

MINUTES APPROVED ON JUNE 14, 2017

Michigan Works! Southeast Workforce Development Board
May 10, 2017, 10:00 a.m. – 12:00 Noon
Chelsea Comfort Inn and Village
Conference Center
1645 Commerce Park Drive, Chelsea, MI

Southeast Michigan Workforce Development Board Members Present

Leslie Alexander	Inmatech, Inc.	
Mindy Bradish-Orta	Jackson Chamber of Commerce	
Richard Currie	Hitachi Automotive Systems	via conference call
Sean Duval, Chairperson	Golden Limousine International	
Jeremy Frew	Jackson College	via conference call
Paul Ganz	DTE Energy	
Steven Girardin	Michigan Rehabilitation Service	via conference call
Lee Graham	Operating Engineers 324	
Steven Gulick	HVALF	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Timothy Jackson	Washtenaw ISD	
Marcus James, Vice Chair	StableInc.LLC	
Bill Kenney	Thai Summit Corp. America	
Sharon Miller	Consumers Energy	
Angela Parth	Livingston Family Center	
Philip Santer	Ann Arbor SPARK	
Matthew Sandstrom	Rustbelt LLC	
Grace Trudell	IBEW 58	
James Van Doren	Lenawee Now	
Leann Wilt	Venchurs, Inc.	

Southeast Michigan Workforce Development Board Members Absent

Donald Germann	County National Bank
Steven Hogwood	McDonald's
Swatee Kulkarni	GDI Infotech, Inc
Lynn Matzen	Matrix Systems LLC
Scott Menzel	Washtenaw County ISD
Kevin Oxley	Jackson County ISD
Deb Polich	The Arts Alliance
Ambrose Wilbanks	Washtenaw County Convention & Visitors Bureau, Inc.

Southeast Michigan Workforce Development Board – Alternates – Present

John Salyer	Ann Arbor Electric, JATC	Alternate for Lee Graham
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Staff

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT Manager	Michigan Works! Southeast
Justin Al-Igoe, Policy and Planning Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Daniel Childs, System Administrator	Michigan Works! Southeast
Michael Cain, Career Advisor	Michigan Works! Southeast
Jim Coutu, Business Services Manager	Michigan Works! Southeast

LaDena Fredette, Business Services Coordinator	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast
Sandy Saltz, Career Advisor	Michigan Works! Southeast
Misty Shulters, Service Center Manager	Michigan Works! Southeast
Ashley Torrence, Customer Service Assistant	Michigan Works! Southeast
Sandy Vallance, Program Supervisor	Michigan Works! Southeast
Angela Watkins, Service Center Manager	Michigan Works! Southeast

Others Present

Sharon Moffett-Massey
Shelly Zervos

TIA
WCC

1. Call to order
Sean Duval, Chairperson of the Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:00 a.m.
2. Roll Call
Quorum present.
3. Introductions
4. Call to the Public
Sean Duval call to the Public for comment. No Public Comment.
5. Approval of the Agenda
Sean Duval call for approval of the Agenda.

MOTION: Paul Ganz moved to approve the Agenda.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY

6. Approval of Consent Agenda
Sean Duval call for approval of the Consent Agenda.

MOTION: Paul Ganz moved to approve the Consent Agenda.

SUPPORT: Leslie Alexander

MOTION CARRIED UNANIMOUSLY

- a. Approval of March 8, 2017 Minutes from the Joint Meeting of Michigan Works! Southeast Workforce Development Board (WDB) and Southeast Michigan Consortium Board
- b. Southeast Workforce Development Board Executive Committee Resolution 16-60 a Resolution Approving A Contract With Annodyne To Provide Marketing Services For The Southeast Michigan Consortium And Michigan Work! Southeast

- c. WDB Resolution 16-62 a Resolution Approving FY 2016 WIOA Incumbent Worker Training Funds For Precision Tool And Manufacturing In The Amount Of \$6,600
- d. WDB Resolution 16-63 a Resolution Approving FY 2016 WIOA Incumbent Worker Training Funds For Brighton NC Machine Corporation In The Amount Of \$28,140
- e. WDB Resolution 16-64 a Resolution Approving MOU with Job Corps
- f. WDB Resolution 16-65 a Resolution Approving a MOU with the Talent Investment Agency
- g. WDB Resolution 16-67 a Resolution Approving a MOU WITH AARP
- h. WDB Resolution 16-68 A Resolution Approving a MOU with the Offender Success-Michigan Department Of Corrections Program
- i. WDB Resolution 16-69 a Resolution Approving a MOU with Livingston Educational Service Agency
- j. WDB Resolution 16-70 a Resolution Approving a MOU with Lenawee Intermediate School District
- k. WDB Resolution 16-72 a Resolution Approving a MOU with Hillsdale Intermediate School District
- l. WDB Resolution 16-74 a Resolution Approving a MOU with the Department of Health and Human Services-Hillsdale Office
- m. WDB Resolution 16-75 a Resolution Approving a MOU with the Department of Health and Human Services-Jackson Office
- n. WDB Resolution 16-76 a Resolution Approving a MOU with the Department of Health and Human Services-Lenawee Office
- o. WDB Resolution 16-77 a Resolution Approving a MOU with the Department of Health and Human Services-Livingston Office
- p. WDB Resolution 16-78 a Resolution Approving a MOU with the Department of Health and Human Services-Washtenaw Office
- q. WDB Resolution 16-79 a Resolution Approving a MOU with Community Action Agency

- r. WDB Resolution 16-80 a Resolution Approving a MOU with the Oakland Livingston Human Service Agency (OLHSA)
 - s. WDB Resolution 16-81 a Resolution Approving a MOU with Washtenaw Community College-YouthBuild Program
7. Presentations by the following Michigan Works! Southeast staff:
- a. Families Forward Demonstration Project – Sandy Vallance, Program Services Manager
 - b. Summer 17 – Shamar Herron, Deputy Director
 - c. Adult Education – Pam Gosla, Research and Education Manager
- Discussion.
8. Resolutions for Consideration of the Workforce Development Board
- a. WDB Resolution 16-61 a Resolution approving a Memorandum Of Understanding (MOU) with the Washtenaw Intermediate School District- Head Start
- Sean Duval call for motion to approve WDB Resolution 16-61.

MOTION: Marcus James moved to approve Workforce Development Board Resolution 16-61 a Memorandum of Understanding with Washtenaw Intermediate School District-Head Start.

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED. Abstain: Timothy Jackson

- b. WDB Resolution 16-71 a Resolution approving a MOU with Washtenaw Intermediate School District Sean Duval call for motion to approve WDB Resolution 16-71
- Sean Duval call for motion to approve WDB Resolution 16-71

MOTION: Phil Santer moved to approve Workforce Development Board Resolution 16-71 a Memorandum of Understanding with Washtenaw Intermediate School District

SUPPORT: Steven Gulick

Bill Sleight reviewed. Discussion.

MOTION CARRIED. Abstain: Timothy Jackson

- c. WDB Resolution 16-73 a Resolution Approving a MOU with Michigan Rehabilitation Services
- Sean Duval call for a motion to approve WDB Resolution 16-73

MOTION: Grace Trudell moved to approve Workforce Development Resolution 16-73 with Michigan Rehabilitation

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion.

MOTION CARRIED Abstain: Steven Girardin

- d. WDB Resolution 16-82 a Resolution approving confirmation to the Talent Investment Agency (TIA) that all Title II Adult Education applications were reviewed and deemed to be in alignment with the WIOA Regional and Local Plan. Approval of negotiation and execution of MOUs and Infrastructure Funding Agreements with awarded organizations is also requested.

Sean Duval call for a motion to approve WDB Resolution 16-82

MOTION: Grace Trudell moved to approve Workforce Development Resolution 16-82 confirming to the Talent Investment Agency (TIA) that all Title II Adult Education applications were reviewed and deemed to be in alignment with the WIOA Regional and Local Plan. Approval of negotiation and execution of MOUs and Infrastructure Funding Agreements with awarded organizations is also requested

SUPPORT: Marcus James

MOTION CARRIED. ABSTAIN: Steven Girardin

9. Discussion Items

- a. Committee Descriptions and Assignments
Sean Duval and Bill Sleight provide update on status of committee assignments. Discussion.
- b. Executive Committee Report
Sean Duval provided updates.
- Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of April 11, 2017
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of May 3, 2017
- c. Governor's Talent Investment Board (GTIB) Update
Marcus James reported the GTIB has not met since the March 8th WDB meeting. No updates. GTIB next meeting is June 19th.
- d. Talent District Career Council Update (TDCC)

10. Other Items

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

Steven Gulick and Lee Graham commented on the May 9th Michigan Construction Industry Skilled Trades Conference in the Lansing Center. Discussion.

11. Adjourn

MOTION: Phil Santer moved to adjourn.

SUPPORT: Paul Ganz

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 11:56 a.m.

Michigan Works! Southeast Workforce Development Board
 Executive Committee Meeting
 June 7, 2017, 2017, 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

Present: Rick Currie via conference call
 Sean Duval, Chairperson
 Donald Germann via conference call
 Marcus James, Vice Chairperson
 Lynn Matzen
 Scott Menzel
 Matthew Sandstrom
 Grace Trudell
 Leann Wilt

Staff: William Sleight, Director
 Shamar Herron, Deputy Director
 Dan Childs, System Administrator
 Justin Al-goe, Policy and Planning Manager
 Maggie Flaherty, Administrative Services Manager
 LaDena Fredette, Business Service Coordinator
 Alex Masten, Business Service Coordinator

1. Call to order

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

Quorum present

Introductions.

2. Discussion Items:

- a. Review of Industry and Occupational Demand in the MWSE Region
 Presentation by Melissa Sheldon, Workforce Intelligence Network,
 Discussion. It is planned for Melissa to provide a presentation to
 the full board.
- b. Strategic Planning Update
- c. Fiscal update
 Bill Sleight reviewed the PY 17 Revenue and Expenditure Forecast.
 Discussion. Additional information to be provided and discussed at
 the June 14, 2017 Workforce Development Board meeting.
- d. Committee Appointments and Committee Work Plans
 Sean Duval and Bill Sleight reviewed the updated project plan. Bill
 reported the project plan includes the main operation plan and the
 committees. A separate operation plan is planned for the
 management team. Discussion.

3. Action Items - Resolutions for Consideration:

- a. Michigan Works! Southeast (MWSE) Workforce Development Board (WDB) Resolution 16-83

WDB RESOLUTION 16-83 APPROVING A CONTRACT EXTENSION WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVE AS THE FISCAL AGENCY FOR THE CONSORTIUM IN AN AMOUNT NOT EXCEED 40% OF AVAILABLE ADMINISTRATIVE FUNDS

Sean Duval call for a motion to approve MWSE WDB Resolution 16-83.

MOTION: Grace Trudell moved to approve MWSE WDB Resolution 16-83.

SUPPORT: Marcus James
Discussion.

AMEND Motion: Scott Menzel moved to amend motion to include approval is contingent upon the 60 day contract out clause and addressing concerns raised.

SUPPORT: Marcus James

MOTION Approved as AMENDED

- b. 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

Sean Duval call for a motion to MWSE WDB Resolution 16-84.

MOTION: Leann Wilt moved to approve MWSE WDB Resolution 16-84

SUPPORT: Marcus James
Discussion.

MOTION APPROVED UNANIMOUSLY

- 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

Sean Duval call for motion to approve MWSE WDB Resolution 16-85.

MOTION: Leann Wilt moved to approve MWSE WDB Resolution 16-85

SUPPORT: Marcus James
Discussion.

MOTION CARRIED UNANIMOUSLY

- d. MWSE WDB Resolution 16-86
WDB RESOLUTION 16-86 APPROVING THE FISCAL YEAR 2017
MICHIGAN WORKS! SOUTHEAST AGENCY BUDGET

2017 Agency Budget discussed prior under agenda Item –
2. Discussion
c. Fiscal update.

- e. MWSE WDB Resolution 16-87
WDB RESOLUTION 16-87 APPROVING ONE-STOP OPERATOR
SERVICE CONTRACT WITH THOMAS P. MILLER AND ASSOCIATES

Sean Duval call for a motion to approve MWSE WDB Resolution
16-87

MOTION: Grace Trudell moved approve MWSE WDB
Resolution 16-87
SUPPORT: Leann Wilt
Discussion.
MOTION CARRIED UNANIMOUSLY

- f. 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

Sean Duval call for motion to approve MWSE WDB Resolution 16-88

MOTION: Leann Wilt moved to approve MWSE WDB Resolution `16-88
SUPPORT: Grace Trudell
Discussion.
MOTION CARRIED UNANIMOUSLY

- g. MWSE WDB Resolution 16-89

WDB RESOLUTION 16-89 APPROVING FY 2016 WIOA INCUMBENT
WORKER TRAINING FUNDS FOR MELLING TOOL COMPANY IN THE
AMOUNT OF \$10,000

Sean Duval call for motion to approve MWSE WDB Resolution 16-89

MOTION: Marcus James moved to approve MWSE WDB Resolution
16-89
SUPPORT: Leann Wilt
Discussion.
Abstain: Lynn Matzen
MOTION CARRIED

h. MWSE WDB Resolution 16-90

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

MOTION: Scott Menzel moved to approve MWSE WDB Resolution
16-90

SUPPORT: Marcus James

Discussion.

Abstain. Sean Duval

No: Matthew Sandstrom

MOTION CARRIED

i. MWSE WDB Resolution 16-91

j.

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

MOTION: Leann Grace moved to approve MWSE Resolution 16-91

SUPPORT: Grace Trudell

Discussion.

Abstain: Lynn Matzen

MOTION CARRIED

k. MWSE WDB Resolution 16-92

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

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

SUPPORT: Grace Trudell

Discussion.

MOTION CARRIED UNANIMOUSLY

l. MWSE WDB Resolution 16-93

WDB RESOLUTION 16-93 APPROVING A MEMORANDUM OF
UNDERSTANDING (MOU) WITH TRAINING INSTIUTIONS INVOLVED WITH
THE ICHALLENGE U PROGRAM
Sean Duval call for a motion to approve MWSE WDB Resolution 16-93

MOTION: Marcus James moved to approve MWSE WDB Resolution
16-93

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UANANIMOUSLY

M. MWSE WDB Resolution 16-94

WDB RESOLUTION 16-94 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON COLLEGE INVOLVED WITH THE I CHALLENGE U PROGRAM

Sean Duval call for a motion to approve MWSE WDB Resolution 16-94

MOTION: Marcus James moved to approve MWSE WDB Resolution 16-94

SUPPORT: Grace Trudell

Discussion.

MOTION CARRIED UNANIMOUSLY

4. Other Items

a. Agenda for June 14th WDB Meeting

Bill Sleight reported on agenda items for the June 14th meeting.

-Annodyne, Inc. to present marketing research initiative updates

-Break into Committees for an initial meeting

b. Comments from Chair

c. Comments from Director

Bill Sleight commented that pictures of board members will be taken at the June 14th Workforce Development Board meeting. The board photos will be placed on the Michigan Works! Southeast website www.mwse.org under the board member section

5. Public Comment

Sean Duval offered public. No public comment.

6 Adjournment

Meeting Adjourned at 4:30 a.m.