and assistance as directed by the user. The single sign-on project is expected to be launched late 2016 or early 2017.

c. Eligibility Issues: This subparagraph applies to any and all parts and provisions relating to all “Eligibility Issues” that may arise in connection with the Parties’ execution of this



Agreement. To the extent that any part of this Agreement conflicts with this subdivision pertaining to the manner and method in which the Parties identify, refer, and resolve any potential “eligibility issue” under this Agreement, the provisions in Part II(B)(c) shall govern.

- i. **Eligibility Issues, Defined:** As used in this Agreement, “Eligibility Issues” include, among other things, those matters relating to a:
  1. Claimant’s failure to schedule, or appear at, a UI Reemployment Services and Eligibility Assessment (RESEA) session(s) pursuant to Part IV(A), *infra*;
  2. Claimant’s failure to register for work as required under state law;
  3. Claimant’s inability to demonstrate that he or she is who they purport to be pursuant to Part II(D), *infra*;
  4. Insufficient Work Search Form (UI Form 1583s) Filings pursuant to Part III(B);
  5. Potential Refusals of Work and Refusals to Apply for Work, pursuant to Part III(C); and
  6. Any other issue that may affect the amount, duration, or issuance of a potential or actual unemployment benefit payments made to a claimant.
- ii. **MWA Role in Identifying and Processing Eligibility Issues:** The authority of all staff with TIA/WD, local WDB, and all MWAs is limited to the rote acceptance of information. If MWA staff believe or otherwise suspect that, pursuant to this Agreement, that an “eligibility issue” may exist, then their lawful authority for referring and otherwise acting upon that referral is limited to the following:
  1. Enter the potential “Eligibility Issue” into the One-Stop Management Information System (OSMIS) through the following two options, as appropriate:
    - a. The “Update Reemployment Services and Eligibility Assessment Activity” screen; or
    - b. The Michigan Integrated Data Automated System (MiDAS) UI Eligibility screen, or the OSMIS eligibility screen when the RESEA limiter is removed (pending current development with UIA).
  2. Sufficient information must be provided to TIA/UIA on which to determine whether the work item will or will not be opened as an issue by the Agency.
- iii. **TIA/UIA Role in Processing Eligibility Issues:** Each potential “eligibility issue” identified by MWA staff will become a work item through the Agency’s computer system, MiDAS. The TIA/UIA staff will review and/or investigate such work items and determine whether an eligibility, or other issue, should be opened based upon the MWA submittal. The TIA/UIA staff will then investigate, adjudicate, and close the issue as warranted according to Agency policies and procedures.

**C. Limited English Proficiency Compliance:** As entities operating federally funded programs, the Parties are subject to, and agree to comply with, Title VI of the Civil Rights Act of 1964, 42 USC §§ 2000d to 2000d-7, its implementing regulations, and Section 188 of the Workforce Investment Act of 1998, 20 USC §2938. See also, UIPL 02-16 (October 1, 2016).

**D. Claimant Registration for Employment:** As a condition to the receipt of unemployment benefits, the unemployment benefit claimants are required to register for work in the manner instructed by the TIA/UIA. In turn, claimants are instructed by the TIA/UIA to personally register for work at a local MWA Office. For purposes of enhancing the integrity of Michigan’s unemployment system, and in furtherance of the public policy goals advanced through the WIOA, the Parties agree to the following:

- a. At the time of each and every claimant visits an MWA Office to register for employment, the MWA

- staff will attempt to verify each unemployment benefit recipient's identity in an effort to establish that the person registering for work is actually the individual who filed the unemployment claim.
- b. To verify the identity of an unemployment benefit claimant, an MWA staff member shall request the individual to produce an official, State-issued piece of identification to confirm the individual's identity. Consistent with internal procedures of the TIA/UIA, examples of such identification include State-issued driver licenses or other State-issued identification. The USDOL has advised that photo identification is **not required** to file for, or receive, unemployment benefits.
  - c. Where the individual's produced identification appears consistent with their stated identity, MWA staff must take no further action and proceed to help the individual in accordance with their ordinary service delivery processes and the terms of this Agreement.
  - d. In the event an individual (i) does not produce such identification, regardless of whether it is a refusal or lack of possession; (ii) produces identification that is not consistent with the person's stated identity; or (iii) produces identification that may not be credible, then the MWA agrees as follows:
    - i. Continue to service the individual in accordance with the MWA's ordinary service delivery processes and the terms of this Agreement; and
    - ii. Consistent with the merit-staffing principles identified above, the MWA staff agrees to refer an "Eligibility Issue" pursuant to Part II(B)(c) of this Agreement to the TIA/UIA. In providing such notice consistent with this subparagraph, MWA staff shall use the OSMIS to state that the "claimant was unable to establish proof of identity" or words to that effect. In turn, merit-staff at the TIA/UIA will take further action as provided in Part II(B)(c) of this Agreement.
    - iii. Upon referral of identity issues in this subparagraph, the UIA will perform a proof of identity investigation.
  - e. The TIA/UIA will create, prepare, and distribute materials which include this new provision in an effort to reduce confusion when a claimant registers for work at an MWA at a minimum, the UIA will modify its 1901 booklet and prepare a Fact Sheet explaining this enhanced integrity layer.

### **Part III Funding**

Funding pursuant to this Agreement is entirely based upon the following two sources:

1. Itemized actual TIA/WD and/or MWA costs will be reimbursed by the TIA/UIA to the TIA/WD through interagency billing in accordance with the approved UIA RESEA grant proposal as submitted June 5, 2015, and attached hereto as Exhibit A; and
2. Additional funding may be provided for certain training programs consistent with the WIOA in accordance with Public Act 57 of 2015, providing for the use of specified funds for the development and execution of workforce training programs.

Pursuant to Section 303(a)(8) of the Social Security Act, 42 USC 503(a)(8), all administrative funding received by the TIA/UIA for the operation of the UIA, must solely be used for the administration of the state's Unemployment Insurance (UI) compensation program.

## Part IV Referral Strategies

- A. **RESEA.** This section is intended to delineate each Party’s respective role and responsibilities in facilitating the UIA RESEA grant targeting persons most likely to exhaust their unemployment benefits and new Unemployment Compensation Ex-Service Member claimants to be selected for covered services. State law, however, specifically excludes a referral for services of unemployment benefit recipients on recall or who seek work through union halls.
- a. The TIA/UIA agrees to the following:
    - i. Select and track the universe of claimants eligible for RESEA services.
    - ii. Prepare and issue a letter to each identified claimant eligible for RESEA services which advises the claimant to make contact with a local MWA office(s), as included on the letter, for purposes of scheduling their RESEA session.
    - iii. Consistent with merit-staffing principles, the TIA/UIA will open, review, investigate, and adjudicate all eligibility issues as provided in Part II(B)(c) of this Agreement.
    - iv. Conduct Training and/or Provide Desk Guide Information.
    - v. Provide guidance and instruction concerning the referral of “Eligibility Issues” as provided in Part II(B)(c) of this Agreement.
    - vi. Provide quarterly reports to the Regional Federal Project Officer for all calendar quarters “in which the number of RESEAs scheduled is less than 22 percent of the total RESEAs funded,” in accordance with a September 17, 2015, letter from the USDOL to Director Steven Arwood.
  - b. The TIA/WD agrees to the following:
    - i. Track and report the outcomes of RESEA Claimants to the UIA for federal reporting purposes:
      1. Update the participant record in the OSMIS for each RESEA claimant who is registered for and receives Reemployment and other Workforce Services.
      2. Collect and transmit to the TIA/UIA on a daily basis, through its OSMIS system, data requirements pertaining to the Employment and Training Administration 9128 and 9129, as provided in the UIPL 13-15 (March 27, 2015) and Attachment A, Michigan Unemployment Insurance Agency RESEA Grant Proposal, June 5, 2015.
    - ii. Report the following on a daily basis to TIA/UIA:
      1. Total number of candidates referred to receive RESEA services during the time period;
      2. Number of persons who received the required RESEA services in part, during the time period;
      3. Number of persons who received the required RESEA services in full, during the time period; and
      4. Number of persons who voluntarily requested additional employment services above and beyond that which is provided through the RESEA.

- c. The WDB agrees to the following:
- i. Provide all the RESEA services in accordance with Attachment A, Michigan UIA RESEA Grant Proposal, June 5, 2015. Attachment A is fully incorporated into this Agreement by reference.
  - ii. Failures to schedule a RESEA shall promptly be reported to the TIA/UIA consistent with Part II(B)(c) of this Agreement.
  - iii. To promptly refer all potential “Eligibility Issues” to the TIA/UIA in accordance with Part II(B)(c) of this Agreement.
    1. Review the UIA Work Search Form 1583, both online and paper versions, to determine whether the form has been completed. If the online form is complete, no further action is necessary. If a paper version of the form is complete, the MWA staff must fax the form to the UIA within 48 business hours of receipt. If either version of the form is not complete, the MWA staff should have the individual complete the form or refer this “Eligibility Issue” to the UIA in accordance with Part II(B)(c) of this Agreement.
- B. **Work Search:** State law requires claimants to submit a *monthly* work search form in one of three ways: online, by mail, or at an MWA location. The Work Search Form is the UIA Form 1583. The MWA’s role in receiving the UIA 1583 is limited to a facial evaluation of whether the form is complete. Claimants are to identify two employers per week. All received UIA Form 1583s shall be faxed to the TIA/UIA Work Distribution Center within 48 business hours of receipt. Each local MWA Office is responsible for having Form 1583 available to claimants.

- C. **Refusal of Work:** In the event a staff member at an MWA becomes aware of the possibility that an unemployment claimant may have refused a bona fide offer of work, i.e., that an offer of work was actually tendered to the claimant and the offer of work was refused, the MWA staff may notify the TIA/UIA of a potential “Eligibility Issue” pursuant to Part II(B)(c) of this Agreement. The referral will be evaluated, investigated and/or adjudicated, as appropriate, by the TIA/UIA merit staff for resolution.

## Part V Inclusion Strategies

- A. **Shared Work/Work Share.** This subsection delineates the Parties’ duties to facilitate Layoff Aversion in connection with the state law provisions known as Shared Work Plan, as provided in MCL 421.28b through 421.28m of the MES Act. The Coordinated Layoff Diversion Services to be provided among and between the parties shall include:
1. The TIA/UIA Agrees to:
    - a. Provide the UIA brochures, fact sheets, and other pertinent UI information regarding Shared Work to the TIA/WD Layoff Aversion efforts and an informational training session/webinar to the TIA/UIA, MEDC, TIA/WD, and the MWA about Work Sharing and the use of these materials;
    - b. Conduct employer seminars and participate in Rapid Response meetings where Work Sharing and Layoff Aversion may be discussed; and,
    - c. Establish and maintain an automated Work Sharing application and claims certification process for employers who may be referred to the TIA/UIA by the TIA/WD Layoff Aversion efforts.

2. The TIA/WD agrees to distribute the above UI brochures, fact sheets, and other pertinent UI information regarding Work Sharing to its Michigan Works! partners, employers, and others who may benefit from participation in the Work Sharing program.
- B. Rapid Response/Worker Orientations:** In an attempt to reduce the effects of involuntary unemployment, the TIA/UIA, the TIA/WD, a representative from a local MWA office, and the subject employer will jointly strive to participate in a scheduled event to afford the employer's affected employees with information, hand-outs, and advice concerning, among other things, unemployment benefits, Trade Benefits, and reemployment assistance. In continued fulfillment of this important objective:
- a. **The TIA/WD agrees to:**
    - i. Identify those employers, locations, and circumstances in which Worker Orientation services may be necessary;
    - ii. Where appropriate under the circumstances, contact the standing and existing TIA/UIA staff member who coordinates the UIA involvement to request the attendance of a UIA representative, and in such circumstances, provide the pertinent details regarding the Worker Orientation event, including the number of affected workers, an estimate of the number of workers who may be in attendance, and an identification of the issues for which the UIA staff attendance is requested, e.g., how to file an unemployment claim, Trade Adjustment Assistance (TAA), those circumstances where a TIA/UIA staff representative should be in attendance.
  - b. **The TIA/UIA agrees to:**
    - i. Utilize its best efforts to identify and assign a TIA/UIA member to attend the Worker Orientation event, based upon the request of the TIA/WD;
    - ii. Depending on the circumstances, including operational needs and geographical proximity, the UIA may not be able to send a live staff member to all Worker Orientation events for which attendance is requested. In such circumstances, the UIA/TIA may explore the feasibility of conference calls; and
    - iii. The TIA/UIA will gather, assemble and bring sufficient informational materials for distribution to the number of affected workers expected to attend the Worker Orientation event.
- C. The TRA/ATAA, and RTAA:** In order to provide benefits and services under the TAA program (including the Trade Readjustment Assistance [TRA] and Alternative Trade Adjustment Assistance/Reemployment Trade Adjustment Assistance [ATAA/RTAA]) to workers adversely impacted by foreign competition:
- a. **The TIA/WD agrees to:**
    - i. Provide guidance to the MWAs regarding their responsibilities in delivering services under the TAA program;
    - ii. Advise the MWAs of certifications in their respective areas;
    - iii. Assist the MWAs with obtaining names and other information regarding adversely affected workers from employers and/or unions and/or other duly authorized representatives of the workers;
    - iv. Provide staff to present TAA information at the TAA/Trade Worker Benefit Orientations (WBOs) if requested by the MWAs; and
    - v. Accept the TRA and the ATAA/RTAA claims information provided by the UIA for the purpose of transmitting the Trade Adjustment Participant Report (TAPR) to the USDOL; and

- vi. Communicate with the MWAs, the UIA, and other internal and external customers in order to administer the program.

**b. The TIA/UIA agrees to:**

- i. Process the TRA and the ATAA/RTAA applications received from the MWAs;
- ii. Issue determinations related to the TRA and the ATAA/RTAA claims;
- iii. Provide the UIA staff to present the TRA information at the Trade/TAA WBOs;
- iv. Provide the TRA and the ATAA/RTAA claims information to the TIA/WD for the purpose of transmitting the TAPR to the USDOL;
- v. Transmit records to the Internal Revenue Service related to eligibility for the Health Coverage Tax Credit; and
- vi. Communicate with the MWAs, the TIA/WD and other internal and external customers as necessary in order to administer the program.

**D. Single Sign On:** Single sign-on web portal will be directing customer service to access unemployment and/or employment service issues and assistance as directed by the user. The single sign-on project is projected to be launched late 2016 or early 2017.

**E. Priority of Service for Covered Persons:** In order to facilitate the provision of Priority of Service for Covered Persons, it is the responsibility of the local WDBs to ensure that the local MWA Offices develop and implement policies and procedures to properly implement the requirements of Priority of Service for Covered Persons. It is also the responsibility of the local MWAs to:

- a. Identify covered persons at the point of entry;
- b. Promptly notify identified covered persons of:
  - i. Their entitlement to priority of service;
  - ii. The full array of employment, training, and placement services available, including referral to Disabled Veteran's Outreach Program (DVOP) Specialists; and
  - iii. General applicable eligibility requirements for programs and services.

**F. Jobs for Veterans State Grant (JVSG):** In order to facilitate the provision of services under the JVSG program (including the DVOP and Local Veteran's Employment Representative [LVER]) to eligible veterans, transitioning service members, and spouses, it is the responsibility of the local WDBs to ensure that the local MWA offices develop and implement policies and procedures to ensure that all assigned DVOP Specialists and the LVER staff are fully integrated into the local MWA offices operations and service delivery model. It is also the responsibility of the local MWAs to:

- a. Properly identify veterans, transitioning service members, and spouses to be referred to the appropriate DVOP Specialist for services;
- b. Properly document all referrals to the DVOP Specialists; and
- c. Continue to provide all veterans, transitioning service members, and spouses with all other appropriate services, in accordance with Priority of Service for Covered Persons.

**G. Services for Migrant and Seasonal Farmworkers (MSFW):** In order to facilitate the provision of services under the MSFW program to eligible migrant and seasonal farmworkers, it is the responsibility of the local WDBs to ensure that the local MWA offices develop and implement policies and procedures to ensure that all assigned Migrant Service Workers (MSWs) staff are fully integrated into the local MWA offices operations and service delivery model.

It is the responsibility of the TIA/WD to:

- a. Maintain state-merited outreach MSWs;
- b. Conduct outreach services to the MSFWs;
- c. Accept referrals of MSFWs from the MWA;
- d. Provide translation services when available;
- e. Comply with the Functional Coordination process, including maintaining communication with the MWA staff regarding the MSFW program;
- f. Provide training and guidance on the Employment Service Complaint System and the Agriculture Recruitment System to the MWA and state staff;
- g. Review the services provided to the MSFWs at all MWAs identified as significant.

It is the responsibility of the local MWAs to:

- a. Properly identify the MSFWs to be referred to the appropriate MSW for services;
- b. Provide the full array of services to the MSFWs to enhance and expand those services provided by the MSWs;
- c. Comply with the Functional Coordination process, including maintaining communication with the TIA/WD staff regarding the MSFW program;
- d. Provide information about the MSFW program to partners in the Michigan Works! system;
- e. Provide the MSFWs the availability of agricultural and non-agricultural job orders.

## **Part VI Confidentiality**

**All Parties to this Agreement, and all agents of each Party, assures the TIA/UIA they will maintain data confidentiality and they will not disclose any information about a Claimant for UI, or any other confidential information that may be disclosed by the UIA in the course of carrying out this *Memorandum of Understanding*, to any third party except as authorized in writing by the UIA. More specifically, all Parties and their agents agree that:**

- 1. The UIA confidential data received in accordance with this Agreement will be restricted to those employees who require access to the data in the official performance of their job duties and only for the purposes specified in this Agreement.
  - 2. The UIA confidential data files received from the UIA will, at all times, be stored in an area that is physically secure from access by unauthorized persons.
  - 3. Any computer containing confidential UIA information will be password protected. Access to the passwords will reside with a senior staff person, and the passwords will be given only to those agents of the Parties who have a direct need for the purposes of this Agreement to access the UIA confidential data.
- H. All staff accessing any UIA personally-identifiable data must follow the confidentiality requirements of this Agreement and those contained within 20 Code of Federal Regulations (CFR) 603.9. In furtherance thereof, each MWA, in accordance with the WIOA and 20 CFR 603.9(b)(v)(B), must sign a separate Confidentiality Agreement acknowledging their obligation and commitment in keeping confidential data secure, which includes, but is not limited to, providing instructions to project personnel as to the confidential nature of the data elements as well as the sanctions, in both civil and criminal law, for noncompliance with all legal requirements pertaining to the UIA confidential data. For purposes of this Agreement, those executed Confidentiality Agreements remain in full force and effect are incorporated by reference as if fully restated herein. The Confidentiality Agreement is attached hereto as Exhibit B.

1. No UIA confidential data will be disclosed in any individually identifiable manner to anyone outside the approved TIA/WD or MWA staff, except as required by law, regulation, or subpoena, consistent with 20 CFR 603.9(c) and only with the prior written permission of the UIA.
2. The TIA/WD and the MWAs will destroy all individually identifiable UIA confidential data received from the UIA once the authorized purposes under this *Memorandum of Understanding* have been achieved. When destroying the UIA confidential data, the TIA/WD and the MWAs shall utilize an approved method of data destruction, which includes: shredding, burning, or certified or witnessed destruction. Magnetic tapes are to be degaussed or returned to the UIA.
3. Consistent with 20 CFR 603.9(b)(1)(vii), the TIA/WD and the MWAs will maintain a system sufficient to allow an audit of compliance with the above procedures.
4. The UIA is permitted to make on-site inspections at reasonable times to ensure that the terms of this *Memorandum of Understanding* are being met.

## **Part VII General Provisions**

- A. **Successors and Assigns:** This Agreement shall be binding on, and inure to the benefit of, the successors and assigns of the Parties.
- B. **Notification of Change of Signatories or Organization:** Although this Agreement shall bind all successors and assigns, the Parties have an affirmative obligation to provide notice, within 30 days, of any change in the organizational structure of any Party or in the event of a change in signatory for any Party to this Agreement.
- C. **Severability:** If any term of this Agreement is to any extent invalid, illegal, or incapable of being enforced, such term shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other terms hereof shall remain in full force and effect.
- D. **Integration.** It is understood and agreed by the Parties that all understandings, agreements, and representations, heretofore had or made by the Parties with respect to matters covered by this Agreement are merged into this Agreement, including Part VII(K) herein, which alone fully and completely expresses the Parties' agreement with respect to the subject matter of this Agreement.
- E. **Amendment.** No alteration, amendment, change, or addition to this Agreement shall be binding upon any Party unless and until reduced to writing and signed by both Parties.
- F. **Construction of Agreement.** The purpose, objectives, duties, and responsibilities set forth in this Agreement shall be construed and interpreted in a manner so as to provide full force and effect to the letter and the spirit of the WIOA, MES Act, their implementing regulations, regulatory guidance as issued by the USDOL, whether now existing or to be issued on or after this Agreement is executed, including but not limited to, the terms and conditions provided within the UIPL 13-15 (March 27, 2015) and the UIPL 20-15 (August 13, 2014). Finally, the Parties will interpret, construe, and execute this Agreement consistent with the terms, conditions, and representations contained within Attachment A.



- G. Authority.** The Parties and the individuals signing this Agreement represent and warrant that the individuals signing this Agreement are duly authorized and empowered to act on behalf of and to sign for the Party for whom they have signed respectively, that this Agreement has been duly and validly executed by them, and that this Agreement constitutes valid and binding obligations of the Parties.
- H. Duration of Agreement:** The Agreement remains in effect for three years, beginning from the date on which the last signature is affixed to this Agreement unless otherwise earlier terminated by mutual agreement of all signing parties.
- I. Cancellation of Agreement:** This Agreement remains in effect unless and until:
- a. The Agreement expires pursuant to Part VII(H);
  - b. The Agreement is otherwise terminated by written Agreement of all parties;
  - c. A breach occurs in any manner consistent with 20 CFR 603.10(c) warranting the suspension and/or cancellation of this Agreement by operation of law. In such event, the breaching Party will first have an opportunity to cure the breach before the suspension and/or cancellation provisions contained within 20 CFR 603.10(c) are invoked.
- J. Review of Agreement:** WIOA Section 121(c) requires this Agreement to be reviewed not less than once every three year period. In satisfaction of this requirement, the Parties will begin the review process two and a half years after this Agreement takes effect to ensure that sufficient time is afforded to the Parties to make any necessary modifications.
- K. Attachments Incorporated by Reference:** The following attachments are to be considered as integrated within this Agreement as if fully stated herein:
- a. Attachment A: The UIA RESEA Revised Proposal, Final Version 2.0 (June 5, 2015)
  - b. Attachment B: Confidentiality Forms
  - c. The governing law, regulations, and regulatory guidance referenced in Part VII(F)
- L. Execution by Counterparts:** This Agreement can be executed in two or more counterparts, and by facsimile, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party, it being understood that all parties need not sign the same counterpart.

**Part IX  
Certification**

In accordance with the provisions of the Workforce Innovation and Opportunity Act of 2014, this Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the Talent Investment Agency and the local Workforce Development Board, as system partners.

The undersigned hereby agree to abide by all terms and conditions outlined in this agreement or in any amended version of this agreement, for the duration of this agreement.

Approval on behalf of the Partner, Michigan Talent Investment Agency

\_\_\_\_\_  
Wanda M. Stokes, Director  
Michigan Talent Investment Agency

\_\_\_\_\_  
Date

Approval on behalf of the Workforce Development Board (WDB):

\_\_\_\_\_  
Print Name of the WDB Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the WDB Board Chair

\_\_\_\_\_  
Date

Approval on behalf of the Chief Elected Official:

\_\_\_\_\_  
Print Name and Title of the Chief Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Chief Elected Official

\_\_\_\_\_  
Date

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Approval on behalf of the Partner, Michigan Talent Investment Agency

\_\_\_\_\_  
Wanda M. Stokes, Director  
Michigan Talent Investment Agency

\_\_\_\_\_  
Date

Approval on behalf of the Workforce Development Board (WDB):

\_\_\_\_\_  
Print Name of the WDB Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the WDB Board Chair

\_\_\_\_\_  
Date

Approval on behalf of the Chief Elected Official:

\_\_\_\_\_  
Print Name and Title of the Chief Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Chief Elected Official

\_\_\_\_\_  
Date

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Wanda M. Stokes, Director  
Michigan Talent Investment Agency

\_\_\_\_\_  
Date

Approval on behalf of the Workforce Development Board (WDB):

\_\_\_\_\_  
Print Name of the WDB Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the WDB Board Chair

\_\_\_\_\_  
Date

Approval on behalf of the Chief Elected Official:

\_\_\_\_\_  
Print Name and Title of the Chief Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Chief Elected Official

\_\_\_\_\_  
Date

**7. Resolutions for Consideration of the Workforce Development Board**

## MEMORANDUM

### WDB Resolution 16-40

**To:** Michigan Works! Southeast Workforce Development Board

**From:** William S. Sleight, Director, Michigan Works! Southeast

**Date:** December 19, 2016

**Subject:** Apprenticeship Success Coordinator grant award and plan submission

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding in an amount not to exceed \$37,500 and approve the plan for the Apprenticeship Success Coordinator program. The program is projected to run from December 20, 2016 through June 30, 2018.

### **Background**

In 2016, Congress appropriated \$90 million for use through the ApprenticeshipUSA initiative. ApprenticeshipUSA is a national campaign bringing together a broad range of stakeholders, including employers, labor organizations, states, and education and workforce partners to expand and diversify Registered Apprenticeship (RA) in the United States.

Additionally, The TIA is making Program Year 2016 WIOA Statewide Activities Funds available for distribution to MWAs to support increased use of RA throughout Michigan's workforce development system. MWAs are to use the funding to support activities of one or more staff members who will function as Apprenticeship Success Coordinators (ASC). ASC will assist employers with local projects to effectively launch, register, conduct, report on and ensure successful completion of new RA.

### **Discussion**

In Michigan, the TIA recognizes RA as a key driver of transformational workforce and economic development activity, especially for connecting employers that have jobs to fill which require high-skill levels with qualified job seekers who have potential to obtain the required high-skill levels.

Raising the visibility of the state's overall RA brand, MI-AIM (Michigan Apprenticeships, Internships, and Mentoring): The Path to Work-Based Learning Career Opportunities in Michigan is a key driver of RA expansion. In order to continue and improve the state's RA expansion, TIA and MI-AIM collaborators will mobilize successful sector strategies, expand existing state initiatives that support RA, establish ASCs, and launch the Apprenticeship Learning Network (ALN) to disseminate information, resource, and tools that assist in building state capacity. The US Department of Labor (USDOL) Office of Apprenticeships (OA) will also be a vital resource.

Through the Apprenticeship Learning Network (ALN), the TIA, the Michigan Works! Association will provide ASC and other stakeholders with vital information, resources, tactics, and tools for RA expansion using a multi-module learning network. Modules will begin in Winter 2017 and end in Winter/Spring 2018.

The ASC will maintain a high level of coordination and communication with Michigan's USDOL/OA. ASC will serve as an extension of Michigan's USDOL/OA while adhering to agreed upon guidelines and protocol. Michigan USDOL/OA State Director and Apprenticeship Training

Representatives will provide training including: standards of RA, types of RA, reporting, data tracking, and marketing to all ASC to ensure there is consistency across all regions and projects. ASC will schedule joint employer visits with Michigan USDOL/OA Apprenticeship Training Representatives, invite them to present to prospective employer sponsors at regional forums, and facilitate company referrals when escalated technical assistance is warranted.

Approval of the Apprenticeship Success Coordinator grant funding acceptance and plan approval is contingent upon approval by the Workforce Development Board and Consortium Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-40**

**RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR  
THE APPRENTICESHIP SUCCESS COORDINATOR PROGRAM**

WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, A grant known as the “Apprenticeship Success Coordinator” grant has been made available to expand the use of Registered Apprenticeships across the State of Michigan; and

WHEREAS, Michigan Works! Southeast will use the funding to help fund a staff person to promote Apprenticeships, work with State and Federal organizations and assist the Business Service team; and

WHEREAS, Funding will be in the amount of \$37,500 (\$31,250 in WIOA statewide funds and \$6,250 from USDOL Apprenticeship USA Accelerator Grant); and

WHEREAS, The funding is available from December 20, 2016 through June 30, 2018.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves submission of the plan and grant acceptance in an amount not to exceed \$37,500 for the Apprenticeship Success Coordinator program.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the Approval Request form and any other documents necessary for implementation of this program.



**MEMORANDUM****WDB Resolution 16-43**

**To:** Southeast Michigan Workforce Development Board and Consortium Board

**From:** William S. Sleight, Director, Michigan Works! Southeast

**Date:** January 6, 2017

**Subject:** WIOA program and Training policy modifications

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the requested modifications to the Workforce Innovation and Opportunity Act (WIOA) and Training policy and certify it as “Official.”

**Background**

The WIOA of 2014 emphasizes different types of training and eligibility compared to the previous law, the Workforce Investment Act (WIA). Local Policy may be developed to define some of the target groups for WIOA Adult funds. This policy requests a modification to the “target” groups of WIOA Adult funding. Additionally, other minor clarifications are requested to the policy.

**Discussion**

For WIOA Adult participants, eligibility and training is reserved for a few “primary” groups with local board policy allowing for “secondary” groups, as long as funds are not “limited.” Staff are requesting that two additional groups be added to the “Secondary” list: applicants that are unemployed and applicants that are employed, but at wages below \$12/hour.

Currently, funds are not limited and this determination will be made by the Director. When they are “limited,” WIOA Adult enrollment and training will be reserved for just “Primary” groups as required by law (low-income, basic skills deficient and people on public assistance).

Additional clarification on the definition of “displaced homemaker,” what is acceptable documentation for “Dislocated Worker” eligibility and allowance of enrollment directly into training is also added. A draft of the policy changes are included with the changes highlighted.

Approval of the modification to the WIOA Training policy is contingent on approval by the Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-43**

**A RESOLUTION REQUESTING APPROVAL OF MODIFICATION REQUESTS TO THE WIOA AND TRAINING POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM**

WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) allows local boards to develop “Secondary” target groups for WIOA Adult eligibility and training; and

WHEREAS, Staff are requesting that “unemployed” and “employed but at wages under \$12/hour” be added to the “Secondary” group listing

WHEREAS, “Secondary” groups may only be funded when program funds are not “limited” as determined by the Director; and

WHEREAS, Additional, minor modifications are requested such as the definition of “Displaced Homemaker” and acceptable documentation for Dislocated Worker; and

WHEREAS, These modifications require approval from the Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Workforce Development Board hereby approves the WIOA and Training policy modifications requested and certifies it as “Official.”

**BE IT FURTHER RESOLVED** that staff are directed to create proper forms to meet the requirements of the Official policy.



WDB Resolution 16-43

**MICHIGAN WORKS! SOUTHEAST  
OFFICIAL POLICY**

**Date:** July 1, 2016

**To:** WIOA staff

**Subject:** **WIOA program and Training Policy**

**References:** The WIOA of 2014  
2 CFR 200 Super Circular

**Original Policy:** July 1, 2016

**Last modification:** N/A

**Rescissions:** None

**Background:** The WIOA of 2014 will have full implementation beginning July 1, 2016. This policy will provide an overview of the WIOA program and how it will be implemented in the Southeast Michigan Consortium's counties. Training will be discussed.

**Policy:** **In General**

The WIOA Adult, Dislocated Worker and Youth program will adhere to the laws, policies and guidelines of the U.S. Department of Labor (USDOL) and the State of Michigan's Workforce Development Agency (WDA).

To the greatest extent possible, forms provided by the USDOL or WDA should be used. Internal forms that have been in use at the Service Centers may continue to be used.

In accordance with direction in the WIOA law, training will focus on career pathways and work-based training. Classroom training should lead to a credential and should be on a career pathway allowing for career growth into advancement and higher wages and should be focused in the targeted industries of Advanced Manufacturing, Information Technology, Healthcare or another documented industry that is in demand in the area. Work-based training should also focus in the same targeted industries or another documented industry that is in demand in the area. Any training, classroom or work-based training, will be considered if the participant is

deemed to be in need of training for gainful employment and the field/industry is considered in-demand in the area.

Jobs that pay “Self-Sufficiency” wages are the goal of all services provided in the Consortium. For applicants/participants who are employed and making less than \$10/hour, services may be provided, including training, assuming they meet all other requirements for the program/funding source. Participants who are enrolled into program when they are employed should be trained for and/or placed into occupations making considerably more than when first enrolled.

All training and services provided by the Consortium should lead to occupations that either pay or place participants on the pathway to achieve self-sufficiency; in other words, earn a “living wage.” Measures of the “living wage” will vary by County and family size and there are many tools available to determine an appropriate “living wage” in each county (for example, <http://livingwage.mit.edu/> and the United Way’s ALICE reports are excellent tools to use). Career Advisor discretion will be the main determination if the training being considered will place participants on the career pathway to achieve the local area’s living wage.

### **Conditions for approval/denial of applicants for services**

WIOA services are not an “entitlement” and only applicants who have appropriate educational and career goals should be enrolled. Career advisors will be given broad discretion on whom to enroll or not enroll and whom to place into training or not.

The following factors should be considered when deciding whether to enroll someone in WIOA:

- Assessment scores
- Career goals of applicant
- Services needed by applicant (per WIOA or W/P staff interview)
- Previous enrollments in MWA services

For training enrollment, the following factors should be considered:

- Assessment scores
- Likelihood of employment in requested training field
- Cost of training/quality of school
- Previous experience with participant (if applicable)

Decisions to enroll or deny a person in WIOA or training should be documented in detail in OSMIS case notes.

If an applicant/participant is denied enrollment in the program and/or training and they would like to appeal, they will have to follow the approved Equal Opportunity/Grievance Procedure for the Agency.

### **Authorization to Work**

In the rare circumstance that in the process of collecting paperwork and enrolling someone into WIOA and a participant is unable/unwilling to provide staff with proper documentation of residency status signifying citizenship or legal resident status, they can only be provided WIOA self-services and access to the resource room. Referrals to pertinent public or

non-profit agencies are allowed and encouraged.

Social Security cards/numbers should be requested from customers at the time of documentation collection for program enrollment. However, note that participant's are **not** to be denied services if they refuse to provide their Social Security number. In these rare cases, a Social Security number should be created for them starting with the following enumeration:

1<sup>st</sup> person: 300-00-0001

2<sup>nd</sup> person: 300-00-0002 and so on.

These participants with assigned numbers should be kept on a confidential list held by program supervisors. Participants that are hesitant to provide their Social Security cards/numbers should be reassured that their numbers are only used for program tracking with state wage records for employment verification. Their number will not be provided to other agencies.

### **Assessments**

All WIOA applicants are required to have an assessment that provides for a grade level equivalent. To start off, the Consortium will use the TABE test to meet this requirement. Either the full, three section test (TABE Battery) or the shorter two section test is available. Ideally, most applicants will take the full battery test. However, per career advisor discretion, the shorter two section test can be assigned if there are timing issues or the participant is interested in OJT training. The TABE test must be completed and results entered into OSMIS before training begins.

Case Managers are given discretion for any additional assessment(s) given to program participants. There are several no or low cost assessments available to measure a variety of factors regarding academic preparation, career exploration and soft skills training. Case Managers may select from a menu of options regarding assessments. Please note that not all assessments may be available at all Service Centers at this time. Below is a sample listing of possible assessments surveyed across the Service Centers

<b><u>Type of Test</u></b>	<b><u>Test name</u></b>
<b>Personality</b>	Job Career Accelerator My Next move (Onet) Humanmetrics 123test.com (DISC)
<b>Career</b>	Job Career Accelerator My Next move (Onet) Career Ready 101
<b>Soft Skills</b>	A Game
<b>Work Skills</b>	WorkKeys KeyTrain WK Talent Assessment

Depending on the applicant's academic background and job search situation, the appropriate assessments to assist with their career plan should be assigned. Staff are encouraged to explore potential options for assessments and inform administrative staff of any potential options they

see.

## **WIOA Adult**

“Primary eligibility groups- WIOA Adult enrollment and training will be from the following “Primary” groups:

1. Public Assistance Recipients
2. Job Seekers with basic skills deficiencies
  - Basic Skills Deficiencies- The individual computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society. May additionally be defined as participants without an industry recognized credentials and/or low test scores on a pertinent (academic, work readiness or job skills) test. Assigned staff person should explain, in detail, how the participant is basic skills deficient and what metrics were used.
3. Low-income participants (defined at 100% Federal Poverty level or 70% of LLSIL, whichever is higher)

NOTE: Eligible Veterans who fall into one of the “Primary” priority groups will be provided services and training funds first.

When there are no participants in the “Primary” areas and funds are not limited, enrollment and training in the following “secondary” priority areas will be considered, but will require approval prior to enrollment:

Participants with disabilities

Ex-offenders/ recently released prisoners

Homeless or facing foreclosure

Long term unemployed

Older individuals (ages 55 or older);

Applicants who are unemployed

Applicants who are employed but at wages below \$12/hour

“Limited” funding determination will be made by the Director.

## **WIOA Dislocated Worker**

Eligibility for Dislocated Worker will follow the USDOL and WDA directed requirements. Dislocated Worker participants must be receiving UI payments in order to qualify for DW. “Monetary Determination” letters are not to be accepted as proof of UI eligibility. Proof of UI payments only, should be accepted for documentation.

Enrolled WIOA Dislocated participants interested in training should have training focus in a targeted industry. Exceptions may be considered in individual cases, with sufficient documentation that gainful employment is the expected outcome, and need to be approved by the Program Supervisor before forwarding to Administrative staff. Classroom training should focus on Career Pathways and stackable, portable credentials when applicable (i.e. for classroom training). National Emergency Grants (NEGs) are often

available to supplement the Dislocated Worker population. Depending on the stipulations of the NEG grant, case managers will be required to enroll participants with the option for NEG funding or update participants with completed training and switch them to NEG funding on the OSMIS system.

As part of DW eligibility, the following definitions will be used:

“Unlikely to return to priority industry”- With assistance from assigned case manager if needed, the participant must show that the industry they are laid-off or terminated from is a declining industry. This can be done by using recent Labor Market Information (LMI) data or showing layoff letter due to lack of work or another related reason. Additionally, if the participant lacks a credential or further training needed to be competitive for employment in this field or occupation, this documentation should be kept in the file. Items such as job postings showing the needed certification or job skills would be optimal.

“Attachment to the workforce”- An individual who is “Attached to the workforce” will have had at least one short term employment where he/she did not earn enough to qualify for unemployment compensation. He/she may also have been performing services for an employer that were not covered under a state unemployment compensation law. Case managers should further document attachment to the workforce showing that the individual has been continuing a job search since their qualifying termination/lay-off.

“Displaced Homemaker”- an individual who has been providing unpaid services to family members in the home and who:

(A) (i) Has been dependent on the income of another family member but is no longer supported by that income; or

(ii) Is the dependent spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; and

(B) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Consistent with Federal policy, both genders are included as “homemakers.”

### **WIOA Youth**

Eligibility for Youth will follow the USDOL and WDA directed requirements.

Training requests for Out-of-School Youth will follow the same process and considerations as WIOA Adult and DW.

For in-school youth, work experience will be a primary focus of the program. Please see the “Work Experience Policy” for more details. Work experiences must include occupational and academic training, per the WIOA law. Career advisors will be asked to identify the occupational and

applicable academic skills that will be learned through the work experience.

For out-of-school youth, the focus of funding expenditure (75%) must be on these eligible participants. Classroom training and OJT training is highly encouraged, when appropriate.

For the WIOA Youth program, the definition of “Requiring additional assistance to complete and educational program or to secure or hold employment” regarding eligibility will be left up to career advisor discretion. Supporting documentation and OSMIS case notes should be used to best describe the applicant’s situation and why additional assistance is needed. Some examples may include (this is not an exhaustive list): Repeating a secondary grade level, emancipated youth, multiple suspensions/expulsions, have never held a job (for older youth only) and no relevant or “in-demand” work history.

### **Training approval**

Program participants are expected to help “make the case” for their training request. Classroom training should be in pursuit of in-demand credentials that are “stackable” and “portable.” This means credentials are recognized across the industry and/or occupation and can be part of a basis for future credentials to help with career growth. This will support the concept of “career pathways” and placement in growing, in-demand industries and occupations. The State’s Eligible Training Provider List (ETPL) should be used as a guide to help participant’s make informed choices regarding training program options. Labor Market Information (LMI) should also be used as part of this guidance and informed choice to the participant. Details regarding the communication of LMI and ETPL options will be documented on OSMIS case notes.

**Eligible WIOA participants may be enrolled directly into training services (with no career service provided) with proper justification. A case note detailing the reason for direct placement into training is required.**

The “Comp Card request form” must be submitted to MWA administration for approval. These request forms will document the full, projected cost of the entire training program. Each semester or training period will require a separate form. Comp cards will be issued by SEMCA, the Consortium’s fiscal agent. For participants interested in OJT training, Career Advisors should work with business services to communicate details of the training.

OJT training contracts will be completed on pre-approved templates by Business Services staff. Contracts will be forwarded to Administrative staff for approval.

All training must be approved by central administrative staff before training can begin. Career advisors should allow approximately two weeks before the start of training for comp cards to be fully processed and funded. Career advisors are required to collect all required documents before training requests are submitted to administrative staff. Before training will be approved, participant should be entered in the proper training activity on OSMIS.

Direct service and contractor staff may use internal forms currently in use for Adult, DW and Youth training. During FY 2016, these forms will be



reviewed and may be amended during the program year.

Suggestions from staff on possible improvements to the training process, procedures or forms are encouraged.

**Actions:** WIOA Adult, Dislocated Worker and Youth case managers shall adhere to the guidance in this policy.

**Inquiries:** Questions regarding this policy should be directed to Bill Sleight at [wsleight@mwse.org](mailto:wsleight@mwse.org) or Justin Al-Igoe at [jaligoe@mwse.org](mailto:jaligoe@mwse.org)

## MEMORANDUM

### WDB Resolution 16-44

**To:** Michigan Works! Southeast Workforce Development Board

**From:** William S. Sleight, Director, Michigan Works! Southeast

**Date:** January 6, 2017

**Subject:** Approval of an Agreement with the Southeast Michigan Community Alliance (SEMCA) for the Sector Partnership National Emergency Grant (SP-NEG)

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve an Agreement with the Southeast Michigan Community Alliance (SEMCA) regarding the Sector Partnership-National Emergency Grant (SP-NEG) for the time period October 1, 2015 through June 30, 2017.

### **Background**

National Emergency Grants (NEGs) are discretionary grants awarded by the Secretary of Labor. NEGs are intended to temporarily expand service capacity and meet increased demand for employment and training services, with the goal of quickly reemploying laid off workers and enhancing their employability and earnings. Two NEGs were allocated to Michigan Works! Southeast and the three prior Michigan Works! Agencies over the last few years: The Jobs Driven-NEG (JD-NEG) and the SP-NEG. The JD-NEG grant was fully expended and expired on September 30, 2016. The SP-NEG is still in effect through 6/30/17 and is being administered by SEMCA.

### **Discussion**

The SP-NEG grant is awarded to Prosperity Region #9 (our five counties and Monroe County which is part of SEMCA). SEMCA is requesting that an Agreement be signed to outline the partnership for SP-NEG.

### **Major highlights of the Agreement:**

Michigan Works! Southeast will:

- Comply with all policies with regard to eligible participants, use of funds and data entry as directed in Policy Issuance (PI) 15-17 and any subsequent changes,
- Enroll a minimum of 136 eligible participants into career services, 114 eligible participants into classroom and/or work-based training and exit a minimum of 123 participants to employment.

The planned breakdown is as follows:

MWA	Receiving Career Services	Enrolled in Training	Exits to Employment
Total	136	97	123

- Enroll eligible DWs with a particular emphasis on DWs who are:

1. Long-term unemployed jobseekers and those that may have additional barriers or challenges to reemployment
2. UI recipients that have been profiled as likely to exhaust their benefits
3. Foreign-trained immigrant workers, who qualify as DWs and have faced barriers to obtaining employment in their trained field or profession

MWA/ County	Enhanced Career Services	Work- Based Training (Other than OJT)	OJT	Other Training	Supportive Services	Regional Planning	Total
MWSE	\$102,054	\$34,018	\$99,290	\$153,081	\$25,514	\$55,492	\$469,449

SEMCA will:

- Monitor the Local Operator's progress of enrollments and expenditures and at any time after October 1, 2016, the Fiduciary may request that the Local Operator modify its enrollments and expenditures to assure that it meets progress performance. At any time during the effective dates of this agreement, the Local Operator may request that their award be reduced and that the Fiduciary reallocate the funds to the other MWAs within this partnership.
- Provide a maximum of \$469,448.52 in reimbursement for the SP NEG related expenses.
- Submit quarterly financial reports to the Workforce Development Agency (WDA) State of Michigan concerning the SP NEG program activities of the three Local Operators included within this partnership.
- Reserve the right to work with the WDA to recapture and reallocate SP NEG funds if it determines that the Local Operator is not expending their funding at a rate deemed likely to ensure exhaustion of their award by June 30, 2017.

Approval of the Agreement is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-44**

**A RESOLUTION APPROVING AN AGREEMENT WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA)**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Sector Partnership-NEG grant has been made available to Prosperity Region #9 with SEMCA as the fiduciary for the grant; and
- WHEREAS, Due to an overlap with another NEG, the SP-NEG grant will now start to be expended with an official program date of 10/1/15 through 6/30/2017; and
- WHEREAS, An Agreement has been drafted by SEMCA regarding this grant and the requirements from Michigan Works! Southeast; and
- WHEREAS, This agreement will technically be in effect from October 1, 2015 through June 30, 2017; and
- WHEREAS, This Agreement requires approval from the Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Agreement with SEMCA.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the Agreement, if needed, pending review by civil counsel.

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the Agreement, as well as any future amendments for monetary or language adjustments.

**WDB Resolution 16-44**

## Region 9

Sector Partnership National Emergency Grant (SP NEG)  
Partnership Agreement

This agreement is effective the first day of October 2015 between the Southeast Michigan Community Alliance (SEMCA) hereafter referred to as the “Fiduciary” and the Southeast Michigan Consortium, hereinafter referred to as the “Local Operator.” This project concludes June 30, 2017.

In consideration of the mutual promises contained herein and other good and valuable considerations, it is hereby agreed:

That the Fiduciary is in receipt of a Sector Partnership National Emergency Grant (SP NEG) to support job training and other employability services for Dislocated Workers (DW) within the following Michigan Works! Agencies: Southeast Michigan Community Alliance (SEMCA) and the Southeast Michigan Consortium (formerly consisting of the Livingston County, South Central, and Washtenaw County Michigan Works! Agencies).

As one of the Michigan Works! Agencies included within this partnership, the **Local Operator** will:

- comply with all policies with regard to eligible participants, use of funds and data entry as directed in the attached Workforce Development Agency (WDA) Policy Issuance (PI) 15-17 (Attachment I) and any subsequent changes,
- enroll a minimum of 136 eligible participants into career services, 114 eligible participants into classroom and/or work-based training and exit a minimum of 123 participants to employment.

The planned breakdown is as follows:

MWA	Receiving Career Services	Enrolled in Training	Exits to Employment	Total Planned Participants
South Central	56	40	51	136
Livingston County	32	23	29	
Washtenaw County	48	34	43	
<b>Total</b>	<b>136</b>	<b>97</b>	<b>123</b>	

- enroll eligible DWs with a particular emphasis on DWs who are:
  1. Long-term unemployed jobseekers and those that may have additional barriers or challenges to reemployment
  2. UI recipients that have been profiled as likely to exhaust their benefits
  3. Foreign-trained immigrant workers, who qualify as DWs and have faced barriers to obtaining employment in their trained field or profession
- Veterans will receive Priority of Service for training and other career services
- Follow the WDA approved budget for Region 9, as follows:
 

Regional Planning (total maximum)	\$ 65,250
Enhanced Career Services (minimum 20% of grant)	\$ 120,000

Training and Work-Based Training (minimum 30% of grant)	\$ 336,750
Subcategories	
Work-Based Training (other than OJT)	\$ 40,000
On-The-Job Training (OJT)	\$ 116,750
Other Training (Classroom)	\$ 180,000
Administration	\$ 48,000
Total Grant Award	\$ 600,000

The planned breakdown is based on the Program Year 2016 (PY16) DW formula allocations, as follows:

MWA/ County	Program Total	Enhanced Career Services	Work-Based Training (Other than OJT)	OJT	Other Training	Supportive Services	Regional Planning	Admin	Total
Monroe	\$82,551.48	\$17,945.97	\$5,981.99	\$17,459.94	\$26,918.96	\$4,486.49	\$9,758.12	\$48,000	\$130,551.48
South Central	\$194,101.28	\$42,195.93	\$14,065.31	\$41,053.12	\$63,293.90	\$10,548.98	\$22,944.04	\$0	\$194,101.28
Livingston	\$110,791.68	\$24,085.15	\$8,028.38	\$23,432.84	\$36,127.72	\$6,021.29	\$13,096.30	\$0	\$110,791.68
Washtenaw	\$164,555.56	\$35,772.95	\$11,924.32	\$34,804.10	\$53,659.42	\$8,943.24	\$19,451.54	\$0	\$164,555.56
SP NEG Total	\$552,000	\$120,000	\$40,000.00	\$116,750	\$180,000	\$30,000	\$65,250	\$48,000	\$600,000

- Ensure that all SP NEG participants are enrolled and all funds are expended by June 30, 2017
  - Submit a monthly request for reimbursement to the Fiduciary for SP NEG related expenses using the Request for Reimbursement form (Attachment II)

**The Fiduciary will:**

- monitor the Local Operator's progress of enrollments and expenditures and at any time after October 1, 2016, the Fiduciary may request that the Local Operator modify its enrollments and expenditures to assure that it meets progress performance. At any time during the effective dates of this agreement, the Local Operator may request that their award be reduced and that the Fiduciary reallocate the funds to the other MWAs within this partnership.
- provide a maximum of \$469,448.52 in reimbursement for the SP NEG related expenses.
- submit quarterly financial reports to the Workforce Development Agency (WDA) State of Michigan concerning the SP NEG program activities of the three Local Operators included within this partnership.
- reserve the right to work with the WDA to recapture and reallocate SP NEG funds if it determines that the Local Operator is not expending their funding at a rate deemed likely to ensure exhaustion of their award by June 30, 2017.

Both the Fiduciary and the Local Operator are responsible for ensuring the effective and efficient delivery of services to the dislocated worker target population identified in the SP NEG program as described in the attached WDA PI 15-17. All partners must adhere to the policy provisions when implementing and administering the SP NEG program. It is not the responsibility of the Fiduciary to oversee or manage the Local Operators' policies and procedures, but to streamline administrative activities under this partnership by reporting on fiduciary-related matters on behalf of the Local Operator.

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Signature of the Fiduciary

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Signature of the Local Operator

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Date

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Date

Attachments:

- I. Attachment I: Workforce Development Agency (WDA) Policy Issuance (PI) [15-17 Sector Partnership National Emergency Grant \(SP NEG\)](#)

Issue Date: 08/31/2015

Programs Affected: WIOA



Attachment II: Request

- 8. Discussion Items**  
**Executive Committee Report**
- **December 7, 2016**
  - **January 4, 2017**



WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING

December 7, 2016

2:00pm – 4:00pm

Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

Present: Richard Currie via conference call  
Sean Duval, Chairperson  
Donald Germann via conference call  
Marcus James, Vice-Chairperson  
Lynn Matzen  
Scott Menzel  
Leann Wilt

Absent: Matthew Sandstrom

Staff: William Sleight Michigan Works! Southeast  
Dan Childs Michigan Works! Southeast  
Maggie Flaherty Michigan Works! Southeast  
Cordelia Gonzalez Michigan Works! Southeast  
Shamar Herron Michigan Works! Southeast

1. Call to order  
Sean Duval, Chairperson called the meeting to order at 2:00 pm.
2. Discussion Items:
  - a. Board Strategic Planning Session discussed.  
-Bill Sleight reviewed Mission and Vision Statements.  
-Committee recommended updates to the Mission and Vision Statements.
  - b. New Initiatives  
-Bill Sleight provided updates on the following projects:
    - i. Families Forward Demonstration Project-Pilot/Jackson County
    - ii. Jobs for Michigan Graduates Project-Five counties
    - iii. University of Michigan Research Collaborations-Washtenaw County
    - iv. Food Assistance Employment and Training Program-Washtenaw County
    - v. Hillsdale Community Project-Hillsdale County
 Discussion.
  - c. Fiscal update- Bill Sleight introduced Cordelia Gonzalez, newly hired Fiscal Manager. Bill Sleight provided updates on Fiscal reporting.
  - d. Staffing update-Bill Sleight reported Lisa McAllister hired as HR Manager. Lisa has many years of experience in HR. Also, Lisa has experience working in the PATH program.  
Bill Sleight provided update on staff interviews for direct delivery of services for Washtenaw County. Direct delivery of services effective January 1, 2017.  
Discussion.
  - e. Workforce Board Appointments  
-Bill Sleight provided update on filling the workforce development board vacancies. Discussion.
  - f. Executive Committee vacancy  
-Bill Sleight provided update on filling the labor sector vacancy. Discussion.
  - g. Balanced Scorecard  
-Marcus James reviewed the Directors Balanced Scorecard.  
Discussion.

3. Action Items - Resolutions for Consideration

No Resolutions.

4. Other Items

a. Comments from Chair

b. Comments from Director

c. Executive Committee Meeting Schedule

Meetings scheduled during 2017: 2:00pm -4:00pm on January 4; February 1; March 1; April 5; May 3; June 7; July 5; August 2; September 6; October 4; November 1; and December 6. Location is the Comfort Inn, Village Conference Center, Chelsea.

5. Public Comment

Sean Duval offered public comments. No public comment.

6. Adjournment

Meeting adjourned at 4:00pm

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING**

January 4, 2017

2:00pm – 4:00pm

Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

**Present:** Richard Currie  
Sean Duval, Chairperson  
Donald Germann via conference call  
Marcus James, Vice-Chair  
Lynn Matzen  
Scott Menzel

**Absent:** Matthew Sandstrom  
Leann Wilt

**Staff:** William Sleight Michigan Works! Southeast  
Gauge Aebersold Michigan Works! Southeast  
Dan Childs Michigan Works! Southeast  
Maggie Flaherty Michigan Works! Southeast  
Shamar Herron Michigan Works! Southeast

1. Call to order

Sean Duval, Chairperson called the meeting to order at 2:05 pm.

2. Action Items - Resolutions for Consideration

- a. WDB 16-28-1 A RESOLUTION MODIFYING A FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WEDGE MILL TOOL, INC. BY INCREASING THE AMOUNT TO \$2,250.46

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-28-1

MOTION: Lynn Matzen moved to approve WDB Resolution 16-28-1

SUPPORT: Marcus James

Discussion.

MOTION CARRIED UNANIMOUSLY

- b. WDB 16-40 A RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND APPROVAL FOR THE APPRENTICESHIP SUCCESS COORDINATOR PROGRAM

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-40

MOTION: Scott Menzel moved to approve WDB Resolution 16-40.

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

- c. WDB 16-41 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR COIN-OP CANTEEN SERVICES, INC. IN THE AMOUNT OF \$3,285

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-41

MOTION: Lynn Matzen moved to approve WDB Resolution 16-41

SUPPORT: Marcus James

Discussion.

MOTION CARRIED UNANIMOUSLY

d. WDB 16-42 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH TIA/UNEMPLOYMENT INSURANCE

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-42.

MOTION: Marcus James moved to approve WDB Resolution 16-42

SUPPORT: Richard Currie

MOTION CARRIED UNANIMOUSLY

Discussion Items:

Thomas P. Miller and Associates – Board Strategic Planning

Discussion via conference call with Thomas P. Miller and Associates staff to review the Draft Goals, Strategies, Actions, and Metrics.

3. Other Items

a. Comments from Chair

b. Comments from Director

-Bill Sleight provided director report updates on the following projects:

- i. Families Forward Demonstration Project-Pilot/Jackson County
- ii. Jobs for Michigan Graduates Project-Five counties
- iii. University of Michigan Research Collaborations-Washtenaw County
- iv. Food Assistance Employment and Training Program-Washtenaw County
- v. Hillsdale Community Project-Hillsdale County

c. Bill Sleight provided update on Fiscal Reports.

d. Board Appointments

-Bill Sleight reported on filling the workforce development board vacancies and workforce board member reappointments. Consortium Board members will be appointed or reappointed by their County Boards of Commissioners.

- Bill Sleight reported an award celebration for Michigan Works! Southeast is planned. Tentative date/time: April 7, 2017, 8:30am-10:00am. Location to be determined. Discussion.

4. Public Comment

Sean Duval offered public comments. No public comment.

5. Adjournment

Meeting adjourned at 4:15 pm