

**Mission**

Our mission is to develop today's workforce and tomorrow's economy by engaging employers, jobseekers, and partners.

**Joint Meeting of the  
SOUTHEAST MICHIGAN CONSORTIUM BOARD  
And  
MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
September 13, 2017  
10:00 a.m. – 12:00 Noon  
Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118**

**AGENDA**

1. **Call to order** – Southeast Michigan Consortium Board –John Burtka, Chairperson
2. **Call to order** – Michigan Works! Southeast Workforce Development Board – Sean Duval, Chairperson
3. **Roll Call** – Southeast Michigan Consortium Board
4. **Roll Call** – Michigan Works! Southeast Workforce Development Board
5. **Introductions**
6. **Call to the Public** (both boards) – John Burtka
7. **Approval of the Agenda** (both boards) – John Burtka
8. **Approval of Minutes** –John Burtka (Consortium Board)
  - a. July 31, 2017 Southeast Michigan Consortium Board Minutes
9. **Consideration of Consent Agenda Items** –Sean Duval (Workforce Board)
  - a. June 14, 2017 Michigan Works! Southeast Workforce Development Board (WDB) Minutes
  - b. August 2, 2017 Michigan Works! Southeast WDB Executive Committee Minutes
  - c. WDB RESOLUTION 17-21 A RESOLUTION APPROVING THE FISCAL YEAR 2015 SERVICE CENTER OPERATIONS GRANT FUNDS
  - d. WDB RESOLUTION 17-22 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON INTERMEDIATE SCHOOL DISTRICT
  - e. WDB RESOLUTION 17-23 A RESOLUTION APPROVING A CONTRACT MODIFICATION WITH JEWISH FAMILY SERVICES INCREASING THE CONTRACT TO \$339,241



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- f. WDB RESOLUTION 17-24 A RESOLUTION APPROVING THE FISCAL YEAR 2018 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM
- g. WDB RESOLUTION 17-25 A RESOLUTION APPROVING THE FISCAL YEAR 2018 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS.
- h. WDB RESOLUTION 17-26 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SECTION 107 ADULT EDUCATION CAREER TECHNICAL PILOT PROGRAM
- i. WDB RESOLUTION 17-27 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE MICHIGAN ARMY NATIONAL GUARD
- j. WDB RESOLUTION 17-28 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH YPSILANTI COMMUNITY SCHOOLS
- k. WDB RESOLUTION 17-29 A RESOLUTION APPROVING THE CALENDAR YEAR 2018 MEETING SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD AND EXECUTIVE COMMITTEE

### 10. **Presentation:** Plante Moran Pre-Audit Communication

### 11. **Resolutions for Consideration of the Workforce Development Board – Sean Duval.** None

### 12. **Resolutions for Consideration of the Southeast Michigan Consortium Board – John Burtka**

- a. Consortium Board (CB) RESOLUTION 17-08 APPROVING THE FISCAL YEAR 2015 SERVICE CENTER OPERATIONS GRANT FUNDS
- b. CB RESOLUTION 17-09 APPROVING THE FISCAL YEAR 2018 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM
- c. CB RESOLUTION 17-10 APPROVING THE FISCAL YEAR 2018 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS
- d. CB RESOLUTION 17-11 RESOLUTION APPROVING A LEASE WITH 300 HARRIET, LLC FOR SERVICE CENTER SPACE IN WASHTENAW COUNTY
- e. CB RESOLUTION 17-12 RESOLUTION MODIFYING THE APPROVED YEAR 2017 MICHIGAN WORKS! AGENCY BUDGET



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### 13. Resolutions for Consideration by both the Consortium Board (John Burtka) and the Workforce Development Board (Sean Duval)

- a. CONSORTIUM BOARD RESOLUTION 17-13 APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE FY 2017 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION

WDB RESOLUTION 17-30 APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE FY 2017 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT

### 14. Discussion Items (both boards)

- a. Governor's Talent Investment Board (GTIB) Update – Marcus James
- b. Executive Committee Report-Sean Duval
  - July 12, 2017, Executive Committee Meeting Minutes
  - September 6, 2017, Executive Committee Meeting Minutes
- c. Talent District Career District Council Update – Kevin Oxley

### 15. Committee Reports

- a. Employer Services
- b. Job Seeker Services
- c. Talent District Career Council (TDCC)
- d. Compliance, Finance and Oversight (CFO)

### 16. Other Items

- a. Comments from Chair (both boards)
- b. Comments from Director
  - i. Director's Report

### 17. Public Comment – John Burtka

### 18. Adjourn Southeast Michigan Consortium Board – John Burtka

### 19. Adjourn Michigan Works! Southeast Workforce Development Board – Sean Duval

**8. Approval of Minutes – John Burtka (Consortium Board)**

**a. July 31, 2017 Southeast Michigan Consortium Board Meeting Minutes**

Southeast Michigan Consortium Board  
 July 31, 2017, 10:00 a.m. – 12:00 Noon  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI

Southeast Michigan Consortium Board Present:

Karol KZ Bolton, Vice-Chair	Lenawee County Commissioner
Michelle Deatrick	Washtenaw County Commissioner
Dennis Dolan	Livingston County Commissioner
Julie Games	Hillsdale County Commissioner
John Polaczyk	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Southeast Michigan Consortium Board Absent:

John Burtka, Chair	Hillsdale County Commissioner
William Green	Livingston County Commissioner
Sarah Lightner	Jackson County Commissioner
Jason Morgan	Washtenaw County Commissioner

1. Call to order  
 Karol KZ Bolton, Vice-Chair called the Southeast Michigan Consortium Board meeting to order at 10:05 a.m.
2. Roll Call  
 Quorum Present
3. Introductions.
4. Call to the Public  
 KZ Bolton offered public comment. No public present.
5. Approval of the Agenda  
 KZ Bolton call for motion to approve the Agenda and to add CB Resolution 17-07, Award of Audit Services under New Business.  
  
 MOTION: John Polaczyk moved to approve the Agenda and to add CB Resolution 17-07, Award of Audit Services under New Business.  
 SUPPORT: Julie Games  
 MOTION CARRIED UNANIMOUSLY
6. Approval of Minutes
  - a. June 5, 2017 2017 Southeast Michigan Consortium Board Meeting Minutes  
 KZ Bolton call for motion to approve the June 5, 2017 Southeast Michigan Consortium Board meeting minutes.  
 MOTION: Dennis Dolan  
 SUPPORT: Michelle Deatrick  
 MOTION CARRIED UNANIMOUSLY

7. Consideration of Consent Agenda Items  
No Consent Agenda Items.

8. Resolutions for Consideration of Consortium Board

KZ Bolton call for a motion to approve Consortium Board (CB) Resolutions:

- a. CB Resolution 17-01 a Memorandum of Understanding (MOU) with Jackson College;
- b. CB Resolution 17-02 a MOU with Washtenaw Community College
- c. CB Resolution 17-03 a MOU with Bureau of Services for Blind Persons

MOTION: John Polaczyk moved to approve CB Resolutions 17-01, 17-02, and 17-03.

SUPPORT: Michelle Deatrick

Discussion.

MOTION CARRIED UNANIMOUSLY

- d. CB RESOLUTION 17-04 approving Signatory Authority Policy Modification

KZ Bolton call for a motion to approve CB Resolution 17-04

MOTION: John Polaczyk moved to approve CB Resolution 17-04

SUPPORT: Dennis Dolan

Discussion.

MOTION CARRIED UNANIMOUSLY

- e. CB RESOLUTION 17-05 approving Washtenaw Service Center Office Space Request For Quote (RFQ) Release

KZ Bolton call for a motion to approve CB Resolution 17-05

MOTION: John Polaczyk moved to approve CB Resolution 17-05

SUPPORT: Michelle Deatrick

Discussion.

MOTION CARRIED UNANIMOUSLY

- f. CB RESOLUTION 17-06 approving Livingston Service Center Lease Award

KZ Bolton call for a motion to approve CB Resolution 17-06 awarding the Livingston Service Center Lease office space to Mott Community College.

MOTION: Dennis Dolan moved to approve the award of the Livingston Service Center Lease to Mott Community College.

SUPPORT John Polaczyk

Discussion.

MOTION CARRIED UNANIMOUSLY

## 9. Unfinished Business

- a. CONSORTIUM BOARD RESOLUTION (CB) 16-54 A RESOLUTION APPROVING A MODIFICATION TO THE PAID TIME OFF POLICY IN THE MICHIGAN WORKS! SOUTHEAST EMPLOYEE HANDBOOK

Discussion continued from June 5, 2017 Consortium Board Meeting.

Consensus of board members is for Bill Sleight to report back to the Consortium Board in October.

## 10. New Business

- a. Single Audit Award - Consortium Board Resolution 17-07 approving an audit services contract with Plante Moran in an amount not to exceed \$49,500.  
KZ Bolton call for a motion to approve CB 17-07 approving an audit services contract with Plante Moran in an amount not to exceed \$49,500.  
MOTION: John Polaczyk moved to approve CB Resolution 17-07 approving an audit services contract with Plante Moran in an amount not to exceed \$49,500.  
SUPPORT: Chris Wittenbach  
Bill Sleight reported review committee comprised of Consortium Board members and Workforce Development Board member provided analysis and rated the four proposals. The review committee comments were similar with Plante Moran scored the highest.  
Discussion.  
MOTION CARRIED UNANIMOUSLY

## 11. Discussion Items

- a. Director's Report  
Bill Sleight provided updates on administration, programs, state and federal.  
Discussion.
- b. Workforce Development Board Committees  
Bill Sleight reviewed the WDB Committee descriptions.  
Bill request for Consortium Board volunteers to join a committee. Discussion.  
Consortium board to review committee meeting schedules to determine Consortium member's participation.
- c. Fiscal Report  
Bill provided fiscal updates. Discussion.

## 12. Comments from Consortium Board Members

One year has gone by a lot of success good start-look forward to continued success; Interested in first year report how we are doing;

## 13. Adjourn

Meeting adjourned at 11:05 a.m.

**9. Consideration of Consent Agenda Items – Sean Duval (Workforce Development Board)**



Michigan Works! Southeast Workforce Development Board Meeting  
 June 14, 2017, 10:00 am – 12 noon  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI

Michigan Works! Southeast Workforce Development Board Members Present

Richard Currie	Hitachi Automotive Systems	via conference call
Sean Duval, Chairperson	Golden Limousine	
Timothy Jackson	Washtenaw ISD	
Marcus James, Vice Chair	StableInc, LLC	
Bill Kenney	Thai Summit Corp. America	
Sharon Miller	Consumers Energy	
Dr. Michelle Mueller	Washtenaw Community College, Alternate for Scott Menzel	
Angela Parth	Livingston Family Center	
Kevin Oxley	Jackson ISD	
Deb Polich	The Arts Alliance	
John Salyer	Ann Arbor Electric, JATC, Alternate for Lee Graham	
Philip Santer	Ann Arbor Spark	
Matthew Sandstrom	Rustbelt LLC	via conference call
Grace Trudell	IBEW 58	via conference call
Ambrose Wilbanks	Washtenaw Convention & Visitors Bureau	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board Members Absent

Leslie Alexander	Inmatech, Inc.
Mindy Bradish-Orta	Jackson County Chamber of Commerce
Jeremy Frew	Jackson College
Paul Ganz	DTE
Donald Germann	County National Bank
Steven Girardin	MRS
Lee Graham	Operating Engineers 324 alternate John Salyer present
Steven Gulick	HVALF
Jeremiah JJ Hodshire	Hillsdale Hospital
Steven Hogwood	McDonalds
Swatee Kulkarni	GDI InfoTech, Inc.
Lynn Matzen	Matrix Systems LLC
Scott Menzel	Washtenaw County ISD alternate Michelle Mueller present
James Van Doren	Lenawee

Michigan Works! Southeast Workforce Development Board – Alternates – Present

Dr. Michelle Mueller	Washtenaw County Community College –Alternate for Scott Menzel
John Salyer	Ann Arbor Electric JATC – Alternate for Lee Graham

Staff

Bill Sleight	Director
Shamar Herron	Deputy Director
Robin Aldrich	IT Manager

Nicole Bell	Communications Manager
Dan Childs	System Administrator
Jim Coutu	Business Services Manager
Johnny Epps	Service Center Manager
Maggie Flaherty	Administrative Services Manager
Cordelia Gonzalez	Fiscal Manager
Alex Matsen	Business Services Coordinator
Janet Myers	Service Center Manager
Pam Gosla	Research and Education Manager
Sandy Vallance	Program Services Manager
LaDena Fredette	Business Services Coordinator
Peg Windsor	Business Services Coordinator

#### Others Present

Anthony Campisi	Annodyne
Dan Furton	LARA
Simon Lindsay	Annodyne
Greg Pitoniak	Southeast Michigan Community Alliance (SEMCA)
Traci Sassak	SEMCA
Darin Swan	Annodyne
Bob Tebo	Robert Tebo & Associates

1. Call to Order  
Sean Duval, Chairperson, Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:05 am.
2. Introductions followed
3. Presentation – SEMCA, Traci Sassak, CFO, and Greg Pitoniak, CEO provided Fiscal Agent Update. Discussion.
4. Roll Call.  
Quorum Present
5. Call to the Public  
Sean Duval call for public comment. No public comment.
6. Approval of the Agenda  
Sean Duval call to approve the Agenda.  
MOTION: Sharon Miller moved to approve the Agenda  
SUPPORT: Deb Polich  
Discussion  
AMEND MOTION: Michelle Mueller moved to approve change in order of Agenda Item(s)  
SUPPORT: Deb Polich  
MOTION CARRIED AS AMENDED

7. Approval of the May 10, 2017 Michigan Works! Southeast Workforce Development Board meeting minutes.  
Sean Duval call for approval of the May 10, 2017 WDB meeting minutes.  
MOTION: Leann Wilt moved to approve the minutes.  
SUPPORT: Marcus James  
MOTION CARRIED UNANIMOUSLY
8. Presentation – Annodyne, Anthony Campisi, President/CEO  
Michigan Works! Southeast marketing research initiatives update provided by Campisi. Discussion.
9. Approval of Consent Agenda  
Sean Duval call for motion to approve Consent Agenda.  
Bill Sleight reviewed.

MOTION: Michelle Mueller moved to approve the Consent Agenda.  
SUPPORT: Kevin Oxley  
MOTION CARRIED UNANIMOUSLY

- a. MWSE WDB Resolution 16-84  
WDB RESOLUTION 16-84 APPROVING THE FISCAL YEAR 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FOR THE SOUTHEAST MICHIGAN CONSORTIUM
- c. MWSE WDB Resolution 16-85  
WDB RESOLUTION 16-85 APPROVING THE FISCAL YEAR 2017 WAGNER-PEYSER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE AND PLAN SUBMISSION
- d. MWSE WDB Resolution 16-87  
WDB RESOLUTION 16-87 APPROVING ONE-STOP OPERATOR SERVICE CONTRACT WITH THOMAS P. MILLER AND ASSOCIATES
- e. MWSE WDB Resolution 16-88  
WDB RESOLUTION 16-88 APPROVING THE CHAIR'S SIGNATURE ON A LETTER TO THE TALENT INVESTMENT AGENCY REGARDING MEMORANDUMS OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENTS
- f. MWSE WDB Resolution 16-93  
WDB RESOLUTION 16-93 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH TRAINING INSTITUTIONS INVOLVE WITH THE ICHALLENGEU PROGRAM.

10. Resolutions for Consideration of the Workforce Development Board

a. MWSE WDB Resolution 16-86

Sean Duval call for a motion to approve WDB Resolution 16-86 a Resolution APPROVING THE FISCAL YEAR 2017 MICHIGAN WORKS! SOUTHEAST AGENCY BUDGET

MOTION: Sharon Miller moved to approve WDB Resolution 16-86

SUPPORT: Grace Trudell

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

b. MWSE WDB Resolution 16-89

Sean Duval call for a motion to approve WDB Resolution 16-89 a Resolution APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MELLING TOOL COMPANY IN THE AMOUNT OF \$10,000

MOTION: Tim Jackson moved to approve WDB Resolution 16-89

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

c. MWSE WDB Resolution 16-90

Sean Duval call for a motion to approve WDB Resolution 16-90 a Resolution APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MICHIGAN AUTOMOTIVE COMPRESSOR, INC. (MACI) IN THE AMOUNT OF \$20,000

MOTION: Kevin Oxley moved to approve WDB Resolution 16-90

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion.

ABSTAIN: Sean Duval

MOTION CARRIED

d. MWSE WDB Resolution 16-91

Sean Duval call for a motion to approve WDB Resolution 16-91 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREAT LAKES INDUSTRY, INC. IN THE AMOUNT OF \$7,920

MOTION: Kevin Oxley moved to approve WDB Resolution 16-91

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

e. MWSE WDB Resolution 16-92

Sean Duval call for a motion to approve WDB RESOLUTION 16-92 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREENE MANUFACTURING, INC. IN THE AMOUNT OF \$10,150

MOTION: Marcus James moved to approve WDB Resolution 16-92

SUPPORT: Tim Jackson

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

(Matt Sandstrom joined the meeting via conference call at 11:10 am)  
 (Ambrose Wilbanks exited the meeting at 11:11 am)

- f. MWSE WDB Resolution 16-94  
 Sean Duval call for a motion to approve WDB RESOLUTION 16-94  
 APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON  
 COLLEGE INVOLVED WITH THE ICHALLENGEU PROGRAM  
 MOTION: Kevin Oxley moved to approve WDB Resolution 16-94  
 SUPPORT: Marcus James  
 Bill Sleight reviewed. Discussion.  
 MOTION CARRIED UNANIMOUSLY

(Matt Sandstrom left the meeting at 11:18 am)

#### 11. Discussion Items

- a. Committee Descriptions and Assignments-discussed during committee meetings
- b. Executive Committee Report  
 -Executive Committee Meeting Minutes of June 7, 2017  
 Sean Duval provided update.
- c. Governor's Talent Invest Board (GTIB) Update  
 Marcus James reported the GTIB meets on June 19<sup>th</sup>. No update.
- d. Talent District Career Council (TDCC) Update – Kevin Oxley

#### 12. Committee Meetings

- a. The Employer Services, Job Seeker Services, and Talent District Career Council (TDCC) met to review committee responsibilities, the committee's objectives in regards to the strategic plan and to schedule future meeting. Committee reports were provided. Discussion.

#### 13. Adjourn

MOTION: Deb Polich moved to adjourn.  
 SUPPORT: Leann Wilt  
 MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 11:57 a.m.

Workforce Development Board  
 Executive Committee Meeting Minutes  
 August 2, 2017, 2:00pm – 4:00pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118

Present: Rick Currie  
 Sean Duval, Chairperson  
 Donald Germann via conference call  
 Marcus James, Vice Chairperson  
 Lynn Matzen

Absent: Scott Menzel  
 Matthew Sandstrom  
 Grace Trudell  
 Leann Wilt

Staff: Bill Sleight  
 Justin Al-Igoe  
 Dan Childs  
 Dan English  
 Maggie Flaherty  
 La Dena Fredette

1. Call to order  
 Sean Duval called the meeting to order at 2:00 pm.

2. Roll Call  
 Quorum Present

3. Chair Report

a. Executive Session – Director's Evaluation

Sean Duval read the written request by Bill Sleight "Pursuant to Michigan Open Meetings Act that the Executive Committee of the Workforce Development Board go into closed session for the purpose of my performance evaluation."

Roll Call Vote for the purpose of closed session to discuss the Director's Evaluation.

Rick Currie	Yes
Sean Duval	Yes
Donald Germann	Yes
Marcus James	Yes
Lynn Matzen	Yes
Scott Menzel	Not Present
Matthew Sandstrom	Not Present
Grace Trudell	Not Present
Leann Wilt	Not Present

Closed session at 2:08 p.m.

Closed session ends at 2:35 p.m.

- b. Director's Balanced Scorecard (BSC) 2017-2018  
 Marcus James reviewed the Directors BSC.  
 Discussion. Marcus to email BSC for comments back to Marcus  
 By August 9<sup>th</sup>.

## 2. Director Report

- a. Fiscal Update  
 Bill Sleight reviewed the Southeast Michigan Consortium Statement  
 For Period ending June 30 2017 – Preliminary. Discussion.
- b. Contractor Reports  
 Contractor reports included in the meeting packet. Discussion.
- c. One Stop Operator Partners Meeting  
 Bill Sleight reported One Stop Operator Partners meeting held early this  
 day facilitated by Thomas P. Miller and Associates. Next planned meeting  
 schedule November 2017. Discussion.
- d. 2018 Workforce Development Board Meeting Schedule-Draft  
 2018 Executive Committee Meeting Schedule-Draft  
 Bill Sleight reviewed meeting schedules for approval by WDB during the  
 September 13 board meeting. Discussion.
- e. Marketing Update  
 Bill Sleight reported Annodyne reviewing our research and looking at  
 MWSE website. A conference call planned with Annodyne next week with  
 Bill and staff. Annodyne to provide report at September 6<sup>th</sup> Executive  
 Committee meeting. Discussion.
- f. Compensation Study Update  
 Bill Sleight reported consultant meeting with staff to explain compensation  
 study. No results for request of salary study from comparable agencies. Bill  
 plans to reach-out these organizations. Compensation study results is  
 planned for six months by for consultant. Discussion.
- g. Workforce Development Board (WDB) Committees- Consortium Board  
 Bill Sleight reported during the Southeast Michigan Consortium board  
 meeting on July 31 he asked for volunteers from the Consortium board to  
 participate in the WDB Committees. Discussion.

#### 4. Committee Reports

- a. Employer Services - Rick Currie, Chair  
Committee discussed preliminary objectives of group on June 14.  
Committee plans to meet in later this month. Discussion items to discuss during the committee meeting include IWT review committee.
- b. Job Seeker Services – Marcus James, Chair  
Follow-up to ALICE (Asset Limited Income Constrained, Employed) Report does not report those that are underemployed. Committee conference call planned during August.
- c. Talent District Career Council (TDCC) – Scott Menzel
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
Committee is meeting on August 14<sup>th</sup>.

#### 5. Consent Agenda:

- a. Workforce Development Board (WDB) Resolution 17-14 A Resolution approving FY 2017 Workforce Investment and Opportunity Act (WIOA) Incumbent Worker Training (IWT) funds for JAC Products in the amount of \$2,184

Call for a motion to approve Consent Agenda.

MOTION: Lynn Matzen moved to approve the Consent Agenda.

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

#### 6. Action Items - Resolutions for Consideration:

- a. WDB RESOLUTION 17-15 A Resolution approving FY WIOA IWT funds for Thai Summit America Corporation in the amount of \$10,010

Call for a motion to approve WDB Resolution 17-15

MOTION: Richard Currie moved to approve WDB Resolution 17-15

SUPPORT: Lynn Matzen

Discussion.

MOTION CARRIED UNANIMOUSLY

- b. WDB RESOLUTION 17-16 A Resolution approving FY WIOA IWT funds for American Axle and Manufacturing in the amount of \$5737.52

Call for a motion to approve WDB 17-16

MOTION: Lynn Matzen moved to approve WDB Resolution 17-16

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY



- c. WDB RESOLUTION 17-17 A Resolution approving FY WIOA IWT funds for HI-LEX Controls, Inc. in the amount of \$10,000

Call for a motion to approve WDB 17-17

MOTION: Lynn Matzen moved to approve WDB Resolution 17-17

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

- d. WDB Resolution 17-18 A Resolution approving FY WIOA IWT funds for Nyloncraft of Michigan in the amount of \$5737.52

Call for a motion to approve WDB Resolution 17-18

MOTION: Lynn Matzen moved to approve WDB 17-18

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

- e. WDB Resolution 17-19 A Resolution approving FY WIOA IWT funds for Classic Metal Finishing, Inc. in the amount of \$10,000

Call for a motion to approve WDB Resolution 17-19

MOTION: Richard Currie moved to approve WDB Resolution 17-19

SUPPORT: Lynn Matzen

Discussion.

MOTION APPROVED UNANIMOUSLY

- f. WDB Resolution 17-20 A Resolution approving the receipt of funds for 2017 WIOA Capacity Building and Professional Development Grant in the amount of \$56,716

Call for a motion to approve WDB Resolution 17-20

MOTION: Richard Currie moved to approve WDB Resolution 17-20

SUPPORT: Lynn Matzen

Discussion.

MOTION CARRIED UNANIMOUSLY

## 7. Public Comment

No Public Present.

## 8. Adjournment

Meeting adjourned at 3:34 p.m.

**MEMORANDUM****WDB RESOLUTION 17-21**

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

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

**Date:** September 6, 2017

**Subject:** WIOA FY 2015 Service Center Operation allocation funding

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2015 Service Center Operations grant from the Talent Investment Agency (TIA) for the time period July 1, 2017 through June 30, 2018 in the amount of \$128,975.

**Discussion**

TIA has identified additional FY 2015 WIOA funds that must be expended by June 30, 2018. These funds have been allocated to the different Michigan Works! agencies and are earmarked for use as Service Center Operations funding. This funding is largely used to help cover costs of opening the Service Centers. Michigan Works! Southeast has been allocated \$128,975 for the current fiscal year (7/1/17 through 6/30/18).

The FY 2015 Service Center Operations grant must be approved by both 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 17-21**

**RESOLUTION APPROVING THE FISCAL YEAR 2015 SERVICE CENTER OPERATIONS GRANT FUNDS**

- 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 states to carry out activities that support and enhance the one-stop service delivery system; and
- WHEREAS, Service center operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities; and
- WHEREAS, Additional FY 2015 funds have been allocated by TIA in the amount of \$128,975 for Service Center Operations; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the Service Center Operations grant.

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2015 WIOA Service Center Operations grant and accepts funding in the amount of \$128,975.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said request for submission to the Talent Investment Agency as well as any future amendments for monetary and contract language adjustments.

**MEMORANDUM****WDB RESOLUTION 17-22**

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

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

**Date:** September 6, 2017

**Subject:** Workforce Innovation and Opportunity Act partner  
Memorandums of Understanding

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on a Memorandum of Understanding (MOU) with Jackson Intermediate School District.

**Discussion**

The WIOA law emphasizes partnerships with other agencies as a way to perform outreach, share resources and avoid duplication of services. Some partner agencies are "required" and must enter into MOUs with their local Michigan Works! office while others make sense from a programmatic standpoint.

Jackson Intermediate School District (JISD) has a secondary education Perkins grant that they use to support their Career and Technical Education (CTE) classes. A clear referral process is available for students who have graduated (or soon to graduate) to Michigan Works! to assist with job placement and any necessary work-based training. JISD would handle the education piece and Michigan Works! would handle the placement and any additional work-based training.

Quarterly meetings are being held with all of the required One-Stop partners and additional partners to collaborate on events, continue promotion and increasing working knowledge of each organization's programs and share resources when possible. JISD would be a part of these meetings.

Approval for this MOU 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 17-22**

### **A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON INTERMEDIATE SCHOOL DISTRICT**

- 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 that partnerships and MOUs be established with certain grant/programs; and
- WHEREAS, One of the partners is Jackson Intermediate School District, which runs a secondary education level Perkins grant; and
- WHEREAS, Staff have discussed and established the outline for a referral process between the two agencies to share resources and streamline participant's time to employment; and
- WHEREAS, The MOU agreement will run from September 13, 2017 with no end date but with periodic reviews for any necessary updates; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.
- IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Jackson Intermediate School District.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate the specifics of the MOU.

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, including any necessary updates as they may arise.

**MEMORANDUM****WDB RESOLUTION 17-23**

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

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

**Date:** September 6, 2017

**Subject:** Contract modification with Jewish Family Services

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract modification with Jewish Family Services by increasing the contract by \$114,241 to a new total of \$339,241 from January 1, 2017 through June 30, 2018.

**Background**

In Resolution WDB 16-39, Jewish Family Services (JFS) was awarded a contract to provide services to refugees referred from the Department of Health and Human Services (DHHS). For the 18 month contract from January 1, 2017 through June 30, 2018, it was estimated that approximately 75 participants would be helped. Since January 1, JFS has had 75 active cases and approximately 40-50 more are expected during the rest of the contract.

**Discussion**

The higher than expected referrals from DHHS has led to a request from JFS for additional funds to support the participants. The Talent Investment Agency (TIA) recently provided additional TANF funds and they are allowing us to carry forward FY 17 funds into the first quarter of FY 18 (October 1-December 31). JFS provides a wide range of services to the Refugee population including English language learning, job training, soft skill training, job placement and retention/follow-up services.

Staff supports the request for additional funds. Approval of the contract modification is contingent upon approval from the workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 17-23  
A RESOLUTION APPROVING A CONTRACT MODIFICATION WITH JEWISH FAMILY  
SERVICES INCREASING THE CONTRACT TO \$339,241**

- 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, Beginning January 1, 2017, a contract was awarded to Jewish Family Services to implement the TANF Refugee program for Michigan Works! Southeast; and
- WHEREAS, The number of referrals is higher than expected and JFS is requesting additional funds to continue services for all referrals; and
- WHEREAS, An increase in their contract of \$114,241 to a new total of \$339,241 for the rest of the contract, set to expire on June 30, 2018, has been requested; and
- WHEREAS, Michigan Works! Southeast staff support the increase to continue providing services.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the contract modification with JFS increasing the contract amount by \$114,241 to a new total of \$339,241 for the time period January 1, 2017 through June 30, 2018.

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

**MEMORANDUM****WDB RESOLUTION 17-24**

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

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

**Date:** September 6, 2017

**Subject:** FY 2018 Partnership, Accountability, Training and Hope (PATH) program plan

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) program from the Talent Investment Agency (TIA) for the period of October 1, 2017 through September 30, 2018 in the amount of up to \$3,576,708.

Temporary Assistance for Needy Families	\$ 3,060,969
General Fund/General Purpose	\$ 515,739
<b>TOTAL</b>	<b>\$ 3,576,708</b>

**Background**

The Partnership, Accountability, Training and Hope (PATH) program is the current Welfare Reform program in the State of Michigan. The goal of PATH is to assist welfare applicants/recipients and low-wage workers succeed in the labor market. PATH places a strong emphasis on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, learn job skills and advance in their professions rather than only emphasizing initial placement.

**Discussion**

The PATH Program is a partnership between Michigan Works Agencies (MWAs) and the Michigan Department of Health and Human Services (DHHS) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses.

The State of Michigan has implemented a 21-day Application Eligibility Period (AEP) which would require participants to participate in the PATH program for 21 days before their cases are processed. The goal of this approach is to provide Michigan Works! agencies with more time to evaluate, assess and prepare participants to attain employment and meet Federal Work Participation requirements.

The TIA requires that MWAs and local DHHS offices develop plans to address PATH activities for the period October 1, 2017, through September 30, 2018. The initial FY 2018 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State General Fund/General Purpose (GF/GP) funds.

The FY 2018 PATH Plan must be approved by both 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 17-24**

RESOLUTION APPROVING THE FISCAL YEAR 2018 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

- WHEREAS, The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and
- WHEREAS, The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and
- WHEREAS, The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Health and Human Services (DHHS), and the Talent Investment Agency (TIA) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and
- WHEREAS, The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2017, through September 30, 2018; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$3,576,708; and
- WHEREAS, The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the local PATH plan.

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2017 PATH Plan in the amount of \$3,576,708 for the period of October 1, 2017 to September 30, 2018.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said plan for submission to the Talent Investment Agency as well as any future amendments for monetary and contract language adjustments.

## MEMORANDUM

### WDB RESOLUTION 17-25

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

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

**Date:** September 6, 2017

**Subject:** FY 2018 Food Assistance Employment and Training (FAE&T) program plan

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Food Assistance Employment & Training (FAE&T) program from the Talent Investment Agency (TIA) for the period of October 1, 2017 through September 30, 2018 in the amount of up to \$170,182.

Program Operations	\$ 159,237
Support Services	\$ 10,945
TOTAL	\$ 170,182

### **Background**

Congress established the FAE&T Program under the FSA of 1977, as amended, to provide eligible participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency. The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (DHHS) and TIA.

### **Discussion**

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday). Also, the ABAWD must not have a minor (under the age of 18) on their FAP case. The MWAs serve the ABAWDs, with oversight and technical assistance from the TIA. The DHHS local offices will provide services for the non-ABAWD FAE&T population. Through joint efforts, employment and training services are available to all FAP applicants and recipients in the state of Michigan.

Funding will be used mostly for case management and career advising services. Training funding is a possibility after participants are assessed and deemed in need of training to secure gainful employment. Support Services are available on a limited basis for items such as mileage reimbursement.

The number of participants in FAE&T is expected to increase dramatically due to the expiration of a waiver the State of Michigan had received for several years. Since most FAE&T participants are also WIOA Adult eligible, funds from this program will likely be used to assist with needs in FAE&T.

The Talent Investment Agency requires that MWAs develop plans to address FAE&T activities for the period October 1, 2017, through September 30, 2018.

The FY 2018 FAE&T Plan must be approved by both 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 17-25**

**RESOLUTION APPROVING THE FISCAL YEAR 2018 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS**

- WHEREAS, The FAE&T Program was established to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency; and
- WHEREAS, FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs) ages 18-49; and
- WHEREAS, The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (DHHS) and the Talent Investment Agency; and
- WHEREAS, Funding will mostly be used for case management and career advising services; and
- WHEREAS, The TIA requires that MWAs develop plans for submission to TIA to address PATH activities for the period October 1, 2017, through September 30, 2018; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$170,182; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the FAE&T plan.

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2017 FAE&T Plan in the amount of \$170,182 for the period of October 1, 2017 to September 30, 2018.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said plan for submission to TIA as well as any future amendments for monetary and contract language adjustments.

**MEMORANDUM****WDB RESOLUTION 17-26**

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

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

**Date:** September 6, 2017

**Subject:** Section 107 Adult Education partner Memorandum of Understanding

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on a Memorandum of Understanding (MOU) for the Section 107 Adult Education Career Technical Pilot Program.

**Discussion**

The WIOA law emphasizes partnerships with other agencies as a way to perform outreach, share resources and avoid duplication of services. Some partner agencies are "required" and must enter into MOUs with their local Michigan Works! office while others make sense from a programmatic standpoint.

Section 107 funding for Adult Education does not make a recipient a "required" partner of the Michigan Works! system, but in most cases, it makes sense to work with these organizations. Lenawee Intermediate School District (LISD), Adrian Public Schools, Hillsdale Community Schools, Lenawee Now and Hudson Area Schools have asked Michigan Works! Southeast to support their application for Section 107 funding for Hillsdale and Lenawee counties.

LISD has a regional career and technical education center that will be the center of the application for Section 107 funding. They will serve as the fiscal and administrative agent for the grant. Michigan Works! will support with job placement assistance and other workforce development services as needed and appropriate.

Approval for this MOU 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 17-26**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SECTION 107 ADULT EDUCATION CAREER TECHNICAL PILOT 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, The Workforce Innovation and Opportunity Act (WIOA) encourages that partnerships and MOUs be established with certain grant/programs; and
- WHEREAS, A group of agencies in Lenawee and Hillsdale counties, led by the Lenawee Intermediate School District, has submitted an application for Section 107 Adult Education funding; and
- WHEREAS, Michigan Works! Southeast has been asked to be a part of this project to support with job placement services and other workforce development services as needed and appropriate; and
- WHEREAS, The MOU agreement will run from August 25, 2017 to September 30, 2018; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.
- IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding for the Section 107 Adult Education Career Technical Pilot Program.
- BE IT FURTHER RESOLVED** that staff are authorized to negotiate the specifics of the MOU.
- BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, including any necessary updates as they may arise.

**MEMORANDUM****WDB Resolution 17-27**

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

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

**Date:** September 6, 2017

**Subject:** Memorandum of Understanding with the Michigan Army National Guard

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on a Memorandum of Understanding (MOU) with the Michigan Army National Guard.

**Discussion**

The Michigan Army National Guard (MANG) recently requested the opportunity to have some space at the Lenawee Service Center to recruit and meet with potential recruits. The Lenawee Service Center Manager spoke with them and is willing to provide space on a regular basis to the MANG. There is an approximately 130 square foot room that is being used for storage that they can use.

MANG expressed that they are not able to provide funds for the use of this space but they can provide in-kind services such as printing, publication and promotional support to Michigan Works! This MOU will also help drive visitors to the Lenawee Service Center.

Approval for this MOU 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 17-27**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)  
WITH THE MICHIGAN ARMY NATIONAL GUARD**

- 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 that partnerships and MOUs be established with certain grant/programs; and
- WHEREAS, The Michigan Army National Guard (MANG) recently requested the opportunity to recruit out of the Lenawee Service Center; and
- WHEREAS, Staff feel this will be advantageous as it will bring visitors to the Center and help with promoting a partner agency program; and
- WHEREAS, MANG will provide in-kind services in exchange for access to a small conference room that is currently open at the Center; and
- WHEREAS, The MOU agreement will run from September 13, 2017 with no end date; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.



**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Michigan Army National Guard.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate the specifics of the MOU.

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, including any necessary updates as they may arise.

**MEMORANDUM****WDB Resolution 17-28**

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

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

**Date:** September 13, 2017

**Subject:** Memorandum of Understanding with Ypsilanti Community Schools

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on a Memorandum of Understanding (MOU) with Ypsilanti Community Schools.

**Discussion**

Ypsilanti Community Schools (YCS) has been a long-term partner with the Washtenaw Service Center. In the past, Service Center staff have provided workshops and other workforce information to groups throughout Ypsilanti Community Schools. The district has requested that we continue these activities. It also gives us outreach opportunities for WIOA Adult and Youth programs.

Approval for this MOU 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 17-28**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)  
WITH YPSILANTI COMMUNITY SCHOOLS**

- 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 that partnerships and MOUs be established with certain grant/programs; and
- WHEREAS, Ypsilanti Community Schools would like to continue and formalize the partnership with staff at the Washtenaw Service Center; and
- WHEREAS, Staff have provided workshops and other workforce information to students throughout the district; and
- WHEREAS, The Partnership will allow staff to perform outreach and recruit for some workforce programs; and
- WHEREAS, The MOU agreement will run for the 2017-2018 school year; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Ypsilanti Community Schools.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate the specifics of the MOU.

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, including any necessary updates as they may arise.

## MEMORANDUM

### WDB Resolution 17-29

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

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

**Date:** September 13, 2017

**Subject:** Calendar year 2018 meeting Schedule

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the following meeting schedule for Calendar Year 2018.

### **Background**

The following proposed dates are presented for meetings for the Workforce Development Board in Calendar Year 2018. All meetings, unless otherwise notified, will begin at 10:00 a.m. at the Chelsea Comfort Inn and Village Conference Center.

- January 10
- March 14
- May 9
- June 13
- September 12
- November 14

The Executive Committee of the Workforce Development Board is proposing to meet on the dates listed below at 2 p.m. at the Chelsea Comfort Inn and Village Conference Center, unless otherwise noted:

- January 3
- February 7
- March 7
- April 4
- May 2
- June 6
- July 11
- August 8
- September 5
- October 3
- November 7
- December 5

The meeting dates must be approved by both the Michigan Works! Southeast Workforce Development Board. A resolution has been attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 17-29**

**RESOLUTION APPROVING THE CALENDAR YEAR 2018 MEETING SCHEDULE  
FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT  
BOARD**

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 proposed meeting dates for the full Board meetings are listed on the corresponding memo, all with 10:00 a.m. starts at the Chelsea Comfort Inn and Village Conference Center; and

WHEREAS, The proposed meeting dates for the Executive Committee meetings are listed on the corresponding memo, all with 2:00 p.m. starts at the Chelsea Comfort Inn and Village Conference Center; and

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves following the above mentioned meeting schedule for Calendar Year 2018.

**12. Resolutions for Consideration of the Southeast Michigan Consortium Board –  
John Burlka**

**MEMORANDUM****Consortium Board Resolution 17-08**

**To:** Southeast Michigan Consortium Board

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

**Date:** September 13, 2017

**Subject:** WIOA FY 2015 Service Center Operation allocation funding

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board accept funding for the FY 2015 Service Center Operations grant from the Talent Investment Agency (TIA) for the time period July 1, 2017 through June 30, 2018 in the amount of \$128,975.

**Discussion**

TIA has identified additional FY 2015 WIOA funds that must be expended by June 30, 2018. These funds have been allocated to the different Michigan Works! agencies and are earmarked for use as Service Center Operations funding. This funding is largely used to help cover costs of opening the Service Centers. Michigan Works! Southeast has been allocated \$128,975 for the current fiscal year (7/1/17 through 6/30/18).

The FY 2015 Service Center Operations grant must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.



## SOUTHEAST MICHIGAN CONSORTIUM BOARD

### RESOLUTION 17-08

#### RESOLUTION APPROVING THE FISCAL YEAR 2015 SERVICE CENTER OPERATIONS GRANT FUNDS

- 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 states to carry out activities that support and enhance the one-stop service delivery system; and
- WHEREAS, Service center operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities; and
- WHEREAS, Additional FY 2015 funds have been allocated by TIA in the amount of \$128,975 for Service Center Operations; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the Service Center Operations grant.
- NOW THEREFORE BE IT RESOLVED** that the Southeast Michigan Consortium Board hereby approves the FY 2015 WIOA Service Center Operations grant and accepts funding in the amount of \$128,975.
- BE IT FURTHER RESOLVED** that the Chair of the Southeast Michigan Consortium Board is authorized to sign said request for submission to the Talent Investment Agency as well as any future amendments for monetary and contract language adjustments.

# MEMORANDUM

## Consortium Board Resolution 17-09

**To:** Southeast Michigan Consortium Board

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

**Date:** September 13, 2017

**Subject:** FY 2018 Partnership, Accountability, Training and Hope (PATH) program plan

### **Board Action Requested**

It is requested that the Southeast Michigan Consortium Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) program from the Talent Investment Agency (TIA) for the period of October 1, 2017 through September 30, 2018 in the amount of up to \$3,576,708.

Temporary Assistance for Needy Families	\$ 3,060,969
General Fund/General Purpose	\$ 515,739
<b>TOTAL</b>	<b>\$ 3,576,708</b>

### **Background**

The Partnership, Accountability, Training and Hope (PATH) program is the current Welfare Reform program in the State of Michigan. The goal of PATH is to assist welfare applicants/recipients and low-wage workers succeed in the labor market. PATH places a strong emphasis on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, learn job skills and advance in their professions rather than only emphasizing initial placement.

### **Discussion**

The PATH Program is a partnership between Michigan Works Agencies (MWAs) and the Michigan Department of Health and Human Services (DHHS) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses.

The State of Michigan has implemented a 21-day Application Eligibility Period (AEP) which would require participants to participate in the PATH program for 21 days before their cases are processed. The goal of this approach is to provide Michigan Works! agencies with more time to evaluate, assess and prepare participants to attain employment and meet Federal Work Participation

The Talent Investment Agency requires that MWAs and local DHHS offices develop plans to address PATH activities for the period October 1, 2017, through September 30, 2018. The initial FY 2018 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State General Fund/General Purpose (GF/GP) funds.

The FY 2018 PATH Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 17-09**

RESOLUTION APPROVING THE FISCAL YEAR 2018 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

- WHEREAS, The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and
- WHEREAS, The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and
- WHEREAS, The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Health and Human Services (DHHS), and The Talent Investment Agency (TIA) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and
- WHEREAS, The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2017, through September 30, 2018; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$3,576,708; and
- WHEREAS, The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the local PATH plan.

**NOW THEREFORE BE IT RESOLVED** that the Southeast Michigan Consortium Board hereby approves the FY 2017 PATH Plan in the amount of \$3,576,708 for the period of October 1, 2017 to September 30, 2018.

**BE IT FURTHER RESOLVED** that the Chair of the Southeast Michigan Consortium Board is authorized to sign said plan for submission to the Talent Investment Agency as well as any future amendments for monetary and contract language adjustments.

## MEMORANDUM

### Consortium Board Resolution 17-10

**To:** Southeast Michigan Consortium Board

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

**Date:** September 6, 2017

**Subject:** FY 2018 Food Assistance Employment and Training (FAE&T) program plan

#### **Board Action Requested**

It is requested that the Southeast Michigan Consortium Board accept funding and approve the plan for the Food Assistance Employment & Training (FAE&T) program from the Talent Investment Agency (TIA) for the period of October 1, 2017 through September 30, 2018 in the amount of up to \$170,182.

Program Operations	\$ 159,237
Support Services	\$ 10,945
TOTAL	\$ 170,182

#### **Background**

Congress established the FAE&T Program under the FSA of 1977, as amended, to provide eligible participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency. The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (DHHS) and TIA.

#### **Discussion**

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday). Also, the ABAWD must not have a minor (under the age of 18) on their case. The MWAs serve the ABAWDs, with oversight and technical assistance from the TIA. The DHHS local offices will provide services for the non-ABAWD FAE&T population. Through joint efforts, employment and training services are available to applicants and recipients in the state of Michigan.

Funding will be used mostly for case management and career advising services. Training funding is a possibility after participants are assessed and deemed in need of training to secure gainful employment. Support Services are available on a limited basis for items such as mileage reimbursement.

The number of participants in FAE&T is expected to increase dramatically due to the expiration of a waiver the State of Michigan had received for several years. Since most FAE&T participants are also WIOA Adult eligible, funds from this program will likely be used to assist with needs in FAE&T.

The Talent Investment Agency requires that MWAs develop plans to address FAE&T activities for the period October 1, 2017, through September 30, 2018. The FY 2018 FAE&T Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 17-10**

**RESOLUTION APPROVING THE FISCAL YEAR 2018 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS**

- WHEREAS, The FAE&T Program was established to provide eligible participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency; and
- WHEREAS, FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs) ages 18-49; and
- WHEREAS, The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (DHHS) and the Talent Investment Agency; and
- WHEREAS, Funding will mostly be used for case management and career advising services; and
- WHEREAS, The TIA requires that MWAs develop plans for submission to TIA to address PATH activities for the period October 1, 2017, through September 30, 2018; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$170,182; and
- WHEREAS, The TIA requires that the Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the FAE&T plan.

**NOW THEREFORE BE IT RESOLVED** that the Southeast Michigan Consortium Board hereby approves the FY 2018 FAE&T Plan in the amount of \$170,182 for the period of October 1, 2017 to September 30, 2018.

**BE IT FURTHER RESOLVED** that the Chair of the Southeast Michigan Consortium Board is authorized to sign said plan for submission to TIA as well as any future amendments for monetary and contract language adjustments.

**MEMORANDUM****Consortium Board (CB) Resolution 17-11**

**To:** Southeast Michigan Consortium Board

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

**Date:** September 13, 2017

**Subject:** Washtenaw Service Center Lease Award

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve the awarding of a five-year lease with 300 Harriet, LLC.

**Background**

In Resolution 17-05, the Consortium Board approved the release of a Request for Quotation (RFQ) for Service Center space in Washtenaw County. Only one response was received from 300 Harriet, LLC.

**Discussion**

300 Harriet, LLC is the name of the agency that owns the space of the current Service Center in Ypsilanti. The proposed lease will run from 2/1/2018 through 1/31/2023 for a base rent of \$756,132 for all five years. General maintenance is included in the rent but there will be additional costs for utilities, taxes, snow removal, etc... Further negotiations between staff and 300 Harriet, LLC is needed and will be scheduled before a lease is submitted for signature.

Approval of the Chair's signature on the lease is contingent upon approval by the Consortium Board. A Resolution is attached for your consideration.

## SOUTHEAST MICHIGAN CONSORTIUM BOARD

### RESOLUTION 17-11

#### A RESOLUTION APPROVING A LEASE WITH 300 HARRIET, LLC FOR SERVICE CENTER SPACE IN WASHTENAW COUNTY

- 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 Request for Quotation was released to secure quotes for office space in Washtenaw County; and
- WHEREAS, A response was received from 300 Harriet, LLC, the current lease provider at the Washtenaw Service Center; and
- WHEREAS, A draft lease was proposed with a base rent amount of \$756,132 for all five years of the lease (2/1/18 through 1/31/23); and
- WHEREAS, Staff will have further negotiations with 300 Harriet, LLC before a final draft lease is submitted to the Chair; and
- WHEREAS, A review committee has reviewed the bid and is recommending approval.
- IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the awarding of a lease with 300 Harriet, LLC in the base rent amount of \$756,132 to the Southeast Michigan Consortium.
- BE IT FURTHER RESOLVED** the Chair of the Southeast Michigan Consortium Board or their designee is authorized to sign the lease and any additional documents to support the lease, as well as any future amendments for monetary and contract language adjustments.

**MEMORANDUM****Consortium Board Resolution 17-12**

**To:** Southeast Michigan Consortium Board

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

**Date:** September 13, 2017

**Subject:** Fiscal Year 2017 agency budget modification approval

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve the Fiscal Year 2017 Michigan Works! Agency budget modification for the time period July 1, 2017 through June 30, 2018.

**Discussion**

In Resolution CB 16-55 passed on June 5, 2017, the Consortium Board approve the FY 17 budget as presented. Since then, clarifications on the amount of carry-in and updates on grant allocations with an October 1, 2017 start date have been provided.

The modification reflects an increase in projected revenue and expenditures of \$1,146,709. As with the original budget previously approved, several considerations have been taken into account for this budget including grant allocations from the Talent Investment Agency, projected job seeker caseloads and estimated levels of funding for Incumbent Worker and Skilled Trade Training Fund (STTF) programs.

The Fiscal 2017 budget may require adjustments within the line items and to the revenue projections based on executed activities, changes in funding levels and jobseekers/employers served. These changes will be periodically updated to the Consortium Board and Workforce Development Board.

The Fiscal Year 2017 Michigan Works! Agency budget modification requires approval from the Southeast Michigan Consortium Board. The Executive Committee of the Michigan Works! Southeast Workforce Development Board is recommended approval of the modifications. A Resolution is attached for your consideration.



# **SOUTHEAST MICHIGAN CONSORTIUM BOARD**

## **RESOLUTION 17-12**

### **A RESOLUTION MODIFYING THE APPROVED FISCAL YEAR 2017 MICHIGAN WORKS! AGENCY BUDGET**

- 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 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, To assist with planning out programs and activities, staff developed a budget for Fiscal Year 2017 (7/1/17 through 6/30/18) and it was approved by the Consortium Board on 6/5/17 in Resolution 16-55; and
- WHEREAS, Staff would like to update the previously approved budget with correct carry-in amounts from FY 2016 and updated allocations from grants with an October 1 start date; and
- WHEREAS, Expenditures are estimated based on projected caseload, projected services to employers and necessary staffing levels; and
- WHEREAS, Periodic updates may be necessary by staff and communicated to the Consortium Board and Workforce Development Board; and
- WHEREAS, Approval of this budget modification requires approval from the Southeast Michigan Consortium Board; and
- WHEREAS, The Executive Committee of the Michigan Works! Southeast Workforce Development Board is recommending approval of the budget modifications.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the modifications to the Fiscal Year 2017 budget for the Southeast Michigan Works! Agency for the time period July 1, 2017 through June 30, 2018.

**BE IT FURTHER RESOLVED** the Chair of the Southeast Michigan Consortium Board or their designee is authorized to sign any necessary documents for this budget modification.

## Budget Revision 1 for Program Year 2017 - July 1, 2017 to June 30 2019

### Revenue by Source

Workforce Innovation and Opportunity Act Grants	Previously Approved	Proposed Change	New total	Comments
Adult	\$1,183,382	\$0	\$1,183,382	
Dislocated	\$1,536,940	\$125,000	\$1,661,940	Received additional prior-year funding which increased carry-forward amount
Youth	\$1,447,776	\$38,000	\$1,485,776	Higher carry forward
Administration	\$538,582	-\$218,582	\$320,000	lower carry-forward due to change in cost allocation plan.
Statewide Activities-MWSC	\$243,000	\$23,190	\$266,190	Received additional prior-year funding which increased carry-forward amount; may receive AY 2017 allocation which is not factored into budget
Statewide Apprenticeship Coordinators	\$31,250	\$0	\$31,250	
SP National Emergency Grant	\$300,000	\$0	\$300,000	
America's Promise Grant	\$150,000	\$0	\$150,000	
Capacity Building	\$0	\$56,716	\$56,716	New Grant - Pass-through to Michigan Works! Association
Apprenticeship State Accelerator Grant	\$6,250	\$0	\$6,250	
Adult Education(Title II)	\$154,470	-\$84,470	\$70,000	Reduced grant award
<b>Total WIOA</b>	<b>\$5,591,650</b>	<b>-\$60,146</b>	<b>\$5,531,504</b>	

Wagner-Peyser and Trade Act Grants	Previously Approved	Proposed Change	New total	Comments
Employment Services	\$953,152	\$0	\$953,152	
RESEA	\$39,803	\$0	\$39,803	
RESEA - Work-Based Training	\$36,877	\$0	\$36,877	
TAA	\$250,000	\$39,396	\$289,396	Actual allocation greater than anticipated.
TAA Admin	\$12,500	\$1,970	\$14,470	Actual allocation greater than anticipated.
Case Management	\$101,289	\$0	\$101,289	
Total Wagner Peyser and Trade	\$1,393,621	\$41,366	\$1,434,987	
PATH / TANF / Food Assistance Grants	Previously Approved	Proposed Change	New total	Comments
PATH / TANF	\$2,816,517	\$1,183,483	\$4,000,000	Increased carry-forward funds due to changes in cost allocation system; grant award larger than expected
PATH / GFGP	\$475,059	-\$88,256	\$386,803	Adjust for fiscal year differences
PATH Food Asst / Support service	\$9,766	\$1,179	\$10,945	Actual allocation greater than anticipated.
State Admin Match Food Assistance	\$165,154	-\$5,917	\$159,237	Actual allocation lower than anticipated.
Foster Care	\$23,530	\$0	\$23,530	
Refugee	\$24,709	\$0	\$24,709	
Families Forward	\$200,000	\$0	\$200,000	
Total PATH / TANF / Food Assistance	\$3,714,735	\$1,090,489	\$4,805,224	

Other Grants	Previously Approved	Proposed Change	New total	Comments
JMG	\$0	\$60,000	\$60,000	Not included in previous budget
Skilled Trades Training	\$1,800,000			Grants will be awarded in November; amount may be higher than budget due to increase state appropriation
Skilled Trades Admin	\$90,000	\$0	\$1,800,000	
Community Corrections			\$90,000	
Total Other	\$1,890,000	\$25,000	\$25,000	Not included in previous budget; Washtenaw County appropriation
		\$85,000	\$1,975,000	
Grand Total	\$12,590,006	\$1,156,709	\$13,746,715	

# Budget Revision 1 for Program Year 2017 - July 1, 2017 to June 30 2019

## Expenses by Type

Line Item	Previously Approved	Proposed Change	New total	Comments
Salaries and Fringes / MWSE Staff	\$5,000,000	\$0	\$5,000,000	
Contractor Expenses	\$1,900,000	\$0	\$1,900,000	
SEMCA	\$400,000	\$50,000	\$450,000	Based on projected increase in total expenditures
Professional Services	\$175,000	\$0	\$175,000	
Travel	\$78,000	\$0	\$78,000	
Conferences	\$36,000	\$56,517	\$92,517	Includes pass-through funds to Michigan Works! Association for professional development and capacity building.
Utilities	\$140,000	-\$63,000	\$77,000	Original projections included one-time expenses in PY 16 and some misclassified equipment expenses
Office Supplies	\$40,000	\$0	\$40,000	
Insurance	\$55,000	\$0	\$55,000	
Rent / Building Costs	\$610,000	\$0	\$610,000	
Technology	\$50,000	\$135,000	\$185,000	Revision include needed upgrades to IT infrastructure, and IT maintenance agreements that were not included in original budget.
Repairs / Maintenance	\$15,000	\$0	\$15,000	
Meeting Costs	\$12,000	\$0	\$12,000	
Equipment	\$65,000	\$25,000	\$90,000	Based on need to replace outdated equipment and furnishings.
Dues / Subscriptions	\$70,000	\$0	\$70,000	
Outreach / Advertising	\$75,000	\$0	\$75,000	
Participant Training and Support	\$3,869,007	\$953,192	\$4,822,199	
<b>Grand Total</b>	<b>\$12,590,007</b>	<b>\$1,156,709</b>	<b>\$13,746,716</b>	

**13. Resolutions for Consideration by both the Consortium Board (John Burlka) and the Workforce Development Board (Sean Duval)**

**MEMORANDUM****Consortium Board Resolution 17-13**

**To:** Southeast Michigan Consortium Board

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

**Date:** September 13, 2017

**Subject:** FY 2017 Reemployment Services and Eligibility Assessment (RESEA) Program

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board accept funding and approve the plan for the FY 2017 Reemployment Service and Eligibility Assessment (RESEA) program in the amount of \$31,943 for the time period January 1, 2017 through December 31, 2017.

**Background**

Reemployment Services and Eligibility Assessment (RESEA) Program has replaced the Unemployment Insurance Agency's (UIA) mandatory profiling program. Under the RESEA, Unemployment Insurance (UI) applicants deemed as "likely to exhaust their unemployment" will receive a letter from UIA instructing them to make an appointment for the RESEA program at their local Michigan Works! Agency (MWA). Like the mandatory profiling program before it, the RESEA will provide additional job search services to UI applicants who have had several spells of unemployment in recent years, are from an industry that is projected to be declining for the foreseeable future or has education/work skills projected to be in decline.

**Discussion**

The MWAs must deliver all the RESEA activities listed below:

- Orientation to the MWA Services (First RESEA Only).
- Confirmation of active profile on Pure Michigan Talent Connect.
- Assessment of UI Eligibility performed in a confidential, personalized setting by Wagner-Peyser (WP) merit-based staff.
- Verification of the Monthly Record of Work Search Form (#1583).
- Development of an Individual Service Strategy.
- Review of specific Labor Market Information.
- Provision of at least two (2) hours of Reemployment Services.

New to this RESEA Policy Issuance is the ability to re-schedule appointments within a set time frame, the option for a 2<sup>nd</sup> RESEA appointment and updated reimbursement amounts for each visit (\$144.28 for the 1<sup>st</sup> visit and \$80 for the 2<sup>nd</sup> visit).

The program will be implemented in coordination between the UIA, the Talent Investment Agency and local Michigan Works! offices. Persons eligible for RESEA will be notified by UIA and directed to go to a Michigan Works! agency to participate in required activities. The Southeast Michigan Consortium will be provided the reimbursement rates described above for each eligible person served.

The plan must be approved by both the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board. A resolution has been attached for your consideration.



**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 17-13**

RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE FY 2017 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION

- 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 Reemployment Services and Eligibility Assessment (RESEA) Program will be replacing the Unemployment Insurance Agency's (UIA) mandatory profiling program; and
- WHEREAS, UI applicants receiving these benefits must participate in certain services through a Michigan Works! agency (MWA):
- Orientation to MWA Services
  - Assessment of UI Eligibility performed in a confidential, personalized setting by WP merit-based staff
  - Confirmation of an active profile on Pure Michigan Talent Connect (PMTTC)
  - Verification of the Monthly Record of Work Search Form (Form #1583)
  - Development of an Individual Service Strategy (ISS)
  - Review specific Labor Market Information (LMI)
  - Provide at least 2 ½ hours of Reemployment Services
- WHEREAS, The program will be implemented in coordination between the UIA, Talent Investment Agency and local Michigan Works! agencies; and

WHEREAS, These are available to RESEA services provided to referred people from January 1, 2017 through December 31, 2017; and

WHEREAS, The plan must be approved by both the Southeast Michigan Consortium Board and the Southeast Michigan Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the grant and plan for the FY 2017 Reemployment Services and Eligibility Assessment (RESEA) Program for the time January 1, 2017 through December 31, 2017 in the amount of \$31,943.

**BE IT FURTHER RESOLVED** that the Chair of the Southeast Michigan Consortium Board be authorized to sign said plan for submission to the Talent Investment Agency.

# MEMORANDUM

## WDB Resolution 17-30

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

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

**Date:** September 13, 2017

**Subject:** FY 2017 Reemployment Services and Eligibility Assessment (RESEA) Program

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the FY 2017 Reemployment Service and Eligibility Assessment (RESEA) program in the amount of \$31,943 for the time period January 1, 2017 through December 31, 2017.

### **Background**

Reemployment Services and Eligibility Assessment (RESEA) Program has replaced the Unemployment Insurance Agency's (UIA) mandatory profiling program. Under the RESEA, Unemployment Insurance (UI) applicants deemed as "likely to exhaust their unemployment" will receive a letter from UIA instructing them to make an appointment for the RESEA program at their local Michigan Works! Agency (MWA). Like the mandatory profiling program before it, the RESEA will provide additional job search services to UI applicants who have had several spells of unemployment in recent years, are from an industry that is projected to be declining for the foreseeable future or has education/work skills projected to be in decline.

### **Discussion**

The MWAs must deliver all the RESEA activities listed below:

- Orientation to the MWA Services (First RESEA Only).
- Confirmation of active profile on Pure Michigan Talent Connect.
- Assessment of UI Eligibility performed in a confidential, personalized setting by Wagner-Peyser (WP) merit-based staff.
- Verification of the Monthly Record of Work Search Form (#1583).
- Development of an Individual Service Strategy.
- Review of specific Labor Market Information.
- Provision of at least two (2) hours of Reemployment Services.

New to this RESEA Policy Issuance is the ability to re-schedule appointments within a set time frame, the option for a 2<sup>nd</sup> RESEA appointment and updated reimbursement amounts for each visit (\$144.28 for the 1<sup>st</sup> visit and \$80 for the 2<sup>nd</sup> visit).

The program will be implemented in coordination between the UIA, the Talent Investment Agency and local Michigan Works! offices. Persons eligible for RESEA will be notified by UIA and directed to go to a Michigan Works! agency to participate in required activities. The Agency will be provided the reimbursement rates described above for each eligible person served.

The plan must be approved by both the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board. A resolution has been attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 17-30**

**RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON  
THE FY 2017 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA)  
PROGRAM GRANT APPLICATION**

- 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 Reemployment Services and Eligibility Assessment (RESEA) Program will be replacing the Unemployment Insurance Agency's (UIA) mandatory profiling program; and
- WHEREAS, UI applicants receiving these benefits must participate in certain services through a Michigan Works! agency (MWA):
- Orientation to MWA Services
  - Assessment of UI Eligibility performed in a confidential, personalized setting by WP merit-based staff
  - Confirmation of an active profile on Pure Michigan Talent Connect (PMTTC)
  - Verification of the Monthly Record of Work Search Form (Form #1583)
  - Development of an Individual Service Strategy (ISS)
  - Review specific Labor Market Information (LMI)
  - Provide at least 2 ½ hours of Reemployment Services

WHEREAS, The program will be implemented in coordination between the UIA, Talent Investment Agency and local Michigan Works! agencies; and

WHEREAS, These are available to RESEA services provided to referred people from January 1, 2017 through December 31, 2017; and

WHEREAS, The plan must be approved by both the Southeast Michigan Consortium Board and the Southeast Michigan Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the grant and plan for the FY 2017 Reemployment Services and Eligibility Assessment (RESEA) Program for the time January 1, 2017 through December 31, 2017 in the amount of \$31,943.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board be authorized to sign said plan for submission to the Talent Investment Agency.

#### **14. Discussion Items (both boards)**

Workforce Development Board  
Executive Committee Meeting  
July 12, 2017, 2:00pm – 4:00pm  
Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

Present: Donald Germann (via conference call)  
Sean Duval  
Marcus James  
Lynn Matzen  
Scott Menzel  
Matthew Sandstrom  
Grace Trudell (via conference call)  
Leann Wilt

Absent: Richard Currie

Staff: Bill Sleight  
Shamar Herron  
Jim Coutu  
Maggie Flaherty  
Peg Windsor

1. Call to order

Sean Duval, Chairperson called the meeting to order at 2:00 pm

Quorum Present

2. Chair Report

a. Evaluation of the Director

Sean Duval provided update on Director's Evaluation. Marcus James and Sean Duval to review the director's evaluation (examples from Southeast Michigan Community Alliance-SEMCA, and South Central Michigan Works!). Discussion.

b. Balanced Scorecard (BSC)

Update provided by Bill Sleight. Bill and Shamar scheduled to meet individually with manager's to review their BSC. Performance evaluation planned for staff. BSC is part of the staff annual performance evaluation. Discussion.

3. Director Report

a. Fiscal Update

Bill reviewed the Southeast Michigan Consortium Income Statement for Period Ending June 30, 2017-Prelliminary. Discussion.

b. Contractor Reports

Bill reported the Contractors to provide written reports with regular updates to the reports. Monitoring of Contractors scheduled for August-

Fall. Discussion.

c. Sector Initiatives

Bill and Sean met with the Washtenaw County Convention Visitors Bureau (CVB) to discuss the hospitality industry and to discuss providing a career awareness path for the hospitality industry. Sean reported on the Washtenaw County Convention Visitors Bureau's (CVB) study which identified improving the benefits of the industry to create more retention within the workforce as an important need for many of its members. Discussion.

d. Compensation Study Update

Bill reported consultant is coordinating a salary survey with comparable organizations. Next week consultant is providing a mythology review of the compensation study with staff. Discussion.

e. Marketing Project Update

Bill reported Annodyne provides regular written updates. Current phase is reviewing Michigan Works! Southeast research. Discussion.

f. One Stop Operator Update

Bill Sleight reported the One-Stop Partners meeting scheduled on August 2, 2017. Meeting facilitated by Thomas P. Miller and Associates. Discussion.

Shamar Herron provided update on Summer 17. Discussion.

4. Committee Reports

a. Employer Services – Rick Currie, Chair

-Jim Coutu reported on the committee meeting on June 14 held during the WDB meeting. Jim and Rick Currie plan to meet to discuss specific priorities for the committee.

b. Job Seeker Services

– Marcus James, Chair provided update. Marcus reviewed the Mind Mapping chart he condensed from ALICE Asset, Limited, Income Constrained, Employed United Way Report. ALICE is a study on financial hardship. Discussion.

c. Talent District Career Council (TDCC) Scott Menzel

-Scott Menzel reported on Adult Education (AE). AE continued funding. State did not implement the formula. Discussion.

d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair

-Lynn Matzen reported an August meeting is planned for the committee. Discussion.

5. Action Items - Resolutions for Consideration:

Memorandum - Workforce Innovation and Opportunity Act required Partner Memorandums of Understanding (MOU)

a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-01

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON COLLEGE



Sean Duval call for motion to approve WDB Resolution 17-01  
 MOTION: Scott Menzel moved to approve WDB Resolution 17-01 MOU with Jackson College.  
 SUPPORT: Matthew Sandstrom  
 Bill Sleight reviewed. Discussion.  
 MOTION CARRIED UNANIMOUSLY

b. WDB RESOLUTION 17-02  
 A RESOLUTION APPROVING MOU WITH WASHTENAW COMMUNITY college

Sean Duval call for a motion to approve WDB 17-02  
 MOTION: Marcus James moved to approve WDB Resolution 17-02 the MOU with Washtenaw College.  
 SUPPORT: Leann Wilt  
 Bill Sleight provided update. Discussion.  
 MOTION CARRIED UNANIMOUSLY

c. WDB RESOLUTION 17-03  
 A RESOLUTION APPROVING MOU WITH MOTT COMMUNITY COLLEGE

Sean Duval call for motion to approve WDB Resolution 17-03  
 MOTION: Scott Menzel moved to approve WDB 17-03 the MOU with Mott Community College.  
 SUPPORT: Marcus James  
 Bill Sleight reviewed discussion.  
 MOTION CARRIED UNANIMOUSLY

d. WDB RESOLUTION 17-04  
 A RESOLUTION APPROVING A MOU WITH THE BUREAU OF SERVICES FOR BLIND PERSONS

Sean Duval call for a motion to approve WDB Resolution 17-04  
 MOTION: Matthew Sandstrom moved to approve WDB 17-04 the MOU with the Bureau of Services for Blind  
 SUPPORT: Leann Wilt  
 Bill Sleight reviewed. Discussion.  
 MOTION CARRIED UNANIMOUSLY

e. WDB RESOLUTION 17-05  
 A RESOLUTION APPROVING A MOU WITH THE BUREAU OF SERVICES FOR CATHOLIC SOCIAL SERVICES OF WASHTENAW COUNTY

Sean Duval call for a motion to approve WDB Resolution 17-05  
 MOTION: Marcus James moved to approve WDB 17-05 the MOU with the Bureau of Services for Catholic Social Services of Washtenaw County  
 SUPPORT: Lynn Matzen  
 Bill Sleight reviewed. Discussion.  
 MOTION CARRIED UNANIMOUSLY

f. WDB RESOLUTION 17-06

A RESOLUTION APPROVING AN AGREEMENT FOR ADVANCE MICHIGAN CENTER FOR APPRENTICESHIP INNOVATION (AMCAI) GRANT

Sean Duval call for a motion to approve WDB Resolution 17-06

MOTION: Lynn Matzen moved to approve WDB 17-06 the agreement for advance Michigan Center for Apprenticeship Innovation (AMCAI) Grant

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

g. WDB RESOLUTION 17-07

RESOLUTION APPROVING AN AGREEMENT FOR MICHIGAN ROBOTICS AND ADVANCE MANUFACTURING TECHNOLOGY EDUCATION COLLABORATIVE (AM-RAMTEC) GRANT

Sean Duval call for motion to approve WDB Resolution 17-07

MOTION: Scott Menzel moved to approve WDB 17-07 an agreement for Michigan Robotics and Advance Manufacturing Technology Education Collaborative (AM-RAMTE) GRANT

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

h. WDB RESOLUTION 17-08

A RESOLUTION APPROVING AN AGREEMENT FOR THE FAMILY FORWARD DEMONSTRATION PROJECT

Sean Duval call for a motion to approve WDB Resolution 17-08

MOTION: Lynn Matzen moved to approve WDB 17-08 an agreement with the Family Forward Demonstration Project.

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion.

i. WDB RESOLUTION 17-09

A RESOLUTION APPROVING FY 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACT WIOA INCUMBENT WORKER TRAINING IWT FUNDS FOR MID-MICHIGAN MACHINING, INC. IN THE AMOUNT OF \$2,250

Sean Duval call for a motion to approve WDB Resolution 17-09

MOTION: Leann Wilt moved to approve WDB 17-09 the WIOA IWT Training funds for Mid-Michigan Machining, Inc. in the amount of \$2,250.

SUPPORT: Lynn Matzen

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

j. WDB RESOLUTION 17-10

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ACCUBILT, INC. IN THE AMOUNT OF \$1,850

Sean Duval call for a motion to approve WDB Resolution 17-10

MOTION: Marcus James moved to approve WDB 17-10 the WIOA IWT funds for Accubilt, Inc. in the amount of \$1,850.

SUPPORT: Matthew Sandstrom

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

k. WDB RESOLUTION 17-11

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CASTER CONCEPTS, INC. IN THE AMOUNT OF \$3,000

Sean Duval call for motion to approve WDB Resolution 17-11

MOTION: Matthew Sandstrom moved to approve WDB 17-11 the WIOA IWT funds for Caster Concepts, Inc. in the amount of \$3,000

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

l. WDB RESOLUTION 17-12

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR FULL SPECTRUM SOLUTIONS IN THE AMOUNT OF \$12,000

Sean Duval call for a motion to approve WDB Resolution 17-12

MOTION: Scott Menzel moved to approve WDB 17-12 the WIOA IWT funds for Full Spectrum Solutions in the amount of \$12,000.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY

m. WDB RESOLUTION 17-13

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DUSTY WHITNEY AUTOMOTIVE GROUP INC. IN THE AMOUNT OF \$24,785

Sean Duval call for a motion to approve WDB Resolution 17-13

MOTION: Matthew Sandstrom moved to approve WDB 17-13 the WIOA IWT funds for Dusty Whitney Automotive Group Inc. in the amount of \$24,785.

Bill Sleight reviewed. Discussion.

AMEND MOTION: Matthew Sandstrom moved to change the amount approved to \$15,000

SUPPORT: Lynn Matzen

MOTION APPROVED AS AMENDED

6. Public Comment

Sean Duval call for Public Comment. Public not present.

7. Adjournment

Meeting adjourned at 4:05 p.m.

Workforce Development Board  
Executive Committee Meeting  
September 6, 2017 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 via conference call  
Scott Menzel  
Matthew Sandstrom  
Grace Trudell  
Leann Wilt

Staff: Bill Sleight  
Shamar Herron  
Nicole Bell  
Dan Childs  
Jim Coutu  
Maggie Flaherty

1. Call to order  
Sean Duval, Chairperson called the meeting order at 2:00 p.m.
2. Roll Call  
Quorum Present
3. Approval of August 2, 2017 Executive Committee Meeting Minutes  
Sean Duval call for a motion to approve August 2, 2017 Executive Committee Meeting Minutes.  
MOTION: Richard Currie moved to approve the August 2, 2017 Executive Committee meeting minutes.  
SUPPORT: Donald Germann  
MOTION CARRIED UNANIMOUSLY
4. Approval of August 2, 2017 Executive Committee minutes meetings for Closed Session to Discuss Director's Evaluation  
Sean Duval call for a motion to approve the August 2, 2017 Executive Committee Meeting minutes for Closed Session to discuss Director's Evaluation.  
MOTION: Leann Wilt  
SUPPORT: Marcus James  
Discussion.  
MOTION CARRIED UNANIMOUSLY
5. Approval of Agenda  
Sean Duval call for a motion to approve the Agenda.

MOTION: Marcus James moved to approve the Agenda.

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UNANIMOUSLY

#### 6. Chair Report

##### a. Marketing Update – Annodyne

Darin Swan provided an update on the Michigan Works! Southeast Marketing strategy and next steps. Discussion.

##### b. Director's Evaluation

Evaluation of Director's 2016-2017 Balanced Scorecard.

Sean Duval call for a motion.

MOTION: Marcus James moved to recommend 1.55x of current target for 2016-2017 amount in Balanced Scorecard.

Discussion.

SUPPORT: Lynn Matzen

MOTION CARRIED UNANIMOUSLY

##### c. Balanced Scorecard (BSC) 2017-2018

Marcus James reviewed Director's BSC.

Bill Sleight and Shamar Herron have met with Management Team regards their Balanced Scorecard. Discussion.

#### 7. Director Report

##### a. Fiscal Update

Bill Sleight reviewed the Budget Revisions for Program Year 2017-July 1, 2017 to June 30, 2018.

Sean Duval call for motion.

MOTION: Matthew Sandstrom moved to recommend to the Consortium Board approval of the Budget Revisions for Program Year 2017 – July 1, 2017 to June 30 2018.

SUPPORT: Grace Trudell

MOTION CARRIED UNANIMOUSLY

Bill Sleight provided updates:

##### b. Contractor Reports

##### i. Livingston Educational Service Agency (LESA)

c. One Stop Operator Report-Thomas P. Miller & Associates next visit is planned in early November. Scheduled to meet Washtenaw Service Center and Livingston Service Center. Discussion.

##### d. 2018 Workforce Development Board Meeting Schedule-Draft

2018 Executive Committee Meeting Schedule-Draft

Review and approval by Workforce Development Board at September 13 meeting.

##### e. Compensation Study

30 days for completion.

##### f. Summer 17

Shamar Herron provided report. Shamar is presenting the Summer 17 program at the Michigan Works! Conference. Discussion.

## 8. Committee Reports

- a. Employer Services  
Rick Currie, Chair provided a summary of meeting on August 30.
- b. Job Seeker Services  
Marcus James, Chair provided summary.
- c. Talent District Career Council (TDCC)  
Scott Menzel reported the TDCC meets on September 26.
- d. Compliance, Finance and Operations (CFO)  
Lynn Matzen, Chair, provided summary of meeting on August 14.

Additional Committee reporting during the September 13 board meeting.

## 9. Consent Agenda:

- a. WDB RESOLUTION 17-22  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON INTERMEDIATE SCHOOL DISTRICT
- b. WDB RESOLUTION 17-26  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SECTION 107 ADULT EDUCATION CAREER TECHNICAL PILOT PROGRAM
- c. WDB RESOLUTION 17-27  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE MICHIGAN ARMY NATIONAL GUARD

Sean Duval call for a motion to approve Consent Agenda.

MOTION: Scott Menzel moved to approve the Consent Agenda.

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UNANIMOUSLY

## 10. Action Items - Resolutions for Consideration:

- a. WDB Resolution 17-21  
A RESOLUTION APPROVING THE FISCAL YEAR 2015 SERVICE CENTER OPERATIONS GRANT FUNDS

Sean Duval call for a motion to approve WDB Resolution WDB 17-21.

MOTION: Marcus James moved to approve WDB 17-21.

SUPPORT: Matthew Sandstrom

Discussion.

MOTION CARRIED UNANIMOUSLY

- b. WDB Resolution 17-23  
A RESOLUTION APPROVING A CONTRACT MODIFICATION WITH JEWISH FAMILY SERVICES INCREASING THE CONTRACT TO \$339,241

Sean Duval call for a motion to approve WDB Resolution WDB 17-23

MOTION: Grace Trudell moved to approve WDB Resolution 17-23

SUPPORT: Scott Menzel

MOTION CARRIED UNANIMOUSLY

c. WDB Resolution 17-24

A RESOLUTION APPROVING THE FISCAL YEAR 2018 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

Sean Duval call for a motion to approve WDB Resolution 17-24

MOTION: Leann Wilt moved to approve WDB Resolution 17-24

SUPPORT: Marcus James

Discussion.

MOTION CARRIED UNANIMOUSLY

d. WDB Resolution 17-25

A RESOLUTION APPROVING THE FISCAL YEAR 2018 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS

Sean Duval call for a motion to approve WDB Resolution 17-25

MOTION: Marcus James

SUPPORT: Matthew Sandstrom

Discussion.

MOTION CARRIED UNANIMOUSLY

11. Agenda For September 13, 2017 Joint Meeting of Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board  
Bill Sleight reviewed the agenda. Discussion.
12. Public Comment  
Sean Duval offered public comment. No public present.
13. Adjournment  
Meeting adjourned at 4:12 p.m.



## 15. Committee Reports



**Michigan Works! Southeast**  
**Jackson Service Center**  
**August 30th at 12:00pm**

**Employer Services Committee**

***Minutes***

**Board members present: Rick Currie, Bill Kinney**

**Staff present: Jim Coutu, Justin Al-lgoe**

**Agenda**

**Meeting brought to order at 12:05 p.m.**

1. **Introductions**- Introductions made by all present
2. **Staff responsibilities**- All present had discussion on the various roles and responsibilities of staff. It was decided that Jim will discuss the Business Services Team and their activities at the next meeting.
3. **Committee roles and responsibilities**- Rick discussed some ideas such as having a co-chair of the Employer Services committee and having a set note taker for the meetings. Specific responsibilities of the committee will be further discussed at the next meeting.
4. **Planning discussion**- Much of the meeting was spent discussing the items of the strategic plan that apply to the Employer Services Committee. Different on-going activities plus discussion of future ideas to meet the goals were discussed. This conversation will continue for a few more meetings so the committee can get a handle on where it should be focusing its efforts.
  - a. Strategic plan/mission
  - b. Sean's spreadsheet
  - c. Brainstorming
5. **IWT Grant Process Discussion**- The committee decided that the Employer Services Committee will serve as the "review committee" for Incumbent Worker applications.

**Page 1 of 2**



Approval would still need to go through the Executive Committee or full Board.

6. Meeting logistics- It was decided that the next meeting will be on 10/11 at 2 p.m. at the Washtenaw Service Center. At that time, a set rotation will be set for meeting dates/times and in-person/conference call
  - a. Standing agenda
  - b. Date
  - c. Time
  - d. Location

**Meeting adjourned at 1:43 p.m.**

## **Job Seeker WDB Committee Notes**

**August 16, 2017**

**10:00 Phone Call**

**Present:** Board Members- A. Parth and S. Girardin

Staff: S. Vallance, H. Fluker and S.Herron

### **Topics Covered:**

- Future Meetings- It is requested that meetings starting with September meeting alternate between physical in person meetings and conference calls. September will be an in person meeting.
- MRS Definition Per Steve G. of the term 'Disabled':  
<http://www.who.int/topics/disabilities/en/>
- There was discussion around whether or not to lump individuals into other groups we are considering focusing on (Underemployed, criminal background, etc.), there was strong sentiment to look at individuals with disabilities as a single group based on the plethora of conditions that can be considered to deem an individual disabled.
- It was proposed that we consider having MRS and other organizations come into MWSE and give insight into who they are and what they do as well as develop best practices for referrals between our organization and theirs.

### **What's Next/Homework**

- Determine what data is needed to be able to make decisions at the next meeting (in person)- The request is for ALL members of this committee to think about what data they are looking for on

each ALICE group that we would consider for focused efforts moving forward:

- **Disabled**
  - **Structurally Unemployed**
  - **Out Of School Youth**
  - **Veterans**
  - **Ex-Offenders**
  - **Substance Abuse**
  - **Under-Employed**
  - **Seniors in Poverty**
- **The group needs to consider what outcomes we want to focus on, suggestions included-**
  - Staff trainings on other organizations abilities
  - Develop a toolkit that informs MWSE and its customers on what resources are available and how best to access them
  - Concrete data on a regular basis

## ***Compliance, Finance and Operations (CFO) committee meeting minutes.***

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***2pm- Jackson Service Center***

**August 14, 2017**

Lynn Matzen, Owner, Chair  
Mindy Bradish-Orta, President/CEO  
Swatee Kulkarni, Executive VP  
Matthew Sandstrom, Managing Partner

Matrix Systems LLC  
Jackson County Chamber  
GDI Infotech, Inc.  
Rustbelt LLC

James Van Doren, Executive Director  
Cordelia Gonzalez, Staff Lead

Lenawee Now  
Fiscal Manager, MWSE

**Members Present: Lynn Matzen, Matt Sandstrom**

**Staff Present: Cordelia Gonzalez, Bill Sleight, Justin Al-Igoe**

1. Reviewed the committee charge- Lynn wanted to clarify the purpose of the committee. We discussed the Compliance, Finance and Operations (CFO) meaning. Lynn thought the focus is Finance and not Operations and Compliance. Bill indicated that the intent is to review any operational issues that may come up in the monitoring process, not to review all MWSE operations. The charge is to *"provide oversight responsibility for all council activities and will review and recommend the overall budgets for MWSE". The committee will monitor expenditures, insure that appropriate fiscal controls are in place, and review financial reports and audits and will recommend changes to ensure compliance with program rules and regulations.*
2. Reviewed the expenditure data for PY 2016- Attached
3. Reviewed the preliminary expenditures for July 2017. The final report will be available at the September 6 Executive Committee meeting. The committee discussed having its meetings toward the end of the month to ensure SEMCA has a chance to close the prior month so we can get more accurate reports. Also discussed having more detail on the Income statement report that SEMCA provides. Committee would like to see detail on Participant expenses and contractor expenses. Also would like to see the Revenue detailed by grant. Committee would also like to see a balance sheet report.
4. Justin discussed the Cycle II monitoring and there were no findings. Justin also indicated Plante Moran will be our auditors and we would have our first meeting with them on Thursday August 17<sup>th</sup>. The CFO from SEMCA will also be in attendance at the meeting.
5. Agreed the meetings will be held the last Monday of each month. Attached is a list of the meeting schedule. Invites have been sent for meetings through December.

Revenue		3/31/17-6/30/2017		Carryforward
Total Funds Available	Expenses	Total Expenses		
7/1/2017-6/30/2017				
Workforce Innovation and Opportunity Act				
Adult	\$1,977,097	\$557,743.36	\$1,723,055	\$254,042
Dislocated	\$2,110,376	\$1,419,468.71	\$1,419,469	\$690,907
Youth	\$1,683,614	\$124,273.26	\$1,356,580	\$327,034
Administration	\$666,913	\$503,408.11	\$ 660,589	\$ 6,324
Statewide Activities-MWSC	\$336,622	\$161,266.74	\$199,406.89	\$137,215
Statewide Apprenticeship Coordinators	\$31,250	\$0	\$0	\$31,250
Wagner-Peyser				
Employment Services	\$1,359,291	\$505,518	\$ 883,310	\$ 475,981
RESEA	\$39,803	\$0	\$0	\$39,803
Adult Education(Title II)				
	\$80,000	\$26,466	\$76,300	\$3,700
10/1/16-9/30/2017				
Trade Act				
TAA	\$289,396	\$34,628	\$140,402	\$148,994
Admin	\$14,469	\$4,618	\$7,018	\$7,451
Case Management	\$101,289	\$16,123	\$68,456	\$32,833
PATH / SNAP				
PATH /TANF	\$3,520,914	\$172,704	\$ 1,619,990	\$ 1,900,924
PATH / GFGP	\$527,844	\$0	\$ 527,844	\$ -
PATH Food Asst/Support service	\$9,766	\$937	\$3,641	\$6,125
State Admin Match food Asst(Snap)	\$165,154	\$10,904	\$36,838	\$128,316
Foster Care	\$23,380	\$0	\$ -	\$ 23,380
Refugee	\$24,709	\$0	\$ -	\$ 24,709
Other				
Skilled Trades Training	\$1,468,689	\$162,273	\$413,051	\$1,055,638
Skilled Trades Admin	\$73,434	\$8,114		\$73,434
Contingent Funding-Work Based Learning	\$20,956	\$0	\$0	\$20,956
Apprenticeship State Accelerator Grant	\$6,250	\$0	\$0	\$6,250
TOTAL	\$14,531,217			\$5,395,267

**Michigan Works! Southeast**  
**Consolidated Income Statement**  
For Period Ending July 31, 2017

	July 2016	July 2017	Approved	% of Budget Expended (one month = 8.33% of the year)	Comments
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Annual Budget</b>		
Federal Grant	\$131,952	\$684,957	\$10,024,948	6.83%	
State Grant	\$9,319	\$168,576	\$2,365,059	7.13%	
Miscellaneous Revenue	\$0	\$14,840	\$200,000	7.42%	
<b>Total Revenues</b>	<b>\$141,271</b>	<b>\$868,373</b>	<b>\$12,590,007</b>	<b>6.90%</b>	
<b>Expenses</b>					
Salaries	\$88,221	\$276,413	\$3,630,008	7.61%	
Fringe Benefits	\$46,200	\$83,113	\$1,369,993	6.07%	
Contractor Expenses	\$241,161	\$23,037	\$1,900,000	1.21%	Does not include accruals for contractors who did not bill before reporting deadline
SEMCA					
SEMCA Professional Services	\$0	\$0	\$400,000	0.00%	Costs are charged quarterly
Professional Fees	\$8,141	\$14,259	\$175,000	8.15%	
Professional Services	\$8,141	\$14,259	\$575,000	2.48%	
Travel	\$3,861	\$7,655	\$78,000	9.81%	
Conferences	\$10	\$82	\$36,000	0.23%	
Utilities	\$9,776	\$8,058	\$140,000	5.76%	
Office Supplies	\$1,762	\$2,372	\$40,000	5.93%	
Insurance	\$1,600	\$5,584	\$55,000	10.15%	
Rent/Building Costs	\$49,717	\$94,727	\$610,000	15.53%	Includes one-time costs of lease holder improvements and property taxes for Washtenaw Service Center
Technology	\$26,959	\$0	\$50,000	0.00%	
Repairs/Maintenance	\$401	\$2,786	\$15,000	18.58%	
Meetings	\$15	\$339	\$12,000	2.83%	
Equipment	\$0	\$1,922	\$65,000	2.96%	
Dues/Subscription	\$3,603	\$14,999	\$70,000	21.43%	
Outreach/Advertising	\$9,464	\$8,084	\$75,000	10.78%	
Participant Training & Support	\$96,292	\$219,164	\$3,869,007	5.66%	
<b>Total Expenses</b>	<b>\$587,183</b>	<b>\$762,595</b>	<b>\$12,590,007</b>	<b>6.06%</b>	
<b>Net Income/ (Loss)</b>	<b>-\$445,912</b>	<b>\$105,778</b>			