



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

**WORKFORCE DEVELOPMENT BOARD MEETING**

**June 13, 2018, 10:00 a.m. – 12:00 noon**

**Chelsea Comfort Inn Village Conference Center**

**1645 Commerce Park Drive, Chelsea, MI 48118**

**AGENDA**

Pages

1. Call to order
2. Roll Call
3. Introductions
4. Call to the Public
5. Approval of the Agenda
6. Approval of May 9, 2018 Michigan Works! Southeast Workforce Development Board Meeting Minutes ..... 4 - 9
7. Approval of Consent Agenda – None
8. Resolutions for Consideration of the Workforce Development Board (WDB) ..... 11 - 21
  - a. WDB RESOLUTION 17-78  
 A RESOLUTION APPROVING A CONTRACT EXTENSION WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVICE AS THE FISCAL AGENCY FOR THE CONSORTIUM IN AN AMOUNT NOT TO EXCEED 40% OF AVAILABLE ADMINISTRATIVE FUNDS

- b. WDB RESOLUTION 17-79  
A RESOLUTION APPROVING CONTRACT EXTENSION WITH WASHTENAW COMMUNITY COLLEGE TO PROVIDE WAGNER-PEYSER EMPLOYMENT SERVICES AND TRADE ADJUSTMENT ACT SERVICES FOR MICHIGAN WORKS! SOUTHEAST FROM JULY 1, 2018 THROUGH JUNE 30, 2019 IN THE COUNTIES OF HILLSDALE, JACKSON, LENAWEE AND WASHTENAW COUNTIES
- c. WDB RESOLUTION 17-80  
A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY FROM JULY 1, 2018 THROUGH JUNE 30, 2019 FOR LIVINGSTON COUNTY
- d. WDB RESOLUTION 17-81  
A RESOLUTION APPROVING THE JULY 1, 2016 THROUGH JUNE 30, 2020 (FY 2016 THROUGH FY 2020) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL AND LOCAL PLANS FOR MID-CYCLE MODIFICATION FOR PROSPERITY REGION 9
- e. WDB RESOLUTION 17-82  
A RESOLUTION APPROVING THE FISCAL YEAR 2018 WAGNER-PEYSER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE

**9. Presentations** ..... 23 - 38

- a. One Stop Operator Update – Brittany Dougherty, Thomas P. Miller and Associates

**10. Committee Reports** ..... 40 - 42

- a. Employer Services - Rick Currie, Chair
- b. Job Seeker Services – Leann Wilt, Chair
- c. Career and Educational Advisory Council (CEAC) – Kevin Oxley
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair

**11. Discussion Items** ..... 44 - 46

- a. Executive Committee Report – Marcus James, Chair
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for June 6, 2018

**12. Other Items**

- a. Chair Update – Marcus James  
Governor's Talent Investment Board (GTIB)
- b. Director's Update – Bill Sleight

**13. Adjourn**

6. Approval of May 9, 2018 Michigan Works! Southeast Workforce Development Board Meeting Minutes

Michigan Works! Southeast Workforce Development Board  
 May 9, 2018 10:00 a.m. – 12 Noon  
 Chelsea Comfort Inn Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Members

Present

|                        |                                 |                              |
|------------------------|---------------------------------|------------------------------|
| Leslie Alexander       | Inmatech, Inc.                  | via conference call          |
| Rich Chang             | NewFoundry                      |                              |
| Kurtis Condon          | Hillsdale Terminal              | Alternate for Donald Germann |
| Rose Bellanca          | Washtenaw Community College     |                              |
| Mindy Bradish-Orta     | Jackson Chamber of Commerce     | via conference call          |
| Sean Duval             | Golden Limousine International  |                              |
| Paul Ganz              | DTE Energy                      |                              |
| Lee Graham             | Operating Engineers 324         |                              |
| Steven Girardin        | Michigan Rehabilitation Service |                              |
| Jeremiah "JJ" Hodshire | Hillsdale Hospital              | via conference call          |
| Timothy Jackson        | Washtenaw ISD                   | Alternate for Scott Menzel   |
| Marcus James, Chair    | Stable Inc LLC                  |                              |
| Kevin Oxley            | Jackson County ISD              |                              |
| Shawn Planko           | Expedia, Inc.                   |                              |
| Deb Polich             | The Arts Alliance               | via conference call          |
| Phil Santer            | Ann Arbor SPARK                 |                              |
| Grace Trudell          | IBEW 58                         |                              |
| James Van Doren        | Lenawee Now                     |                              |
| Ambrose Willbanks, Jr. | Washtenaw CVB                   |                              |
| Leann Wilt             | Venchurs, Inc.                  | via conference call          |
| Jolene Chapman         | Jackson College                 | Alternate for Jeremy Frew    |

Michigan Works! Southeast Workforce Development Board of Directors Members

Absent

|                            |                                    |
|----------------------------|------------------------------------|
| Richard Currie, Vice Chair | Hitachi Automotive Systems         |
| Sharon Miller              | Consumers Energy                   |
| Jeremy Frew                | Jackson College                    |
| Jennifer Giannone          | Thai Summit                        |
| Donald Germann             | County National Bank               |
| Steven Gulick              | Huron Valley Area Labor Federation |
| Lynn Matzen                | Matrix Systems LLC                 |
| Scott Menzel               | Washtenaw County ISD               |
| Angela Parth               | Livingston Family Center           |
| Phil Sponsler              | Orbitform                          |

Staff Present

|  |                           |
|--|---------------------------|
| Bill Sleight, Director                           | Michigan Works! Southeast |
| Nicole Bell, Communications Manager              | Michigan Works! Southeast |
| Dan English, Business Services Coordinator       | Michigan Works! Southeast |
| Maggie Flaherty, Administrative Services Manager | Michigan Works! Southeast |
| Janet Myers, Service Center Manager              | Michigan Works! Southeast |

Jose Rose, Marketing Assistant  
 Sandy Vallance, Program Services Manager  
 Angela Watkins, Service Center Manager

Michigan Works! Southeast  
 Michigan Works! Southeast  
 Michigan Works! Southeast

Others Present

|                   |             |
|-------------------|-------------|
| Charlie Penner    | MI-SBDC/WCC |
| Shawn Preissle    | MI-SBDC/WCC |
| Leonidas Murembya | DTMB/LMI    |

1. Call to order  
 Marcus James, Chair, called the Michigan Works! Southeast Workforce Development Board meeting to order at 10:00 a.m.
2. Roll Call  
 Quorum Present
3. Introductions
4. Call to the Public  
 Marcus James call to the public. No public comment
5. Approval of the Agenda  
 Marcus James reviewed the Agenda items and call for a motion to approve the Agenda. Marcus noted under agenda item Presentations a change in order of presenters.  
 MOTION: Sean Duval moved to approve the Agenda.  
 SUPPORT: Paul Ganz  
 MOTION CARRIED
6. Approval of March 14, 2018 Michigan Works! Southeast Workforce Development Board Meeting Minutes  
 Marcus James call for a motion to approve the March 14, 2018 Michigan Works! Southeast Workforce Development Board meeting minutes.  
 MOTION: Sean Duval moved to approve the minutes.  
 SUPPORT: James Van Doren  
 MOTION CARRIED
7. Approval of Consent Agenda  
 Marcus James request for any of the Consent Agenda items be moved to the Resolutions for Consideration. No request to move agenda items. Marcus James call for a motion to approve the Consent Agenda  
 MOTION: Sean Duval moved to approve the Consent Agenda.  
 SUPPORT: Steve Girardin  
 MOTION CARRIED
  - a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-60  
 A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AIRman PRODUCTS, LLC IN THE AMOUNT OF \$7,485

- b. WDB RESOLUTION 17-61  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR JAC PRODUCTS IN THE AMOUNT OF \$1,725
- c. WDB RESOLUTION 17-62  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GERDAU MACSTEEL IN THE AMOUNT OF \$9,000
- d. WDB RESOLUTION 17-63  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR RIVES MANUFACTURING IN THE AMOUNT OF \$2,925
- e. WDB RESOLUTION 17-64  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AMERICA'S PREFERRED HOME WARRANTY IN THE AMOUNT OF \$10,000
- f. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-65  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MARTINREA INDUSTRIES-BCA IN THE AMOUNT OF \$11,200
- g. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-66  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GENERAL AUTOMATIC MACHINE PRODUCTS COMPANY IN THE AMOUNT OF \$8,000
- h. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-67  
A RESOLUTION APPROVING THE CALENDAR YEAR 2017 AND CY 2018 MICHIGAN WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2017 THROUGH 12/31/2017 AND 1/1/2018 THROUGH 12/31/2019

8. Resolutions for Consideration of the Workforce Development Board (WDB)

- a. WDB RESOLUTION 17-68  
A RESOLUTION APPROVING THE TANF REFUGEE PROGRAM/ENGLISH AS A SECOND LANGUAGE CONTRACT EXTENSION JULY 1, 2018 THROUGH JUNE 30, 2019 FOR JEWISH FAMILY SERVICES  
Marcus James call for a motion to approve WDB Resolution 17-68.  
MOTION: Grace Trudell moved to approve the TANF Program/English as a second language contract extension July 1, 2018 through June 30, 2019 for Jewish Family Services.  
SUPPORT: Lee Graham  
Bill Sleight reviewed the resolution.  
ABSTAIN: Rich Chang  
MOTION CARRIED
- b. WDB RESOLUTION 17-69  
A RESOLUTION APPROVING THE SPECIALIZED WIOA BUSINESS SERVICES CONTRACT EXTENSION JULY 1, 2018 THROUGH JUNE 30, 2019 FOR ROBERT TEBO AND ASSOCIATES  
Marcus James call for a motion to approve WDB Resolution 17-69.  
MOTION: Sean Duval moved to approve WDB Resolution the Specialized WIOA Business Services contract extension for Robert Tebo and Associates.  
SUPPORT: Grace Trudell

Bill Sleight reviewed the resolution.

MOTION CARRIED

c. WDB RESOLUTION 17-70

A RESOLUTION APPROVING THE FISCAL YEAR 2018 MICHIGAN WORKS!  
SOUTHEAST AGENCY BUDGET

Marcus James call for a motion to approve WDB Resolution 17-70

MOTION: Grace Trudell moved to approve WDB Resolution 17-70 the  
Fiscal Year (FY) 2018 Michigan Works! Southeast Agency Budget

SUPPORT: Sean Duval

Bill Sleight reviewed the resolution.

ABSTAIN: James Doren

MOTION CARRIED

d. WDB RESOLUTION 17-71

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE  
CONTRACT WITH THE SMALL BUSINESS DEVELOPMENT CENTER (SBDC) FOR  
FY 2018

Marcus James call for a motion to approve WDB Resolution 17-71

MOTION: Paul Ganz moved to approve WDB Resolution 17-71 the WIOA  
Business Service contract with Small Business Development Center for FY  
2018

SUPPORT: Lee Graham

Bill Sleight reviewed the resolution

ABSTAIN: Rose Bellanca

MOTION CARRIED

e. WDB RESOLUTION 17-72

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICES  
CONTRACT WITH ANN ARBOR SPARK FOR FY 2018

Marcus James call for a motion to approve WDB Resolution 17-72

MOTION: Steven Girardin moved approve WDB Resolution 17-72 the WIOA  
Specialized Business Services contract with Ann Arbor SPARK for FY 2018

SUPPORT: Kurtis Condon

Bill Sleight reviewed the resolution.

ABSTAIN: James Van Doren, Rose Bellanca, Sean Duval

MOTION CARRIED

f. WDB RESOLUTION 17-73

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES  
CONTRACT WITH HARTLAND SCHOOLS FOR FY 2018

Marcus James call for a motion to approve WDB Resolution 17-73

MOTION; Grace Trudell moved approve WDB Resolution 17-73 the WIOA  
Specialized Youth Services contract with Hartland Schools for FY 2018

SUPPORT: James Van Doren

Bill Sleight reviewed the resolution

MOTION CARRIED

g. WDB RESOLUTION 17-74

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES  
CONTRACT WITH KEY OPPORTUNITIES FOR FY 2018

Marcus James call for a motion to approve WDB Resolution 17-74

MOTION: Kevin Oxley moved to approve WDB Resolution 17-74 the WIOA

Youth Services Contract with Key Opportunities for FY 2018

SUPPORT: Timothy Jackson

Bill Sleight reviewed the resolution

ABSTAIN: Steven Girardin, Kurtis Condon

h. WDB RESOLUTION 17-75

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH WORK SKILLS CORPORATION FOR FY 2018

Marcus James call for a motion to approve WDB Resolution 17-75

MOTION: Grace Trudell moved to approve WDB Resolution 17-75 the WIOA Specialized Youth Services contract with Work Skills Corporation for FY 2018

SUPPORT: Rose Bellanca

Bill Sleight reviewed the resolution

ABSTAIN: Steven Girardin

MOTION CARRIED

i. WDB RESOLUTION 17-76

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH LIVINGSTON EDUCATIONAL SERVICE AGENCY FOR FY 2018

Marcus James call for a motion to approve Resolution WDB 17-76

MOTION: Grace Trudell moved to approve WDB Resolution 17-76 the WIOA Specialize Youth Services contract with Livingston Education Service Agency for FY 2018

SUPPORT: Rose Bellanca

ABSTAIN: Steven Girardin

MOTION CARRIED

j. WDB RESOLUTION 17-77

A RESOLUTION TO APPROVE AN ADDITIONAL MEMBER TO THE CAREER AND EDUCATIONAL ADVISORY COUNCIL (CEAC) MEMBERSHIP FOR MICHIGAN WORKS! SOUTHEAST REPRESENTING IN-DEMAND INDUSTRY

Marcus James call for a motion to approve Resolution 17-17 an additional member to the CEAC

MOTION: Kevin Oxley moved to approve Karol Friedman, Director, Partnerships and Talent, Automation Alley as an additional member to the CEAC.

SUPPORT: Lee Graham

MOTION CARRIED

Discussion.

Marcus James call to approve additional member to the CEAC.

MOTION: Kevin Oxley moved to approve Lee Graham, Operating Engineers 324, Executive Director LMEC, as an additional member to the CEAC

SUPPORT: Grace Trudell

MOTION CARRIED



## 9. Presentations

- a. Training Guide Developed for Occupations Related to and Connected to Automated Vehicles in Region 9 - Michelle Wein, Senior Project Manager, Workforce Intelligence Network (WIN). Discussion.
- b. Job Search and the use of Digital Equipment for Low-Resourced Job Seeker - Tawanna Dillahunt, Assistant Professor, University of Michigan. Discussion.
- c. Labor Market Information and Strategic Initiatives - Dr. Leonidas Murembya, Michigan Department of Technology, Management & Budget. Discussion.

## 10. Committee Reports

Review of Committee reports by Chairs followed:

- a. Employer Services - Rick Currie, Chair
- b. Job Seeker Services – Leann Wilt, Chair
- c. Career and Educational Advisory Council (CEAC) – Kevin Oxley
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
Bill Sleight provided update.

## 11. Discussion Items

- a. Executive Committee Report - WDB Chair
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for April 4, 2018
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for May 2, 2018

## 12. Other Items

- a. Chair Update – Marcus James provided updates.
  - Governor's Talent Investment Board (GTIB)  
-K-14 Survey of Workforce Development Board Chairs
- b. Director's Update – Bill Sleight reviewed Directors Report

## 13. Adjourn

Marcus James call for a motion to adjourn the meeting

MOTION: Lee Graham moved to adjourn the meeting

SUPPORT: Grace Trudell

MOTION CARRIED

Meeting adjourned at 12:09 p.m.

8. RESOLUTIONS FOR CONSIDERATION OF THE WORKFORCE DEVELOPMENT BOARD (WDB)

a. WDB RESOLUTION 17-78

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

b. WDB RESOLUTION 17-79

A RESOLUTION APPROVING CONTRACT EXTENSION WITH WASHTENAW COMMUNITY COLLEGE TO PROVIDE WAGNER-PEYSER EMPLOYMENT SERVICES AND TRADE ADJUSTMENT ACT SERVICES FOR MICHIGAN WORKS! SOUTHEAST FROM JULY 1, 2018 THROUGH JUNE 30, 2019 IN THE COUNTIES OF HILLSDALE, JACKSON, LENAWEE AND WASHTENAW COUNTIES

c. WDB RESOLUTION 17-80

A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY FROM JULY 1, 2018 THROUGH JUNE 30, 2019 FOR LIVINGSTON COUNTY

d. WDB RESOLUTION 17-81

A RESOLUTION APPROVING THE JULY 1, 2016 THROUGH JUNE 30, 2020 (FY 2016 THROUGH FY 2020) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL AND LOCAL PLANS FOR MID-CYCLE MODIFICATION FOR PROSPERITY REGION 9

e. WDB RESOLUTION 17-82

A RESOLUTION APPROVING THE FISCAL YEAR 2018 WAGNER-PEYSER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE

**MEMORANDUM**

WDB Resolution 17-78

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

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

**Date:** June 6, 2018

**Subject:** Contract extension with the Southeast Michigan Community Alliance (SEMCA) to serve as fiscal agent for the Consortium

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract extension with SEMCA to serve as fiscal agent for the Consortium for a maximum amount of 40% of available administrative funds from July 1, 2018 through June 30, 2019.

**Background**

As the merger of the Southeast Michigan Consortium began to take shape, it was decided to explore the possibility of contracting out fiscal agent services to another agency. Having another agency handle the funds, bill paying and human resource functions would help smooth the transition and allow staff to focus more on program and staff integration. After a Request for Proposal (RFP) was released, a strong bid from the Southeast Michigan Community Alliance (SEMCA) was received. A committee reviewed their bid and negotiated an outline to an agreement. The contract will be capped at 40% of all available administrative funds.

**Discussion**

In Resolution CB 15-43, the Southeast Michigan Consortium Board approved a contract with SEMCA for FY 2016 (July 1, 2016 through June 30, 2017) to serve as the fiscal agent and employer of record for the Consortium and Michigan Works! Southeast. This approval includes an option to extend the contract based on satisfactory performance. Michigan Works! Southeast administrative staff are requesting that this option be exercised.

Approval of the Fiscal Agent contract extension with SEMCA is contingent upon recommendation by the Workforce Development Board and approval by the Consortium Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 17-78**

**A RESOLUTION APPROVING A CONTRACT EXTENSION WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVICE AS THE FISCAL AGENCY FOR THE CONSORTIUM IN AN AMOUNT NOT TO EXCEED 40% OF AVAILABLE ADMINISTRATIVE 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, A Request for Proposal (RFP) was released seeking bids to provide fiscal and human resource services to the Consortium; and
- WHEREAS, A bid was received from the Southeast Michigan Community Alliance (SEMCA); and
- WHEREAS, Based on the strength of their proposal and an interview, SEMCA has been selected to provide fiscal agent and human resource services and approved by the Southeast Michigan Consortium Board in Resolution 15-43; and
- WHEREAS, The approved resolution allows for an extension based on satisfactory performance; and
- WHEREAS, Michigan Works! Southeast administrative staff are requesting that the extension option be exercised; and
- WHEREAS, The contract extension will be capped at 40% of available administrative funds for the time between July 1, 2018 and June 30, 2019.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the fiscal agent contract extension with SEMCA in an amount not to exceed 40% of available administrative funds for the time period July 1, 2018 through June 30, 2019.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate a Contract with the above organization.

**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 monetary and contract language adjustments, pending approval from Civil Counsel.

**MEMORANDUM**

WDB Resolution 17-79

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

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

**Date:** June 6, 2018

**Subject:** Contract Award to Washtenaw Community College to provide Wagner-Peyser Employment Services and Trade Adjustment Act services

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board (WDB) approve a contract with Washtenaw Community College to provide Wagner-Peyser Employment Services and Trade Adjustment Act services for Michigan Works! Southeast in an amount not to exceed \$866,861.00 from January 1, 2017 through June 30, 2018. These services would be provided in Washtenaw, Jackson, Lenawee and Hillsdale counties.

**Background**

Wagner-Peyser Services and Trade Adjustment Act services must be provided by Merit-Based Staff employees. Since staff for Michigan Works! Southeast do not qualify as merit-based staff, these services must be contracted out to eligible employers. A Request for Proposal was released and two bids were received from Washtenaw Community College and Livingston County Community Mental Health Authority. A committee reviewed both bids and recommended that both be awarded a contract, pending negotiations on budget and programmatic matters.

**Discussion**

In WDB Resolution 16-37 the Michigan Works! Southeast Workforce Development Board approved a contract with Washtenaw Community College from January 1, 2017 through June 30, 2018. This approval includes an option to extend a year based on satisfactory performance beginning FY July 1, 2018 through June 30, 2019. Michigan Works! Southeast administrative staff are requesting that this option be exercised.

Approval of the Wagner-Peyser and TAA contract with Washtenaw Community College is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 17-79**

**RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT  
CONTRACT EXTENSION WITH WASHTENAW COMMUNITY COLLEGE FOR FY 2018**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide Merit-Based Staff program services to Michigan Works! Southeast; and
- WHEREAS, Bids were received from Washtenaw Community College (WCC) and Livingston County Community Mental Health Authority (CMH); and
- WHEREAS, Based on the strength of their proposal, WCC has been selected to provide Wagner-Peyser and TAA (Merit-Based Staff programs) services for Washtenaw, Jackson, Lenawee and Hillsdale counties and CMH was selected to provide these services for Livingston County. The Michigan Works! Southeast Workforce Development Board approved the contract with WCC in WDB Resolution 16-37; and
- WHEREAS, The contract for WCC is capped at \$866,861.00 for the period July 1, 2018 through and June 30, 2019.
- WHEREAS, Funding for this contract will come from a variety of grants administered by MWSE as permitted by law and federal and state policy.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves Wagner-Peyser and TAA program services contract extension with WCC in an amount not to exceed \$866,861 for the period July 1 2018 to June 30, 2019, pending contract and budget negotiations between Michigan Works! Southeast staff and WCC staff.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contract extension for monetary and contract language adjustments, pending approval from Civil Counsel.

**MEMORANDUM**

WDB Resolution 17-80

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

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

**Date:** June 6, 2018

**Subject:** Contract Award to Livingston County Community Mental Health Authority to provide Wagner-Peyser Employment Services and Trade Adjustment Act services

**Board Action Requested**

It is requested that a contract extension with Livingston Community Mental Health Authority be approved to provide Wagner-Peyser Employment Services and Trade Adjustment Act services for Michigan Works! Southeast in an amount not to exceed \$225,000.00 from July 1, 2018 through June 30, 2019. These services would be provided in Livingston County.

**Background**

Wagner-Peyser Services and Trade Adjustment Act services must be provided by Merit-Based Staff employees. Since staff for Michigan Works! Southeast do not qualify as merit-based staff, these services must be contracted out to eligible employers. A Request for Proposal was released and two bids were received from Washtenaw Community College and Livingston County Community Mental Health Authority. A committee reviewed both bids and recommended that both be awarded a contract, pending negotiations on budget and programmatic matters.

**Discussion**

In WDB Resolution 16-38 the Michigan Works! Southeast Workforce Development Board approved a contract with Livingston Community Mental Health Authority from January 1, 2017 through June 30, 2018. This approval includes an option to extend a year based on satisfactory performance beginning FY July 1, 2018 through June 30, 2019. Michigan Works! Southeast administrative staff are requesting that this option be exercised.

Approval of the Wagner-Peyser and TAA contract with Livingston County Community Mental Health Authority is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**

**RESOLUTION 17-80**

**RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY FOR FY 2018**

- WHEREAS,** The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS,** The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS,** The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS,** The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS,** A Request for Proposal (RFP) was released seeking bids to provide Merit-Based Staff program services to Michigan Works! Southeast; and
- WHEREAS,** Bids were received from Washtenaw Community College (WCC) and Livingston County Community Mental Health Authority (LCMHA); and
- WHEREAS,** Based on the strength of their proposal, WCC has been selected to provide Wagner-Peyser Employment Services and TAA Merit-Based Staff programs services for Washtenaw, Jackson, Lenawee and Hillsdale counties and LCMHA was selected to provide these services for Livingston County; and
- WHEREAS,** The contract for LCMHA is capped at \$225,000 for the period July 1, 2018 and June 30, 2019.
- WHEREAS,** Funding for this contract will come from a variety of grants administered by MWSE as permitted by law and federal and state policy.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves Wagner-Peyser and TAA program services contract with CMH in an amount not to exceed \$225,000 for the period 7/1/18 to 6/30 19, pending contract and budget negotiations between Michigan Works! Southeast staff and LCMHA staff.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts, pending contract format review by Civil Counsel.



**MEMORANDUM**

WDB Resolution 17-81

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

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

**Date:** June 6, 2018

**Subject:** July 1, 2016 through June 30, 2020 (FY 2016 through FY 2020)  
Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plans for  
Mid-Cycle Modification for Prosperity Region 9

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve submission of the FY 2016-FY 2019 Workforce Innovation and Opportunity Act Regional and Local Mid-Cycle plan modification for the period July 1, 2016 through June 30, 2020 (FY 2016 through FY 2020).

**Background**

The WIOA, aims to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. The WIOA supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

The needs of business and workers drive workforce solutions;

One-Stop Centers provide excellent customer service to workers, jobseekers and employers, and focus on continuous improvement;

The workforce system supports strong regional economies and plays an active role in community, economic and workforce development.

**Discussion**

States are required to identify workforce planning regions. Michigan has 10 designated planning regions, with the five counties comprising the Michigan Works! Southeast region designated as Workforce Planning Region 9. This is a change since the original WIOA Regional Plan was approved in 2016 when the region, then known as Prosperity Region 9, included Monroe County, a part of the Southeast Michigan Community Alliance (SEMCA) MWA. The change was made to adhere to WIOA rules which do not allow WDBs to be included in more than one planning region. As a result, MWSE is now required to submit a combined regional and local plan Mid-Cycle Modification.

and more recent local and regional service strategies and industry sector initiative strategies, and administrative cost sharing arrangements were added.

Michigan Works! Southeast works closely with MWAs from WIOA Planning Regions 9 and 10, to coordinate how critical workforce development initiatives, programs, and services are implemented throughout southeast Michigan. These MWAs include Oakland County Michigan Works! (OCMW!), the Southeast Michigan Community Alliance (SEMCA), the Detroit Employment Solutions Corp (DESC) and Macomb St. Clair Michigan Works! (M/SCMW) in WIOA Planning Region 10, and Genesee Shiawassee Thumb Michigan Works! (GSTMW!) in WIOA Planning Region 6. These efforts have resulted in improved communication, collaboration, and consistency of service delivery throughout the greater region, and the successful implementation of many regional workforce development initiatives. Our regional plan contains many references to these collaborative efforts in this broader region.

As was the case two years ago, Michigan Works! Southeast asked the Workforce Intelligence Network to provide much of the data and labor market analysis for the Regional Plan. This arrangement ensured consistence with the original plan, as well as a high quality analysis of our labor market.

The WIOA local plan was also updated to include items that have either changed, or been started since the original plan was drafted. In particular, the local plan references and incorporated the strategic plan adopted by the board last year. The plan discusses specifics on coordination of services, programs operating at our Service Centers and other information about our activities and processes.

Approval of the July 1, 2016 through June 30, 2020 (FY 2016 through FY 2020) Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plans for Mid-Cycle Modification is contingent upon approval by the Consortium Board and the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 17-81**

**RESOLUTION APPROVING THE JULY 1, 2016 THROUGH JUNE 30, 2020  
(FY 2016 THROUGH FY 2020) WORKFORCE INNOVATION AND OPPORTUNITY  
ACT (WIOA) REGIONAL AND LOCAL PLANS FOR MID-CYCLE MODIFICATION  
FOR WORKFORCE REGION 9.**

- WHEREAS,** The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS,** The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS,** The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS,** The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS,** The July 1, 2016 through June 30, 2020 (FY 2016 through FY 2020) Workforce Innovation And Opportunity Act (WIOA) Regional And Local Plans for Mid-Cycle Modification aims to describe the coordinate the workforce development services across our workforce region, as well as efforts to coordinate services with bordering workforce regions; and
- WHEREAS,** The July 1, 2016 through June 30, 2020 (FY 2016 through FY 2020) Workforce Innovation And Opportunity Act (WIOA) Regional and Local Plans for Mid-Cycle Modification provides specifics on the programs and services that will be offered through a local MWA; and
- WHEREAS,** Both the Regional and Local plan may require updates during the next two years and modifications as the need arises; and
- WHEREAS,** Approval of the submission of these plans require approval from the Southeast Michigan Consortium Board and the Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves submission of the July 1, 2016 through June 30, 2020 (FY 2016 Through FY 2020) Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plans For Mid-Cycle Modification

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

**MEMORANDUM**

WDB Resolution 17-82

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

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

**Date:** June 12, 2018

**Subject:** FY 2018 Wagner-Peyser Employment Services program plan

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the Wagner-Peyser Employment Services program from the Talent Investment Agency for the period of July 1, 2018 through June 30, 2020 in the amount of up to \$738,586.

**Background**

The federal Wagner-Peyser Act establishes the United States Employment Service (USES) to provide a nationwide labor exchange system and establishes State Employment Security Agencies (SESA's) to administer the system in each state. The Workforce Innovation and Opportunity Act of 2014 mandates that Employment Services continue to be part of the "One-Stop" system. The ES focuses on a variety of employment-related labor exchange services including, job search assistance, assessment, job referral, and placement of job seekers, re-employment services to unemployment insurance claimants and recruitment services to employers.

**Discussion**

The draft allocation for PY 2018 is \$738,586. The official allocation will likely not be released until late June. Approval of grant fund acceptance and requires the approval of the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board.

Attached is the FY 2018 Employment Services resolution for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 17-82  
RESOLUTION APPROVING THE FISCAL YEAR 2018 WAGNER-PEYSER  
EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE**

- 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 federal Wagner-Peyser Act establishes the United States Employment Service (USES) to provide a nationwide labor exchange system and establishes State Employment Security Agencies (SESA's) to administer the system in each state and;
- WHEREAS, The Workforce Innovation and Opportunity Act of 2014 mandates that Employment Services continue to be part of the "One-Stop" system; and
- WHEREAS, The Talent Investment Agency requires the Southeast Michigan Consortium to submit an application for Wagner-Peyser funds for the period from July 1, 2018 through June 30, 2020; and
- WHEREAS, The Southeast Michigan Consortium’s Wagner-Peyser employment service draft allocation is \$738,586; and
- WHEREAS, Staff will prepare a plan based on the planning allocation.

**IT IS THEREFORE RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of grant funds for the period of July 1, 2018 to June 30, 2020 in the amount of \$738,586 to the Talent Investment Agency.

**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 as well as any future amendments for monetary and grant language adjustments.

9. Presentations

- a. One Stop Operator Update – Brittany Dougherty, Thomas P. Miller and Associates

Proposal for:  
One-Stop Operator for Michigan  
Works! Southeast Renewal

Submitted to:  
Michigan Works! Southeast

June 1, 2018

**Contact:**

Tony Waterson  
Director of Workforce Development  
Thomas P. Miller & Associates  
1630 N. Meridian St., Ste. 430  
Indianapolis, IN 46202  
Phone: 502-494-8811  
[twaterson@tpma-inc.com](mailto:twaterson@tpma-inc.com)

Submitted by:



THOMAS P. MILLER & ASSOCIATES

## Project Approach and Scope of Work

The Scope of Work outlined below identifies how TPMA will continue to deliver One-Stop Operator services for Year 2. The activities described below will focus on quarterly priorities and tasks. The first two quarters will focus on internal partnerships and operations where as the second half of the year will focus on external partnerships. Following are descriptions of the tasks as well as a proposed schedule for the quarters.

### Quarterly Meetings

In an effort to ensure effective, coordinated delivery of all partner programs across the region, TPMA will conduct on-site quarterly meetings to review service center processes, procedures, and collaborative efforts. For each on-site quarterly meeting, we will travel to the MWSE region to conduct at least three meetings: one with partners, one with all service center managers, and one with Board staff. TPMA envisions this to be a two day one night on-site with meetings conducted in a centralized location. TPMA will work with MWSE and/or service center staff to ensure meeting space is reserved for each meeting. TPMA will rely on MWSE to help schedule logistics and coordinate invitations.

Following each set of quarterly meetings, TPMA will provide updates and summary reports identifying areas of strength, challenges, opportunities, and recommendations for strengthening collaboration and integrated service delivery across the region. The summaries will also include next steps and action items for TPMA and for MWSE.

### First Quarter Focus: Internal MOU Partners

During the first quarter the focus will be on MOU partners that are located within the Service Centers. TPMA will be talking with the partners to discuss implementation and agreement with MOU requirements in the areas of Service Provision and Coordination and Referral Strategies. TPMA will be seeking to find information such as:

- Did MWSE do what it said it would do in the MOU? Why? Why not?
- Did the Partner do what it said it would do in the MOU? Why? Why not?
- What is working well with the partnership?
- What could be improved with the partnership?
- What changes are needed for the future?

TPMA and MWSE will utilize the information to further understand the status of partnerships and the opportunities moving forward. TPMA will provide MWSE a report on the partnerships with recommendations for next steps to strengthen and further develop partnerships and processes.

### Second Quarter Focus: Internal Operations

The second quarter will focus on internal operations including customer flow and service delivery. TPMA will seek to understand the current customer flow at the Service Centers. This quarter will build on the information collected from MWSE and Partners on Service Provision, Service Coordination, and Referrals. TPMA will identify best practices in the Service Centers and with Partners and will promote those best practices across the region. TPMA will also work with MWSE to identify ways to improve service delivery with an emphasis on providing value so individuals are referred to and from partners, individuals return for services, and individuals receive individualized career services as needed. The goals for this quarter



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will be increasing the customer traffic and retention for those with the greatest need. TPMA will provide MWSE with a report on the best practices, gaps, and opportunities.

### Third Quarter Focus: External Partners

The third quarter will focus on the larger group of partners that are not co-located in the Service Centers or required MOU partners. These are groups that are MOU partners but not the focus of the first quarter conversations. During this time, TPMA will talk with the partners to understand current partnership processes including referrals and coordinated service delivery. Following the conversations and using the information gathered in the previous quarters, TPMA will provide recommendations for referral processes and suggestions for coordinating service delivery among the partners.

### Fourth Quarter Focus: Annual Service Center Review

The fourth quarter will focus on reviewing the service centers and implementation of processes and recommendations provided in the previous quarters. TPMA will conduct a review of service centers to ensure effective service delivery of all partner programs. During the year, we will visit each service center at least once to observe customer flow and interaction with customers, as well as hold discussions with service center staff. TPMA will work with MWSE to schedule visits, coordinate meetings, and develop a template for the review.

In the last quarter, TPMA will work with MWSE staff to prepare a comprehensive report stemming from the reviews. Each of the reviews will identify efficiencies and effectiveness related to partner cross-referral processes, assessment of the customer flow and service delivery model for each service center, thus identifying strengths, challenges, and opportunities for each. We will also share promising practices that can help in improving the coordination of partners, service delivery, and management relevant to the operations of the service centers. This will be achieved through connection with other boards across the country, online desktop research, and/or review of materials relating to One-Stop services.

### Scheduled Calls with Board Staff and Service Center Managers

Constant communication is a key to successfully completing any project. Throughout this project, TPMA will maintain continual contact with key staff. TPMA will schedule monthly calls with Board staff and bi-monthly calls with managers from each service center. These calls will only be scheduled for months which TPMA is not on-site conducting the quarterly meetings, meaning we will schedule a total of eight monthly calls with Board staff and four calls with service center managers. An agenda will be prepared by TPMA prior to each call, incorporating relevant, up-to-date information gathered from previous on-site visits, conversations, and research.



## Proposed Fees

TPMA utilizes an internal budget estimator to develop pricing for our proposed projects to ensure there is consistency among the services and costs proposed. We strive to provide high quality deliverables and services to clients at a sensible cost.

The annual cost of the scope outlined above (excluding any additional services made available upon request) is **\$40,127.15**, which is inclusive of team member salaries, fringe benefits, supplies, overhead, and travel expenses.

| Task  | Budget per Year    | Estimated Hours |
|---|--------------------|-----------------|
| Quarterly Meetings, Summary Reports, and Reviews                        | \$31,547.15        | 242             |
| Calls with Board Staff and Service Center Managers and General Research | \$5,180.00         | 40              |
| Estimated travel expenses   | \$3,400.00         |                 |
| <b>Total:</b>   | <b>\$40,127.15</b> | <b>282</b>      |



THOMAS P. MILLER & ASSOCIATES

## One-Stop Operator Meeting Summaries

March 5-6, 2018

### Washtenaw Partner Meeting Notes

#### Washtenaw County Partner Meeting Attendees:

Niko Dawson, Bonnie Truhn, Washtenaw Community College; Renee Adorjan, DHHS; Joan Hulet, AARP; Kaendall Braeshear, Michelle Radcliffe, Livingston Educational Service Agency; Steve Girardin, MRS; Elina Zilberberg; Ashley White-Yoshizaki, Catholic Social Services – Offender Success; Bill Sleight, Johnny Epps, Shamar Herron, Jim Coutu, MWSW.

#### Partner Updates

- DHHS provided an update to the My Bridges service portal and the simpler application. DHHS also let them know that the Washtenaw DHHS office has 18 kiosks and two staff that act as lobby navigators. DHHS said they can accept flyers or program announcements to print and post at their offices.
- JFS is expanding their food pantry and adding more food that caters to special dietary needs. They are installing a small kitchen to be used for food and cooking demonstrations.
- There is a group planning MI Career Quest showcase for November 28<sup>th</sup> that will expose approximately 9,000 high school students to IT, Manufacturing, Health Care, and Construction careers.
- The Jackson County Job Star Network (ERN) is kicking off in March.
- Jackson Vocational Village is starting a training and credential program for offenders.
- WCC is starting a dual enrollment ABE program – students working on their GED will enroll in college courses worth 6 college credits tied to sterile processing. It is a small cohort that they hope to expand and also add a similar program in the fall in advanced manufacturing.
- Another program mentioned was with Washtenaw County Jail to engage inmates in short term certificates or credentials in created pathways.
- WCC also has a partnership with McKinley through a maintenance program to help develop a pipeline in apartment/housing maintenance for McKinley.

#### Discussion of MOU Processes and Procedures

- LESA is working with adult education and career and technical education. The AE area is working closely with MWSE on the JMG program. They work together to coordinate services for the youth and share information. Participants sign a waiver so information can be shared.

- The offender success program partners with MWSE. They refer individuals to MWSE offices and give them the name of a staff person and the date and time to go to the office.

#### Call to Action Ideas

- Niko discussed a group starting to work with parents of Ypsilanti athletes specifically families into new housing. The group will help the families find employment and offer workshops, seminars, and future training.
- Bill mentioned the new state law tied to Drivers Responsibility Fees. Once there is more direction from the state, a group could come together in-person or virtually to come up with a plan
- Bill mentioned the Medicaid Work Requirement and how the group could be ready and prepared to assist those that will need to work. Information is needed about who will be coming in and included in the requirement, but the group could work on a plan.
- The group discussed the possibility of a community resource event to highlight the organizations, what they do, who they serve, and available resources. There was additional conversation that an event may already exist such as the Washtenaw Community Day and maybe it could be expanded.
- The group also discussed the idea of how to make the community more attractive for attraction projects.

#### Wrap Up and Next Steps

- Distribute the full partner contact list to the group
- Provide Bonnie at WCC with Eligibility Criteria (for example youth eligibility)
- Case studies of examples of process barriers (for example – youth in training)
- MWSE bring the group together again to discuss Drivers Responsibility Fees and Medicaid Work Requirement when there is additional information from the State about either program.

## Jackson Partner Meeting Notes

### Jackson Partner Meeting Attendees:

Amanda Fleckenstein, AARP; Jennifer Monahan, Washtenaw School District/WISD; Madelyn Bernard-Diab, Washtenaw Community College; Jeff Cook, DHHS; Angela Watkins, Jackson Service Center Manager; Janet Myers, Hillsdale Service Center Manager; Shamar Herron, Deputy Director; Pam Gosla, Research and Education Manager; Janell Ross, Livingston Service Center Manager; Bill Sleight, Executive Director

### Partner Updates

- DHHS mentioned the simplified application has been out a few months and it going well. Clients are happy and the process is easier and quicker. The agency is getting ready to roll out Universal Caseload which is being piloted now and should roll out in November.
- On June 1<sup>st</sup> some individuals will lose their waiver on time-limited food stamps. Able bodied adults will have to be referred to MWA for employment related activities.
- Jennifer Monahan spoke about her planned programming for the county jail system and juvenile detention center to get inmates that are in for more than five days to leave with a career and employment plan. Those in longer will have more detailed plans.
- AARP shared updates on where they need more participants, eligibility, and the enrollment process.

### Discussion of MOU Processes and Procedures

- AARP shared how they try to practice team case management and how the participants have and employment plan and have to participate in activities at MWSE. There is an opportunity for more communication and coordination as AARP, MWSE, and ES could work together more closely to provide better services and experiences for participants.
- Jennifer's program is planning to have individuals leave with a universal education and career plan that can be taken and shared with MWSE and partners such as AE and MRS. The plans will contain assessment results, services provided, and next steps for the individual.

### Call to Action Ideas and Next Steps

- AARP has several long-time participants that will be transitioning out of their work experience and losing their stipends. A coordinated approach (almost like a Rapid Response event) could be done with AARP, ES, and the MW center managers to help the individuals look for work and improve their skills if desired and needed.
- There may be an opportunity for Jennifer's program to partner with JMG. The participants in her program may be a good cohort for the out-of-school JMG program. Janell was going to connect Jennifer with Johnny and the Washtenaw JMG staff.

### Next Steps for MWSE

- Provide TPMA with contact information of the core partners to contact with phone calls
- Help coordinate activity with AARP to help those transitioning out of their long-term work experience.
- Continue to explore partnership between Jennifer's program and JMG to consider starting a cohort.
- Distribute the full partner contact list to all attendees.
- Provide Bonnie at WCC with Eligibility Criteria (for example youth eligibility). Ask her for examples that could be used as case studies.
- Research if more could be done on GStars to track referrals – know where people are coming from to see if they are referrals from partners.

- Monitor the Drivers Responsibility Fees and Medicaid Work Experience activity for information from the state. Be proactive with bringing the partners together to develop plans for serving impacted customers.

### Next Steps for TPMA

- Follow up with the required partners that were not at the meeting. Send emails or have follow up calls. Sorry you couldn't make it to the last meeting. How's it going. We would like your participation. What topics or agendas would get you to come to the meetings and participate?
- Review the list from the first meeting and see who has not participated in the subsequent meetings.
- Send a short survey to all attendees to get their feedback – see value, what would like to see, what would they like to get from the meetings
- Funding opportunities for youth offender programs to see if there is additional funding that could be used to support a JMG cohort through the county jail or juvenile detention center.
- Next visit items:
  - See if people are moving from just coming in for UI to participating in additional MWSE services. Are they being captured? Is the email campaign working?
  - Spend some time discussing the business services connection. Can more be done to connect information from business services to Center Managers and Advisors so they can better prepare job seekers and strengthen connections.
  - Observe flow and service delivery at the Jackson, Washtenaw, and Lenawee service centers and meet with the Executive Committee.



THOMAS P. MILLER & ASSOCIATES

## Meeting Summaries

November 7-8, 2017

### Schedule:

- Washtenaw Service Center with Johnny Epps
- Livingston Service Center with Janell Ross
- Center Manager and Management Team Meeting
- MWSE Workforce Development Board Meeting
- Partners Meeting

### Service Center Manager and Management Team Meeting Attendees:

Angela Watkins, Jackson Service Center Manager; Janet Myers, Hillsdale Service Center Manager; Misty Shulters, Lenawee Service Center Manager; Nicole Bell, Communications Manager; Shamar Herron, Deputy Director; Pam Gosla, Research and Education Manager; Jim Coutu, Business Services Manager; Janell Ross, Livingston Service Center Manager

## Initial Observations and Next Steps

### Partner Meeting

- The partners provided the following suggestions for content for future meetings:
  - Update from Health and Human Services on their application/My Bridges
  - Information from Business Services on new businesses coming to town or businesses hiring and what they are looking for in job seekers
  - Information on Economic Development trends – types of businesses
  - WIN Data
  - Organizations/Partners come to the meeting with an Ask
  - Best Practices on effective models
  - Establish a base camp/hub – online system for the group to communicate, ask questions, reply, share information, county and regional
- Near-term Priorities Identified by the meeting attendees
  - Resource Map – the team identified creation of a regional asset map/partner directory as a top priority. It would also help address the priority of understanding partner services, programs, eligibility, and performance requirements
  - Identify all existing resource maps/guides (several existing maps/directories/resources)

- [www.washtenawfutures.org](http://www.washtenawfutures.org)
  - WIN – apprenticeship resource
  - United Way/211
  - Check in on My Bridges- fueled by 211, integrated services, more information in January
  - Business services asset map
- Discussion Topics for the Asset Map:
  - Incorporate a reminder/tickler to remind organizations to update their information. Allow live updates
  - Identify gaps/needs based on existing resource maps
  - Determine primary audiences for the asset map (business, community partners – internal map, resource for the public/customers)
  - Components of the asset map should include faith-based organizations, community-based organization, education, workforce development
- Next Step: Follow up with those that signed up to be on a team to complete the next steps of asset map collection
  - Jack Townsley – LISD
  - Jennifer Monahan – MAS
  - Carrie Bononfiglio – WIN/MI Bright Future
  - Jim Coutu/Business Services – MWSE
  - Shamar Herron – MWSE
- The longer-term priorities for the partners were re-prioritized to the following:
  1. Developing a shared data system or sharing data (what data do you want to share?)
  2. Coordinating business services and outreach
  3. Coordinating and streamlining service delivery
  4. Standardizing partner referrals
  5. Developing a common intake or application forms
- Partner Meeting Next Steps
  - Need to determine the attendees and objectives of the group – what are the goals/objectives and who is needed to accomplish the goals and objectives
    - Structure
    - Appropriate Representatives – may not be the right mix of attendees – one person referred to Michigan Works! as the unemployment office.
    - Look at core partners or all one stop partners
    - Just the WF system or broader? – In the middle now
    - Who is missing? Who should be added?



## Management Team Meeting:

- Successes:
  - Outreach activities such as Expungement, Partners in Action, and other events and activities
  - Jobs for Michigan's Graduates (JMG) for reaching Out-of-School Youth
  - Skilled Trade Training Fund
- Challenges:
  - Building relationships- trying to solidify, develop referrals systems
  - Adult Education – challenges with some partnerships, expectations, and requirements, maybe an opportunity for education on WIOA funding, performance measures, etc.
  - For Jackson, partnership with AARP -interested seniors have to go to Lansing to start the process
  - MRS – some challenges and need to improve the referral process. Still in infant stages with partnerships and working to identify roles of each other/who does what. Additionally, some customers concerned with the loss of benefits. The Regional Director of MRS sits on the Board – the directors defer to him and he defers to the state.
  - Staff reductions in state agencies – UIA, TIA, MRS
  - Economic Development – challenges with some relationships but improving and most areas very accommodating and partnering on calls and meetings. Need to help see the connection and specific roles of ED and WF
  - Some partners do not see the connection between their needs and what business services does
- Updates from August
  - Intake process is in the process of being standardized
  - Sandy Vallance is taking the lead on customer flow mapping
  - Centers want and need to do more cross-training of staff so staff members can cover for each other and support customers
  - Still working on improving communication with ES staff and providers with Center Managers

## Research Topics

TPMA is researching the following topics for MWSE:

- Increasing traffic into Service Centers
- Recruiting and engaging out-of-school youth, obtaining documentation for youth
- Outreach to rural areas
- Adult Education models?

## Next Steps

- Internal discussion on the purpose, attendees, and structure of the Partner Meetings
- Discuss the topic of the asset map and work group
- Conduct best practice research



THOMAS P. MILLER & ASSOCIATES

## Meeting Summary

August 1-2, 2017

### Schedule:

- Hillsdale Service Center with Janet Myers
- Jackson Service Center with Angela Watkins
- Lenawee Service Center with Misty Shelters
- Center Manager Meeting
- MWSE Management Team Meeting
- Partners Meeting

### Service Center Manager and Management Team Meeting Attendees:

Bill Sleight, Director; Johnny Epps, Washtenaw Service Center Manager; Angela Watkins, Jackson Service Center Manager; Janet Myers, Hillsdale Service Center Manager; Misty Shelters, Lenawee Service Center Manager; Nicole Bell, Communications Manager; Justin Al-Igoe, Policy and Planning Manager; and Lisa McAllister, Human Resources Manager

**Not Present:** Shamar Herron, Deputy Director; Pam Gosla, Research and Education Manager; Maggie Flaherty, Administrative Services Manager; Robin Aldrich, Information Technology Manager; Jim Coutu, Business Services Manager; Sandy Vallance, Program Manager; Janell Ross, Livingston Service Center Manager; and Cordelia Gonzalez, Fiscal Manager

## Initial Observations and Opportunities

### Communication opportunities

- The region and the Centers are embracing the mission, vision, values, and objectives of MWSE. Internally, MWSE has direction on where they are going and staff are starting to internalize it. There is a need to continue to enhance communications through consistent terminology across the system including how they refer to customers.
- Although there is an opportunity for more consistent terminology, MWSE is doing a good job of having a consistent brand with the same look and feel across the region. However, there is a desire to customize materials based on the needs of each center. For example, the video loop in the centers could be tailored to particular events, community announcements, and center specific activities. This would provide consistent branding with local autonomy. This would require either Center Manager access to change/update video feed or for quick centralized reaction to the needs of the center.

## Customer flow opportunities

- We recognize that each center has diverse needs and customer volume, but the concepts of customer flow should be consistent and take into consideration the customer experience. To our knowledge, MWSE has not mapped or documented the customer flow for the participants at the Centers. MWSE could utilize the existing work groups to lead the customer flow mapping process. This activity would require the Centers to put themselves in the place of a customer to discuss their processes and paperwork at each step and identify the areas of consistency, inconsistency, and needed improvements. By looking through the lens of the customer staff and leadership can begin to design a customer centric service model. The result would be standardized flows across the five centers that meet both the needs of the customer and the staff.

## Partner opportunities

- There is an opportunity to strengthen the relationship and communication with the ES staff. MWSE identified challenges with having functional supervision of ES employees without having support and effective communication from the offsite direct supervisor. There is a need for increased and transparent communication with the staff directly supervising the ES staff. For the One-Stop Functional Manager model to work it is imperative that all direct supervisors communicate and represent a united front through the functional supervisor to staff. Current challenges included having ES staff to fully staff the front desk and resource rooms including coverage when a person is sick or out, as well as not being able to support other functions of the Center when needed. There were also challenges in needing ES staff to sign off on the UI checklist and not being available at all times to enter the information into the computer causing a delay for customers. Leaders from MWSE and the ES providers should meet to discuss the challenges and identify solutions. Regular communication should occur and Center Managers should be a part of those conversations.
- There appears to be a number of partners co-located within the centers, but it varies from center to center. There are strong local partnerships and individual relationships, but many lack system-wide or regional partnerships. Additionally, there was a sentiment that even though some partners are co-located they are not part of the same team. There seemed to be clear distinctions of the funding stream and programs of each person. There is an opportunity through the Partners group to help establish one team through system-level partnerships and processes.

## Internal organization opportunities

- While it is good that the Center Managers have monthly meetings to receive information from the leadership team, there is an opportunity for these meetings to be enhanced if the Center Managers are allowed to provide more input into the meetings and to have more discussion with each other. This could be an opportunity to increase communication among Center Managers and provide a network for support, sharing best practices, and addressing challenges. One potential tactic is to have dedicated time on the agenda for a Center Manager Discussion

that could be tied to a specific topic or could be led by one of the Center Managers on a rotating basis. Another tactic is to rotate the location of the meeting so it is at a different center each month which would allow managers to see operations in each center. They could even take the time to see a best practice or even a challenge.

- The feedback loop between jobseeker services and business services staff could be strengthened. The Business Services Professionals are located at the centers but they report to the Business Services Manager. This is another situation where there is an opportunity to strengthen the functional manager model. Additionally, there appears to be a disconnect between the Business Services Professionals and the Center Managers and Career Advisors. For all sides to be effective at serving businesses and jobseekers, there needs to be frequent, coordinated communication to share the business needs and expectations with the Career Advisors so they can prepare job-ready clients for success. MWSE has the opportunity to establish regular communication between the Business Service Manager and Center Managers on a regional level as well as the Center Managers, Career Advisors, and Business Service Professionals within the Centers. Communication could be improved by having Center Managers be part of the Business Services Team.
- Staff appear to work together closely within centers, but there does not appear to be much interaction between staff across centers. With the exception of a few staff members that work in multiple centers, it appears the centers operate as individual centers rather than one region. There is an opportunity for more staff interaction by providing staff with more experiences to interact. For example, managers or leaders of different function areas could go to other centers to work for a day or short period to meet other staff and see operations at the center. Meetings by functions areas could occur so staff could share what works, doesn't work, and learn from one another. Staff would have the opportunity to discuss tough cases, celebrate successes, and brainstorm solutions. More interaction provides a forum for institutional knowledge to be leveraged.

## Research Topics

TPMA is researching the following topics for MWSE:

- Increasing traffic into Service Centers
- Recruiting and engaging out-of-school youth, obtaining documentation for youth
- Outreach to rural areas
- Using Live Chat on workforce system websites
- Serving customers with mental health issues
- Integrated service delivery (from Partner meeting)
- Employer Resource Networks (from Partner meeting)

## Next Steps

- Internal discussion on the structure of the Partner Meeting – consider establishing work groups or subcommittees to meet regularly on specific topics and a core team to meet quarterly.

- Survey to partners to thank them for participating in the meeting, get more information of what would be valuable to them, their involvement, vision for the meetings, and future structure and organization.
- Survey to Center Managers to ask about who is co-located, the initial meeting with a potential customer, the folder or materials provided, etc.
- Review the current MOUs to understand expectations and commitments of Partners and MWSE
- Conduct best practice research
- Next visit – meet with the Deputy Director, Program Manager and Business Services Manager, visit Washtenaw and Livingston Service Centers

## 10. Committee Reports

- a. Employer Services - Rick Currie, Chair
- b. Job Seeker Services – Leann Wilt, Chair
- c. Career and Educational Advisory Council (CEAC) – Kevin Oxley
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair





**Action:** Future discussion for the committee. (Chamber-Asset Mapping document)

**4. Other –**

Apprenticeships need to have sub-committee developed that can address standards.

**5. IWT Approval Review - Consent Items Conclusions:**

Lenawee County – Martinrea Manchester \$11,200.00 10 people, International Automotive Task Force certification, Core tool and GD & T, 85% leveraged match, training by MMTC

Hillsdale County – GAMCO \$8000.00 7 people, Tornos CNC Operations/Equipment, Vision Systems Operations, Plex Equipment, training by GAMPCO and vendors, In-kind at 183%

**NEXT MEETING:**

The next meetings Shamar to send out a doodle poll for 5/29 or 5/30 in person at Washtenaw Service Center, 304 Harriet St. Ypsilanti, MI 48197 734-714-9814

# Job Seeker Committee

5/23/18

10:00 AM

Jackson Service Center

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|                           |   |                         |                   |
|---------------------------|---|-------------------------|-------------------|
| <b>Meeting called by:</b> | Leann   | <b>Type of meeting:</b> | Committee Meeting |
| <b>Facilitator:</b>       | Leann   | <b>Note taker:</b>      | Vicki             |
| <b>Timekeeper:</b>        | Leann   |                         |                   |
| <b>Attendees:</b>         | Leann Wilt, Marcus James, Rich Chang, Steve Girardin, Bill Sleight, Sandy Vallance, and Pam Gosla |                         |                   |

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## Minutes

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**Agenda Items:** Review Charter, Review Strategic Plan, Review RACI, Review Dashboards, Assign Dashboard Leads

### Discussion:

1. Discuss Metrics
  - a. What metrics should the group focus on?
  - b. Should it be driven by employer demand?
  - c. What are determining factors for "Career Ready"?
  - d. Are there any career ladders in place already?
  - e. In Demand Sectors
  - f. Action Items

### Conclusions:

1. Discuss Metrics
  - a. The group decided to focus on labor participation rate. The number of people looking for work vs. employed, the number of people who are actually career ready.
  - b. Some conversations were had about concentrating on employer demand and it was determined that there should be some kind of guidelines to use to determine whether a job seeker is career ready by employer standards.
  - c. Discussions for career ready factors included possible career ladders in community and employment sectors.
  - d. America's Promise grant does already have a similar process in place with advanced manufacturing.
  - e. In Demand Sectors mentioned are Health Care, IT, Advanced Manufacturing, Building Trades and Hospitality. If there are others Bill will send list.
  - f. Pam & Sandy will come up with career pathways flowchart/process.. Vicki will provide top 4 or 5 occupations in each sector w/skill sets and a G\*Stars count compared to region labor force participation rate.

### NEXT MEETING:

The next meeting is scheduled for 6/20, 10-12 in Jackson. Any and all data should be submitted for review by 6/14.

11. Discussion Items

a. Executive Committee Report - WDB Chair

- Michigan Works! Southeast Workforce Development Board  
Executive Committee minutes for June 6, 2018

Workforce Development Board - Executive Committee Meeting  
 June 6, 2018, 2018, 2:00 pm – 4:00 pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118

|          |                            |                     |
|----------|----------------------------|---------------------|
| Present: | Sean Duval                 | via conference call |
|          | Donald Germann             | via conference call |
|          | Marcus James, Chair        |                     |
|          | Lynn Matzen                |                     |
|          | Scott Menzel               |                     |
|          | Sharon Miller              |                     |
| Absent:  | Richard Currie, Vice-Chair |                     |
|          | Grace Trudell              |                     |
|          | Leann Wilt                 |                     |
| Staff    | Bill Sleight               |                     |
|          | Shamar Herron              |                     |
|          | Dan Childs                 |                     |
|          | Jim Coutu                  |                     |
|          | Maggie Flaherty            |                     |
|          | Josh Rose                  |                     |

1. Call to order  
 Marcus James called the meeting to order at 2:05 pm
2. Roll Call  
 Quorum Present
3. Approval of Agenda  
 Marcus James call for a motion to approve the Agenda.  
 MOTION: Sharon Miller moved to approve the Agenda.  
 SUPPORT: Lynn Matzen  
 MOTION APPROVED
4. Consent Agenda – No Items
5. RESOLUTIONS FOR CONSIDERATION BY THE WORKFORCE DEVELOPMENT BOARD (WDB)
  - a. WDB RESOLUTION 17-78  
 A RESOLUTION APPROVING A CONTRACT EXTENSION WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVE AS THE FISCAL AGENCY FOR THE CONSORTIUM IN AN AMOUNT NOT TO EXCEED 40% OF AVAILABLE ADMINISTRATIVE FUNDS  
 Marcus James call for a motion to approve WDB Resolution 17-78  
 MOTION: Sharon Miller moved to approve WDB Resolution 17-78 the contract extension with the Southeast Community Alliance (SEMCA) to serve as the Fiscal Agency for the Consortium in the amount not to exceed 40% of available administrative funds  
 SUPPORT: Donald Germann  
 Bill Sleight reviewed the resolution. Discussion.  
 MOTION APPROVED

b. WDB RESOLUTION 17-79

A RESOLUTION APPROVING CONTRACT EXTENSION WITH WASHTENAW COMMUNITY COLLEGE TO PROVIDE WAGNER-PEYSER EMPLOYMENT SERVICES AND TRADE ADJUSTMENT ACT SERVICES FOR MICHIGAN WORKS! SOUTHEAST FROM JULY 1, 2018 THROUGH JUNE 30, 2019 IN THE COUNTIES OF HILLSDALE, JACKSON, LENAWEE AND WASHTENAW

Marcus James call for a motion to approve WDB Resolution 17-79

MOTION: Scott Menzel moved to approve WDB Resolution 17-79 the contract extension with Washtenaw Community College to provide Wagner-Peyser Employment Services and Trade Adjustment Act Services for Michigan Works! Southeast in the Counties of Hillsdale, Jackson, Lenawee and Washtenaw.

SUPPORT: Sharon Miller

Bill Sleight reviewed the resolution. Discussion.

MOTION APPROVED

c. WDB RESOLUTION 17-80

A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY FROM JULY 1, 2018 THROUGH JUNE 30, 2019 FOR LIVINGSTON COUNTY

Marcus James call for a motion approve resolution WDB 17-80

MOTION: Sharon Miller moved to approve Resolution WDB 17-80 the Wagner-Peyser and Trade Adjustment Act contract with Livingston County Community Mental Health Authority for Livingston County

SUPPORT: Lynn Matzen

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 17-81

A RESOLUTION APPROVING THE JULY 1, 2016 THROUGH JUNE 30, 2020 (FY 2016 THROUGH FY 2020) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL AND LOCAL PLANS FOR MID-CYCLE MODIFICATION FOR PROSPERITY REGION 9

Marcus James call for a motion to approve WDB Resolution 17-81

MOTION: Scott Menzel moved to approve WDB Resolution 17-81 the WIOA Regional and Local Plans for Mid-Cycle Modification for Region 9

SUPPORT: Sharon Miller

Bill Sleight reviewed the resolution. Discussion.

MOTION APPROVED

## 6. Committee Reports

- a. Employer Services – Richard Currie, Chair  
Jim Coutu provided update. Discussion.
- b. Job Seeker Services – Leann Wilt, Chair  
Marcus James reviewed the May 23, 2018 committee report. Discussion.
- c. Career and Educational Advisory Council (CEAC)  
Scott Menzel provided update. Discussed the Marshall Plan meeting scheduled in the MWSE region. Discussed CEAC meeting schedule.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
Lynn Matzen reported committee did not meet in May due to Memorial Day Holiday. Discussed two metrics from each committee/ with a Dashboard that includes eight metrics.

## 7. Chair Report

- a. Discuss Exec Board process for review of 2017-18 Balanced Scorecards  
Discussed timeline for 2017-2018 Balanced Scorecards.

## 8. Director Report

Bill Sleight provided updates;

- a. One-Stop Operator for Michigan Works! Southeast Renewal
- b. Driver Responsibility Fees
- c. Medicaid Work Requirements
- d. Business Resource Networks
- e. Infrastructure Funding Agreements
- f. Families Forward
- g. MiCareerQuest- Southeast
- h. Rapid Response

Shamar Herron provided update on Summer 18. Discussion.

## 9. June 13, 2018 Agenda for Michigan Works! Southeast Workforce Development Board Meeting

Reviewed the Agenda. Discussion.

## 10. Public Comment

Marcus James offered Public Comment. No Public Comment

## 11. Adjournment

Marcus James call for a motion to adjourn.

MOTION: Sharon Miller moved to adjourn.

SUPPORT: Scott Menzel

MOTION APPROVED

Meeting adjourned at 3:58 pm