

MINUTES APPROVED ON NOVEMBER 30, 2016

Joint Meeting
Michigan Works! Southeast Workforce Development Board
and
Southeast Michigan Consortium Board Joint Board Meeting
September 14, 2016, 10:00 a.m. – 12:00 noon
Chelsea Comfort Inn, Village Conference Center, 1645 Commerce Park Drive, Chelsea, MI

Southeast Michigan Consortium Board Members Present:

Karol KZ Bolton, Vice Chair	Lenawee County Commissioner	
John Burtka, Chair	Hillsdale County Commissioner	
Dennis Dolan	Livingston County Commissioner	
Jen Eyer	Washtenaw County Commissioner	
Sarah Lightner	Jackson County Commissioner	
Alicia Ping	Washtenaw County Commissioner	via conference call
Andy Welden	Hillsdale County Commissioner	

Southeast Michigan Consortium Board Members Absent

William Green	Livingston County Commissioner
John Polaczyk	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Southeast Michigan Workforce Development Board Members Present

Sean Duval, Chair	Golden Limousine International
Jeremy Frew	Jackson College
Richard Currie	Hitachi Automotive Systems
Donald Germann	County National Bank
Jeremiah “JJ” Hodshire	Hillsdale Hospital
Steven Hogwood	McDonalds
Marcus James, Vice Chair	StableInc.LLC
Swatee Kulkarni	GDI Infotech, Inc.
Lynn Matzen	Matrix Systems LLC
Scott Menzel	Washtenaw County ISD
Kevin Oxley	Jackson County ISD
Mindy Orta	Jackson Chamber of Commerce
Angela Parth	Livingston Family Center
Matthew Sandstrom	Rustbelt Group
John Salyer	Ann Arbor Electrical JATC
Philip Santer	Ann Arbor Spark
Grace Trudell	IBEW 58
James Van Doren	Lenawee Now
Leann Wilt	Venchurs, Inc.

Southeast Michigan Workforce Development Board Members Absent

Leslie Alexander	Inmatech
Julie Boyce	Key Opportunities, Inc.
Paul Ganz	DTE Energy
Steven Girardin	Michigan Rehabilitation Services
Lee Graham	Operating Engineers 324
Keith Peters	I Know I Can

Southeast Michigan Workforce Development Board – Alternates – Present

John Salyer	Alternate for Lee Graham
-------------	--------------------------

Staff

William Sleight	Michigan Works! Southeast
Regina Allen	Michigan Works! Southeast
Dan Childs	Michigan Works! Southeast
Jim Coutu	Michigan Works! Southeast
Johnny Epps	Michigan Works! Southeast
Maggie Flaherty	Michigan Works! Southeast
Pam Gosla	Michigan Works! Southeast
Shamar Herron	Michigan Works! Southeast
Janet Myers	Michigan Works! Southeast
Janell Ross	Michigan Works! Southeast
Misty Shulters	Michigan Works! Southeast
Monique Thomas	Michigan Works! Southeast
Sandy Vallance	Michigan Works! Southeast
Angela Watkins	Michigan Works! Southeast

Others Present

Madelyn Bernard	Washtenaw Community College
Susan Smith	Economic Development Hillsdale
Kerstan Kacmarek	FBR

- **Call to order**

Sean Duval, Chairman, called the Michigan Works! Southeast Workforce Development Board to order at 10:09 a.m.

- **Roll Call – Workforce Development Board**

Quorum Present.

- **Call to the Public**

Sean Duval call for public comment. No public comment.

- **Approval of Agenda-Workforce Development Board**

Sean Duval reviewed the Agenda. Sean Duval call to approve the agenda.

MOTION: Marcus James moved to approve Agenda.

SUPPORT: Leann Wilt

Discussion.

Sean Duval call to amend the Agenda. Add 12.a. Contracted vs. Direct Services – Approving the Special Committee Recommendation. And add Under Executive Committee Meeting Updates - Board Strategic Planning RFP – Approving recommendation of the Executive Committee award of board Strategic Planning contract.

MOTION: Marcus James moved to amend the Agenda to add 12a. Contracted vs. Direct Services – Approving Special Committee Recommendation. And Add Under Executive Committee Meeting Updates. Strategic Planning RFP. Approving recommendation of the Executive Committee award of board Strategic Planning contract.

SUPPORT: James Van Doren

MOTION APPROVED AS AMENDED

- **Call to order - Southeast Michigan Consortium Board**

John Burtka, Chairman called the Consortium Board to order at 10:14 a.m.

- **Roll Call – Consortium Board**

Quorum Present

- **Introductions**

- **Call to the Public**

John Burtka call to the public. Call to the public. No Public Comment

- **Approval of the Agenda- Consortium Board**

John Burtka call to approve the Agenda as amended.

MOTION: Karol KZ Bolton moved to approve the Agenda as amended.

SUPPORT: Sarah Lightner

MOTION CARRIED UNANIMOUSLY

- **Approval of Minutes –Consortium Board**

John Burtka call for a motion to approve the August 4, 2016, Southeast Michigan Consortium Board minutes.

MOTION: Karol KZ Bolton moved to approve the August 4, 2016 Southeast Michigan Consortium Board meeting minutes.

SUPPORT: Andy Welden

MOTION CARRIED UNANIMOUSLY

- **Consideration of Consent Agenda Items**

Sean Duval call for a motion to approve June 8, 2016 Michigan Works! Southeast Workforce Development Board Meeting Minutes.

MOTION: Marcus James

SUPPORT: Leann Wilt

MOTION CARRIED UNANIMOUSLY

WDB 16-10 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN THE AMOUNT OF \$1,500

Bill Sleight reviewed.

Sean Duval call for a motion to approve WDB Resolution 16-10.

MOTION: Grace Trudell moved to approve WDB Resolution 16-10 approving FY 2016 incumbent worker training funds for Work Skill Corporation in the amount of \$1,500.

SUPPORT: Richard Currie

MOTION CARRIED UNANIMOUSLY

WDB 16-18 RESOLUTION APPROVING THE CALENDAR YEAR 2017 MEETING SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-18

MOTION: Grace Trudell moved to approve WDB Resolution 16-18 approving the Calendar Year 2017 Meeting Schedule for the Michigan Works! Southeast Workforce Development Board.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY

- **Jim Coutu, Business Services Manager provided presentation on Skilled Trades Training**

Fund. Discussion.

- **Contracted vs. Direct Services – Approving Special Committee Recommendation.**

Sean Duval reviewed the Special Committee recommendation for Contracted vs. Direct Services:

- 1) All contracts expire December 31, 2016. The committee is recommending Michigan Works! Southeast issue RFPs, but only for the following services: Wagner-Peyser Employment Services and Trade Adjustment Assistance programs; Specialized in-school youth programs offered in school settings or with youth-serving or with youth serving organizations; and employment services for refugees and those for whom English is a second language.
- 2) The committee does not recommend the contracts for Workforce Innovation and Opportunity Act (WIOA) Adult, Youth and Dislocated Worker and PATH and Food Service and Food Employment be extended at this time. Instead, the committee suggests communicating this outcome to contractors and working to secure incumbent workers into the Michigan Works! Southeast staff positions. Moving forward, the Committee recommends Bill Sleight create an implementation schedule to support the transition.

Sean Duval call for a motion to approve the Special Committee recommendation.

MOTION: James Van Doren moved to approve the recommendation of the Special Committee.

SUPPORT: Matthew Sandstrom.

The Special Committee members provided input in regards to their recommendation including; Background analysis, Financial Impact; and SWOT Analysis of Direct Services Model.

Discussion.

MOTION CARRIED UNANIMOUSLY

- **Resolutions for Consideration of the Workforce Development Board**

WDB RESOLUTION 16-06 APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR REFUGEE ASSISTANCE AND ENGLISH AS A SECOND LANGUAGE WORKFORCE DEVELOPMENT SERVICES

Reviewed by Bill Sleight

Sean Duval call for a motion to approve WDB Resolution 16-06.

MOTION: Richard Currie moved to approve WDB Resolution 16-06.

SUPPORT: Marcus James

Discussion

MOTION CARRIED UNANIMOUSLY

WDB RESOLUTION 16-07 APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR WAGNER-PEYSER AND TRADE ADJUSTMENT ASSISTANCE

Reviewed by Bill Sleight.

Sean Duval call for a motion to approve WDB Resolution 16-07.

MOTION: Matt Sandstrom moved to approve WDB Resolution 16-07

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

WDB RESOLUTION 16-08 APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR SPECIALIZED WIOA YOUTH SERVICES

Reviewed by Bill Sleight.

Sean Duval call for a motion to approve WDB Resolution 16-08

MOTION: Grace Trudell moved to approve WDB Resolution 16-08.

SUPPORT Mindy Bradish-Orta

Discussion.

MOTION APPROVED UNANIMOUSLY

WDB RESOLUTION 16-09 APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR SPECIALIZED BUSINESS SERVICES- ECONOMIC DEVELOPMENT

Reviewed by Bill Sleight.

Sean Duval call for a motion to approve WDB Resolution 16-09.

MOTION: Jeremiah JJ Hodshire moved to approve WDB Resolution 16-09

SUPPORT: Marcus James

Discussion

MOTION CARRIED UNANIMOUSLY

- **Resolutions for Consideration of the Southeast Michigan Consortium Board**

CONSORTIUM BOARD RESOLUTION 16-06 APPROVING MODIFICATIONS TO THE EXPENSE REIMBURSEMENT POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM

Bill Sleight reviewed.

John Burtka call for a motion to approve Consortium Board Resolution 16-06.

MOTION: Sarah Lightner

SUPPORT: Dennis Dolan

Discussion.

MOTION CARRIED UNANIMOUSLY

- **Resolutions for Consideration by both the Consortium Board (*John Burtka*) and the Workforce Development Board (*Sean Duval*)**

CONSORTIUM BOARD RESOLUTION 16-07 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-11

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH HILLSDALE COMMUNITY SCHOOLS

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-07

MOTION: Sarah Lightner moved to approve CB Resolution 16-07

SUPPORT: Andy Welden

MOTION CARRIED UNANIMOUSLY

Sean Duval for motion to approve the WDB Resolution 16-11
MOTION: Marcus James moved to approve WDB Resolution 16-11
SUPPORT: Leann Wilt
MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-08 AND WORKFORCE DEVELOPMENT
BOARD RESOLUTION 16-12

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH
JACKSON COLLEGE

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-08.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-08.
SUPPORT: Sarah Lightner
MOTION APPROVED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-12

MOTION: Leann Wilt moved to approve WDB Resolution 16-12
SUPPORT: Phil Santer
MOTION APPROVED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-09 AND WORKFORCE
DEVELOPMENT BOARD RESOLUTION 16-13

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH
LENAWEE TRANSPORTATION

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-09.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-09.
SUPPORT: Dennis Dolan
MOTION CARRIED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-13

MOTION: James Van Doren moved to approve WDB Resolution 16-13
SUPPORT: Grace Trudell
MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-10 AND WORKFORCE DEVELOPMENT
BOARD RESOLUTION 16-14

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH
WASHTENAW COMMUNITY COLLEGE

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-10.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-10
SUPPORT: Andy Welden

MOTION CARRIED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-14.

MOTION: Grace Trudell moved to approve WDB Resolution 16-14.

SUPPORT: John Salyer

MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-11 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-15

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH COMMUNITY ACTION AGENCY

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-11

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-11

SUPPORT: Dennis Dolan

Discussion.

MOTION CARRIED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-15

MOTION: Marcus James moved to approve WDB Resolution 16-15

SUPPORT: Donald Germann

MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-12 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-16

A RESOLUTION APPROVING THE FISCAL YEAR 2017 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

Bill Sleight reviewed.

John Burtka call for a motion to approve CB Resolution 16-12.

MOTION: Dennis Dolan moved to approved CB Resolution 16-12.

SUPPORT: Sarah Lightner

MOTION CARRIED UNANIMOUSLY

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

MOTION: Jeremiah JJ Hodshire moved to approve WDB Resolution 16-16.

SUPPORT: Lynn Matzen

MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-13 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-17

A RESOLUTION APPROVING THE FISCAL YEAR 2017 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS

WITHOUT DEPENDENTS

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-13.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-13.

SUPPORT: Sarah Lightner

MOTION CARRIED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-17.

MOTION: Richard Currie moved to approved WDB Resolution 16-17.

SUPPORT: Grace Trudell

MOTION CARRIED UNANIMOUSLY

- **Discussion Items (*both boards*)**

Governor's Talent Investment Board (GTIB) Update

-Marcus James provided update on GTIB.

Executive Committee Report

– Sean Duval provided updates on the Executive Committee meetings.

Sean Duval reported on the board Strategic Planning RFP and the proposals received for the RFP. Five firms were selected as finalist (13 proposals received). The five firms were interviewed. Recommend awarding a contract to Thomas P. Miller and Associates for the board Strategic Planning. Discussion.

Sean Duval call for a motion to approve the recommendation to award Thomas P. Miller the contract and enter into contract negotiation for the board Strategic Planning.

MOTION: Marcus James moved to approve the recommendation to award the board Strategic Planning contract to Thomas P. Miller and Associates and to authorize Bill Sleight to enter into contract negotiations in an amount up to \$50,000.

SUPPORT: Lynn Matzen

Discussion.

MOTION CARRIED UNANIMOUSLY

Talent District Career County (TDCC) Update

– Kevin Oxley provided report on the TDCC. Updates on 61b Strategic Plan. The TDCC meets on October 14, 2016.

Resignation from Workforce Development Board

-Sean Duval update on board member resignations.

Timothy Jackson, Executive Director for Secondary Initiatives, Livingston Educational Service Agency/Washtenaw Intermediate School District retired on October 1st.

Sean Duval call for a motion to accept with regrets the resignation of Timothy Jackson.

MOTION: Marcus James moved to accept with regrets the resignation of Timothy Jackson from the Workforce Development Board.

SUPPORT: Leann Wilt

Discussion. Wesley Prater retired on October 1st.

Amend Motion to also accept with regrets the resignation of Wesley Prater,

Huron Valley CLC from the Workforce Development Board.
SUPPORT: Marcus James.
MOTION APPROVED UANANIMOSLY AS AMENDED

- **Other Items**

- Comments from Chair

- Comments from Director.

- Bill Sleight provided program, administration, state and federal updates.

The meeting adjourned at 12:10 p.m.

Michigan Works! Southeast Workforce Development Board
Transitional Executive Committee Meeting
October 5, 2016, 2:00 p.m. – 4:00 p.m.
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

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

Absent: Scott Menzel
Matthew Sandstrom

Consortium Board: Jen Eyer Washtenaw County Commissioner
Sarah Lightner Jackson County Commissioner
Chris Wittenbach Lenawee County Commissioner

Others Present: Holly Brauneller Thomas P. Miller and Associates via conference call
Brittany Dougherty Thomas P. Miller and Associates via conference call

1. Call to order
Sean Duval, Chair called the meeting to order at 2:00 pm
2. Discussion Items:
 - i. Launch of Strategic Plan by Thomas P. Miller & Associates
Strategic Planning Launch Call by Thomas P. Miller and Associates. Discussion.
 - ii. Executive Committee Labor Sector Vacancy
Bill Sleight provided update on Workforce Development Board business sector and labor sector vacancies. Discussion.
 - iii. Michigan Works! Association Conference Debriefing. Members attending the conference provided reports on the sessions. Discussion.
 - iv. Workforce Development Board Committee Charters
Committee Charters to be determined with Strategic Plan.
3. Action Items - Resolutions for Consideration
 - a. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-19

WDB RESOLUTION 16-19 A RESOLUTION APPROVING THE
MODIFICATION OF THE SERVICE PROVIDER CONTRACT WITH JEWISH
FAMILY SERVICES

Bill Sleight reviewed.

Sean Duval call for a motion to approve WDB Resolution 16-19.
MOTION: Marcus James moved to approve WDB Resolution 16-19.
SUPPORT: Rick Currie
Discussion.
MOTION CARRIED UNANIMOUSLY

b. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-20

WDB RESOLUTION 16-20 APPROVING THE MODIFICATION OF THE
CONTRACT WITH WASHTENAW COUNTY COMMUNITY CORRECTIONS
AND JAIL

Bill Sleight reviewed.

Sean Duval call for a motion to approve WDB Resolution 16-20.

MOTION: Richard Currie moved to approve WDB Resolution 16-20.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY

4. Other Items

- i. Comments from Chair
- ii. Comments from Director
-Bill Sleight provided updates on staffing. Discussion.

5. Sean Duval offered Public Comment. No Public Comment

6. Meeting Adjourned at 4:11 p.m.

Michigan Works! Southeast Workforce Development Board
Transitional Executive Committee Information Meeting
November 2, 2016, 2:00 p.m. – 4:00 p.m.
Chelsea Comfort Inn, Village Conference Center, 1645 Commerce Park Drive, Chelsea, MI

Present: Sean Duval, Chair
Donald Germann via conference call
Marcus James, Vice-Chair
Scott Menzel

Absent: Rick Currie
Lynn Matzen
Matthew Sandstrom
Leann Wilt

Staff: Bill Sleight
Dan Childs
Maggie Flaherty
Shamar Herron

1. Call to order
Sean Duval, Chair called the meeting to order at 2:05 pm

A quorum not present.

Agenda items reviewed for the November 9th Workforce Development Board meeting.

2. Discussion Items:
 - Bill Sleight provided updates:
 - a. Thomas P. Miller and Associates – Michigan Works! Southeast Strategic Plan
 - b. Jobs for Michigan Graduates
 - c. Families Forward Demonstration Project
 - d. Quarterly fiscal update
 - e. Staffing update
 - f. TDCC Meeting update
 - g. Michigan Works! region

3. Workforce Development Board Resolutions for Consideration on November 9, 2016 WDB Meeting

-Bill Sleight reviewed:

-WDB RESOLUTION 16-21 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – NEEDS RELATED PAYMENT POLICY

-WDB RESOLUTION 16-22 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 TRADE ADJUSTMENT ASSISTANCE

-WDB RESOLUTION 16-23 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – AY 15 AND 16 SERVICE CENTER OPERATIONS GRANT

-WDB RESOLUTION 16-24 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 TANF REFUGEE GRANT

-WDB RESOLUTION 16-25 MICHIGAN WORKS! SOUTHEAST WORKFORCE

DEVELOPMENT BOARD RESOLUTION – RESEA WORK-BASED TRAINING FOR SPECIAL POPULATIONS

-WDB RESOLUTION 16-26 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT-CARCOUSTICS

-WDB RESOLUTION 16-27 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT-THAI SUMMIT

-WDB RESOLUTION 16-28 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT-WEDGE MILL

-WDB RESOLUTION 16-29 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – FY 16 INCUMBENT WORKER GRANT –ACCUBILT, INC.

Discussed the review committee recommendations for the proposals received for the RFPs. Resolutions for review and approval during the November 9th Workforce Development Board meeting:

- Specialized Youth Services Proposals
- Specialized Business Services Proposals
- Wagner-Peyser Employment Services Proposals
- Refugee and ESL Services Proposal

4. Other Items

- iii. Comments from Chair
- iv. Comments from Director

Discussion ended at 3:50 pm.