



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

**Joint Meeting of the  
SOUTHEAST MICHIGAN CONSORTIUM BOARD  
and  
MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
September 12, 2018  
10:00 a.m. – 12:00 Noon  
Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118**

**AGENDA**

1. **Call to order** – Southeast Michigan Consortium Board –Karol KZ Bolton, Chair
2. **Call to order** – Michigan Workforce Development Board – Marcus James, Chair
3. **Roll Call** – Southeast Michigan Consortium Board
4. **Roll Call** – Michigan Works! Southeast Workforce Development Board
5. **Introductions**
6. **Call to the Public** (both boards) – Karol KZ Bolton
7. **Approval of the Agenda** (both boards) – Karol KZ Bolton and Marcus James
8. **Approval of Minutes** – Karol KZ Bolton (Consortium Board)
  - a. July 23, 2018 Southeast Michigan Consortium Board Meeting Minutes
9. **Approval of Minutes** – Marcus James (Workforce Development Board)
  - a. June 13, 2018 Michigan Works! Southeast Workforce Development Board (WDB) Meeting Minutes

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**10. Consideration of Consent Workforce Development Board Agenda Items –Marcus James (Workforce Development Board)**

- a. WDB RESOLUTION 18-01  
A RESOLUTION ACCEPTING FUNDING FOR THE FAMILY FORWARD DEMONSTRATION PROJECT
- B. WDB RESOLUTION 18-02  
A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$57,446
- C. WDB RESOLUTION 18-03  
A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 MICHIGAN ADVANCED TECHNICAL TRAINING GRANT IN THE AMOUNT OF \$21,000
- d. WDB RESOLUTION 18-04  
A RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE CY 2018 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION
- e. WDB RESOLUTION 18-05  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE TELAMON CORPORATION
- f. WDB RESOLUTION 18-06  
A RESOLUTION APPROVING THE FISCAL YEAR 2018 SERVICE CENTER OPERATIONS GRANT FUNDS
- g. WDB RESOLUTION 18-07  
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DIVERSIFIED ENGINEERING AND PLASTICS IN AN AMOUNT NOT TO EXCEED \$9,365
- h. WDB RESOLUTION 18-08  
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MARTINREA INTERNATIONAL IN AN AMOUNT NOT TO EXCEED \$4,180
- i. WDB RESOLUTION 18-09  
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR KRT PRECISION TOOL AND MANUFACTURING IN AN AMOUNT NOT TO EXCEED \$1,490

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- j. WDB RESOLUTION 18-10  
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED \$3,000
- k. WDB RESOLUTION 18-11  
A RESOLUTION ACCEPTING FUNDING FOR THE COMMUNITY VENTURES PROGRAM
- l. WDB RESOLUTION 18-12  
A RESOLUTION APPROVING A COMMUNITY VENTURES SERVICE CONTRACT WITH OAKLAND LIVINGSTON HUMAN SERVICE AGENCY FOR FY 2018 IN AN AMOUNT NOT TO EXCEED \$15,000
- m. WDB RESOLUTION 18-13  
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CASTER CONCEPTS, INC IN AN AMOUNT NOT TO EXCEED \$6,440
- n. WDB Resolution 18-14  
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CRANKSHAFT MACHINE GROUP IN AN AMOUNT NOT TO EXCEED \$5,655
- o. WDB Resolution 18-15  
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR OUR FAMILY FRIEND IN AN AMOUNT NOT TO EXCEED \$3,200
- p. WDB Resolution 18-16  
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR SUMMIT ORTHODONTICS IN AN AMOUNT NOT TO EXCEED \$1,790
- q. WDB Resolution 18-17  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE ALLIANCE FOR DEAF SERVICES
- r. WDB Resolution 18-18  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON COLLEGE AND HILLSDALE CONSOLIDATED SCHOOLS



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- s. WDB Resolution 18-19  
A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR COMMUNITY VENTURES- SUCCESS COACHES
- t. WDB Resolution 18-20  
A RESOLUTION REQUESTING APPROVAL OF A POLICY MODIFICATION TO THE COMPENSATION POLICY
- u. WDB RESOLUTION 18-21  
A RESOLUTION APPROVING A COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK SERVICE CONTRACT WITH JAMES VANDER HULST IN AN AMOUNT NOT TO EXCEED \$10,000

#### 11. Presentations:

- a. Update on Adult Education, Pam Gosla, Research and Education Manager
- b. Update on Michigan Works! Southeast: Employers & Jobseekers Email Recap  
Nicole Bell, Communications Manager
- c. Update on Skill Trade Training Funds, Jim Coutu, Business Services Manager

#### 12. Resolutions for Consideration of the Workforce Development Board (WDB) – Marcus James

- a. **WDB RESOLUTION 18-25**  
A RESOLUTION APPROVING A CONTRACT WITH WASHTENAW COUNTY COMMUNITY CORRECTIONS AND JAIL

#### 13. Resolutions for Consideration of the Southeast Michigan Consortium Board – Karol KZ Bolton

- a. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-06**  
A RESOLUTION APPROVING A MODIFICATION TO THE SIGNATORY AUTHORITY POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM
- b. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-07**  
A RESOLUTION APPROVING THE PURCHASE OF SOFTWARE IN THE AMOUNT OF \$93,374.25



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**14. Resolutions for Consideration by both the Consortium Board (Karol KZ Bolton) and the Workforce Development Board (Marcus James)**

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 18-03**  
A RESOLUTION APPROVING THE FISCAL YEAR 2019 FOOD ASSISTANCE  
EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS  
WITHOUT DEPENDENTS

**WDB RESOLUTION 18-22**

A RESOLUTION APPROVING THE FISCAL YEAR 2019 FOOD ASSISTANCE  
EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS  
WITHOUT DEPENDENTS

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-04**  
A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 MICHIGAN  
WORKS! SOUTHEAST BUDGET MODIFICATION

**WDB RESOLUTION 18-23**

A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 MICHIGAN  
WORKS! SOUTHEAST BUDGET MODIFICATION

- c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-05**  
A RESOLUTION APPROVING THE FISCAL YEAR 2019  
PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH)  
PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC  
ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

**WDB RESOLUTION 18-24**

A RESOLUTION APPROVING THE FISCAL YEAR 2019  
PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH)  
PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC  
ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

**15. Committee Reports**

- a. Employer Services – Richard Currie, Chair
- b. Job Seeker Services – Leann Wilt - Chair
- c. Career & Educational Advisory Council (CEAC) – Kevin Oxley, Chair
- d. Compliance, Finance and Oversight (CFO) – Lynn Matzen, Chair
- e. Business Resource Networks (BRN) – Bill Sleight

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**16. Discussion Items (both boards)**

- a. Governor's Talent Investment Board (GTIB) Update – Marcus James
- b. Executive Committee Report-Marcus James
  - July 11, 2018, Executive Committee Meeting Minutes
  - August 8, 2018, Executive Committee Meeting Minutes
  - September 5, 2018, Executive Committee Meeting Minutes

**17. Other Items**

- a. Comments from Chair (both boards)
- b. Comments from Director
  - Directors Report

**18. Public Comment – Karol KZ Bolton (both boards)****19. Adjourn Southeast Michigan Consortium Board – Karol KZ Bolton****20. Adjourn Michigan Works! Southeast Workforce Development Board – Marcus James**

- 8. Approval of Minutes – Karol KZ Bolton (Consortium Board)**
  - a. July 23, 2018 Southeast Michigan Consortium Board Meeting Minutes

Southeast Michigan Consortium Board Meeting Minutes  
 July 23, 2018  
 10:00 am – 11:30 am  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive,  
 Chelsea, MI 48118

Present:	Karol KZ Bolton, Chair Ruth Brown Dennis Dolan, Vice Chair Julie Games Sarah Lightner Conan Smith Chris Wittenbach	Lenawee County Commissioner Hillsdale County Commissioner Livingston County Commissioner Hillsdale County Commissioner Jackson County Commissioner Washtenaw County Commissioner Lenawee County Commissioner
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Absent:	William Green Ruth Ann Jamnick Daniel Mahoney	Livingston County Commissioner Washtenaw County Commissioner Jackson County Commissioner
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Staff: Bill Sleight  
 Shamar Herron  
 Justin Al-Igoe  
 Dan Childs  
 Maggie Flaherty

1. Call to order  
 Karol KZ Bolton, Chair, Southeast Michigan Consortium Board called the meeting to order at 10:02 a.m.
2. Discussion Items
  - a. Director's Report
    - Bill Sleight provided reviewed the Connected and Automated Vehicle Report via power point presentation. Discussion.
3. Roll Call.  
 Quorum present.
4. Introductions.
5. Approval of Minutes.  
 Karol KZ Bolton call for a motion to approve the June 25, 2018 Southeast Michigan Consortium Board meeting minutes.  
 MOTION: Sarah Lightner moved to approve the June 25, 2018 Southeast Michigan Consortium Board meeting minutes.  
 SUPPORT: Ruth Brown  
 MOTION CARRIED



6. Approval of Agenda  
Karol KZ Bolton call for a motion to approve the Agenda.  
MOTION: Ruth Brown moved approve the Agenda  
SUPPORT: Dennis Dolan  
MOTION CARRIED
7. Approval of Consent Agenda – None
8. Resolutions for Consideration of Consortium Board
  - a. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 18-01  
A RESOLUTION APPROVING THE FISCAL YEAR 2018 SERVICE CENTER OPERATIONS GRANT FUNDS  
Karol KZ Bolton call for a motion to approve CB Resolution 18-01  
MOTION: Julie Games moved to approve CB Resolution 18-01 the Fiscal Year 2018 Service Center Operations Grant Funds  
SUPPORT: Dennis Dolan  
Bill Sleight reviewed the resolution. Discussion.  
MOTION CARRIED
  - b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 18-02  
A RESOLUTION APPROVING THE FISCAL YEAR 2018 COMMUNITY VENTURES GRANT FUNDS  
Karol KZ Bolton call for a motion to approve CB Resolution 18-02  
MOTION: Dennis Dolan moved to approve CB Resolution 18-02 the Fiscal Year 2018 Community Ventures Grant Funds.  
Bill Sleight reviewed the resolution. Discussion.  
MOTION CARRIED
9. Unfinished Business - None
10. New Business - None
11. Discussion Items
  - Bill Sleight reviewed the Current Labor Trends via power point presentation. Discussion.
12. Comments followed by Consortium Board Members.
13. Adjourn  
Meeting adjourned at 11:27 a.m.

9. **Approval of Minutes – Marcus James (Workforce Development Board)**
  - a. June 13, 2018 Michigan Works! Southeast Workforce Development Board (WDB) Meeting Minutes

Michigan Works! Southeast Workforce Development Board Meeting  
 June 13, 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

Rose Bellanca	Washtenaw Community College	
Rich Chang	NewFoundry	
Jolene Chapman	Jackson College	Alternate for Jeremy Frew
Sean Duval	Golden Limousine International	
Donald Germann	County National Bank	
Jennifer Giannone	Thai Summit	
Steven Girardin	Michigan Rehabilitation Service	via conference call
Lee Graham	Operating Engineers 324	
Marcus James, Chair	Stable Inc LLC	
Scott Menzel	Washtenaw County ISD	
Sharon Miller	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Shawn Planko	Expedia, Inc.	
Angela Parth	Livingston Family Center	
Deb Polich	The Arts Alliance	
Phil Santer	Ann Arbor SPARK	
Phil Sponsler	Orbitform	
Grace Trudell	IBEW 58	
James Van Doren	Lenawee Now	via conference call
Ambrose Willbanks, Jr.	Washtenaw CVB	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board of Directors Members

Absent

Leslie Alexander	Inmatech, Inc.	
Mindy Bradish-Orta	Jackson Chamber of Commerce	
Richard Currie, Vice Chair	Hitachi Automotive Systems	
Jeremy Frew	Jackson College	Alternate attended
Paul Ganz	DTE Energy	
Steven Gulick	Huron Valley Area Labor Federation	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Lynn Matzen	Matrix Systems LLC	
Steven Gulick	Huron Valley Area Labor Federation	

Staff Present

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
Dan Childs, System Administrator	Michigan Works! Southeast
Pam Gosla, Research & Education Manager	Michigan Works! Southeast

Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Janet Myers, Service Center Manager	Michigan Works! Southeast
Jose Rose, Marketing Assistant	Michigan Works! Southeast
Misty Shulters, Service Center Manager	Michigan Works! Southeast

Others Present

Dan Fortin	BSBP/LARA
Brittany Daugherty	Thomas P. Miller and Associates
Elizabeth White	BSBP/LARA
Tony Waterson	Thomas P. Miller and Associates

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.  
 MOTION: Sean Duval moved to approve the Agenda.  
 SUPPORT: Don German  
 MOTION CARRIED
6. Approval of May 9, 2018 Michigan Works! Southeast Workforce Development Board Meeting Minutes  
 Marcus James call for a motion to approve the May 9, 2018 Michigan Works! Southeast Workforce Development Board meeting minutes.  
 MOTION: Rose Bellanca moved to approve the minutes.  
 SUPPORT: Sharon Miller  
 MOTION CARRIED
7. Approval of Consent Agenda - None
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 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: Donald German moved to approve WDB Resolution 17-78 a contract extension with the Southeast Community Alliance (SEMCA) to serve as the Fiscal Agency for the Consortium in an amount not to exceed 40% of available administrative funds

SUPPORT: Scott Menzel

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

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

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

MOTION: Grace Trudell moved to approve WDB Resolution 17-79 the contract extension with Washtenaw Community College to provide Wagner-Peyser Services and Trade Adjustment Act services Michigan Works! Southeast from July 1, 2018 through June 30, 2019 in the counties of Hillsdale, Jackson, Lenawee and Washtenaw Counties.

SUPPORT: Sharon Miller

Bill Sleight reviewed the resolution. Discussion.

ABSTAIN: Rose Bellanca

MOTION CARRIED

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 to approve WDB Resolution 17-80

MOTION: Donald Germann moved to approve WDB Resolution 17-80 the contract with Livingston County Community Mental Health Authority from July 1, 2018 through June 30, 2019

SUPPORT:

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

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

## 10. Committee Reports

Committee Reports reviewed:

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

## 11. Discussion Items

- a. Executive Committee Report – Marcus James, Chair
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for June 6, 2018Marcus James stated Executive Committee topics discussed during today's meeting.

## 12. Other Items

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

## 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 12:00 noon

**10. Consideration of Consent Workforce Development Board Agenda Items –  
Marcus James (Workforce Development Board)**

a. WDB RESOLUTION 18-01

A RESOLUTION ACCEPTING FUNDING FOR THE FAMILY FORWARD  
DEMONSTRATION PROJECT

B. WDB RESOLUTION 18-02

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 CAPACITY  
BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF  
\$57,446

C. WDB RESOLUTION 18-03

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 MICHIGAN  
ADVANCED TECHNICAL TRAINING GRANT IN THE AMOUNT OF \$21,000

d. WDB RESOLUTION 18-04

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ON THE CY 2018 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT  
(RESEA) PROGRAM GRANT APPLICATION

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A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)  
WITH THE TELAMON CORPORATION

f. WDB RESOLUTION 18-06

A RESOLUTION APPROVING THE FISCAL YEAR 2018 SERVICE CENTER  
OPERATIONS GRANT FUNDS

g. WDB RESOLUTION 18-07

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING  
FUNDS FOR DIVERSIFIED ENGINEERING AND PLASTICS IN AN AMOUNT NOT TO  
\$9,365

h. WDB RESOLUTION 18-08

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING  
FUNDS FOR MARTINREA INTERNATIONAL IN AN AMOUNT NOT TO EXCEED  
\$4,180

i. WDB RESOLUTION 18-09

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING  
FUNDS FOR KRT PRECISION TOOL AND MANUFACTURING IN AN AMOUNT  
NOT TO EXCEED \$1,490

- j. WDB RESOLUTION 18-10  
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**MEMORANDUM**

WDB Resolution 18-01

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

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

**Date:** July 11, 2018

**Subject:** Family Forward Demonstration project grant

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the Family Forward project grant in the amount of \$591,412.

**Discussion**

The State of Michigan, in coordination with several partners, is implementing a pilot project known as the "Family Forward Demonstration (FFD)" project. This program will focus on assisting non-custodial parents with training to secure higher paying employment and allow them to meet requirements for child support payments.

FFD will take part as a study and will only be implemented in Jackson and Calhoun counties. If successful, it is hoped the model will be expanded to the entire state. Volunteers from the Friend of the Court will be identified and placed into the FFD group or a control group. The control group will be referred to current services available to assist with training and employment (including Michigan Works!). FFD group participants will be placed into pre-determined cohorts for high demand occupations.

The model of the program identifies a training institution and asks that they create specific cohorts for the volunteers into this program. These cohorts will be short and focused, with a strong likelihood of daytime and nighttime classes. Online training, when applicable, will likely be implemented. Michigan Works! will be responsible for paying for training, providing testing and case management.

It is projected to run through the end of 2021 (to include follow-up). A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-01**

**A RESOLUTION ACCEPTING FUNDING FOR THE FAMILY FORWARD DEMONSTRATION PROJECT**

- 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 pilot program known as the "Family Forward Demonstration" project has begun Jackson County with the aim to assist non-custodial parents with securing employment or higher paying employment; and
- WHEREAS, FFD will be implemented as a study and if successful, will be used as a model for implementation across the State; and
- WHEREAS, Michigan Works! Southeast will receive \$591,412 over the life of the grant for case management, training and support services; and
- WHEREAS, Michigan Works! Southeast will receive volunteers from the Friend of the Court and will work with 100 participants that the State identifies as being a part of the FFD study; and
- WHEREAS, Acceptance of these funds will require approval from the Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of funds for the Family Forward Demonstration project in the amount of \$591,412.

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the grant approval request form.

**MEMORANDUM**

WDB Resolution 18-02

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

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

**Date:** July 11, 2018

**Subject:** FY 2018 Capacity Building and Professional Development funding

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on the approval request form and accept funding for the Capacity Building and Professional Development grant for the period of July 1, 2018 through June 30, 2019 in the amount of up to \$57,446.

**Background**

The Talent Investment Agency has identified funding for local Michigan Works! Agencies to use for Capacity Building and Professional Development. These funds are targeted to be used for supporting state and local partnerships, enhancing system capacity to provide opportunities for individuals with barriers to employment to enter in-demand industry sectors or occupations and nontraditional occupations, developing and improving local program performance and goals, and assisting ongoing system development and proficiency, including professional development and technical assistance

**Discussion**

In the past, Michigan Works! Southeast has used these funds for support of partnerships such as the Michigan Works! Association and the Workforce Intelligence Network.

The grant requires approval of the Southeast Michigan Consortium Board and the Southeast Michigan Workforce Development Board. Attached is a resolution for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-02**

**A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$57,446**

- 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, Planning allocations for the FY 2018 Capacity Building and Professional Development grant have been released by the Talent Investment Agency; and
- WHEREAS, In the past, this funding has been used to support partnerships such as those with the Michigan Works! Association and the Workforce Intelligence Network.

**IT IS THEREFORE RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of FY 2018 Capacity Building and Professional Development funds.

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

**MEMORANDUM**

WDB Resolution 18-03

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

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

**Date:** July 11, 2018

**Subject:** FY 2018 Michigan Advanced Technical Training (MAT<sup>2</sup>) grant

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on the approval request form and accept funding for the MAT<sup>2</sup> grant for the period of October 1, 2017 through September 30, 2018 in the amount of up to \$21,000.

**Background**

The purpose of the MAT<sup>2</sup> Employer Training Grant is to increase the number of MAT<sup>2</sup> companies registering their programs with the United States Department of Labor (USDOL) Office of Apprenticeship, and to better integrate MAT<sup>2</sup> with the broader workforce and talent system.

**Discussion**

MWAs must submit grant applications on behalf of companies. Applications for MAT<sup>2</sup> Employer Training Grants may be submitted beginning October 1, 2017 until September 30, 2018 – dependent upon eligible funding.

Businesses eligible for the program are any MAT<sup>2</sup> employer who is sponsoring a MAT<sup>2</sup> student by paying the student's college tuition at an approved MAT<sup>2</sup> academic provider, paying a stipend during the work period, providing the student an increase in wages as the student gains a higher skill level, and registers the student as an apprentice with the USDOL.

Eligible trainees are MAT<sup>2</sup> students who are being sponsored by their employer, are attending a MAT<sup>2</sup> college, and have been registered as a USDOL apprentice. Allowable training includes any of the four MAT<sup>2</sup> training programs at the applicable college. Training programs include Computer Numerically Controlled (CNC), Information Technology (IT), Mechatronics, and Technical Product Design (TPD).

Grant funds are designed to partially reimburse MAT<sup>2</sup> tuition costs for MAT<sup>2</sup> employers who registers a new USDOL apprentice after July 1, 2016. For companies who have already registered an apprentice prior to July 1, 2016, a grant amount of \$1,500 per registered apprentice is available.

The grant requires approval of the Southeast Michigan Consortium Board and the Southeast Michigan Workforce Development Board. Attached is a resolution for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-03**

**RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 MICHIGAN  
ADVANCED TECHNICAL TRAINING GRANT IN THE AMOUNT OF \$21,000**

- 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, Michigan Works! Agencies will submit applications on behalf of MAT<sup>2</sup> employers to reimburse for training costs for eligible apprenticeships in eligible training programs; and
- WHEREAS, Eligible MAT<sup>2</sup> employers with eligible trainees will be contacted and made aware of this funding opportunity.

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**IT IS THEREFORE RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of FY 2018 MAT<sup>2</sup> funds in the amount of \$21,000.

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

**MEMORANDUM**

WDB Resolution 18-04

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

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

**Date:** July 11, 2018

**Subject:** CY 2018 Reemployment Services and Eligibility Assessment (RESEA) Program

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the CY 2018 Reemployment Service and Eligibility Assessment (RESEA) program in the amount of \$58,270 for the time period January 1, 2018 through December 31, 2018.

**Background**

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

**Discussion**

The MWAs must deliver all the RESEA activities listed below:

- Orientation to MWA Services (First RESEA Only).
- UI Eligibility Assessment.
- Confirmation of an Active Profile on the PMTC.
- Verification of the Monthly Work Search (Form #1583)
- Development of an ISS.
- Discussion of the Labor Market Information.
- Provide two (2) hours of appropriate reemployment services.

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

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

**SOUTHEAST MICHIGAN CONSORTIUM BOARD**

**RESOLUTION 18-04**

**A RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE CY 2018 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Reemployment Services and Eligibility Assessment (RESEA) Program will be replacing the Unemployment Insurance Agency's (UIA) mandatory profiling program; and
- WHEREAS, UI applicants receiving these benefits must participate in certain services through a Michigan Works! agency (MWA):
- Orientation to MWA Services
  - UI Eligibility Assessment
  - Confirmation of an Active Profile on the PMTC
  - Verification of the Monthly Work Search (Form #1583)
  - Development of an ISS
  - Discussion of the Labor Market Information
  - Provide two (2) hours of appropriate reemployment services
- WHEREAS, These are available to RESEA services provided to referred people from January 1, 2018 through December 31, 2018; and
- WHEREAS, The plan must be approved by both the Southeast Michigan Consortium Board and the Southeast Michigan Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the grant and plan for the CY 2018 Reemployment Services and Eligibility Assessment (RESEA) Program for the time January 1, 2018 through December 31, 2018 in the amount of \$58,270.

**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.



**MEMORANDUM**

WDB Resolution 18-05

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

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

**Date:** July 11, 2018

**Subject:** Memorandum of Understanding with the Telamon Corporation

**Board Action Requested**

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

**Discussion**

The Telamon Corporation recently reached out about solidifying a partnership with Michigan Works! Southeast (MWSE). Telamon focuses on working with migrant and seasonal farmworkers in southeast Michigan. While they work with all of the counties of MWSE, their focus would be in Lenawee County.

The partnership will be based on referrals as appropriate. Telamon is seeing an increase in people who want to stay in southeast Michigan year-round and referrals to Michigan Works! will help with establishing gainful employment. As appropriate, Michigan Works! will distribute information about Telamon in conjunction with the State of Michigan's Migrant and Seasonal farmworker representatives.

There is no funding involved in this MOU.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-05**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)  
WITH THE TELAMON CORPORATION**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages that partnerships and MOUs be established with certain grant/programs; and
- WHEREAS, The Telamon Corporation, who serves migrant and seasonal farm workers in southeast Michigan, recently requested the opportunity to share referrals with MWSE; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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

**MEMORANDUM**

WDB Resolution 18-06

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

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

**Date:** July 11, 2018

**Subject:** WIOA FY 2018 Service Center Operation allocation funding

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2018 Service Center Operations grant from the Talent Investment Agency (TIA) for the time period July 1, 2018 through June 30, 2020 in the amount of \$209,101.

**Discussion**

TIA has identified FY 2018 WIOA funds for Service Center Operations. This funding is largely used to help cover costs of opening the Service Centers, purchasing IT equipment, rent and staff salaries.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-06**

**RESOLUTION APPROVING THE FISCAL YEAR 2018 SERVICE CENTER OPERATIONS  
GRANT FUNDS**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Service center operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities; and
- WHEREAS, Additional FY 2018 funds have been allocated by TIA in the amount of \$209,101 for Service Center Operations; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the Service Center Operations grant.

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2018 WIOA Service Center Operations grant and accepts funding in the amount of \$209,101.

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

**MEMORANDUM**

WDB Resolution 18-07

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

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

**Date:** July 11, 2018

**Subject:** FY 2018 WIOA Incumbent Worker contract approval for Diversified Engineering and Plastics

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Diversified Engineering and Plastics in an amount not to exceed \$9,365.

**Background**

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Diversified Engineering and Plastics in Jackson County is requesting ISO, Industrial Hydraulic and Machine Maintenance & Troubleshooting training in an amount not to exceed \$9,365 to train employees from July 26, 2018 to March 31, 2019.

**Discussion**

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

Diversified Engineering and Plastics produces molded internal/external components for automotive and aerospace industry. Training will be conducted by the Michigan Manufacturing Technology Center (MMTC) and .

**FY 2017 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Diversified Engineering and Plastics	Not to exceed \$9,365	15	Jackson

The IWT Grant Application has been reviewed and approved by the Employer Services Committee. Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-07**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DIVERSIFIED ENGINEERING AND PLASTICS IN AN AMOUNT NOT TO EXCEED \$9,365**

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, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Diversified Engineering and Plastics in Jackson County, MI; and

WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and

WHEREAS, Diversified Engineering and Plastics is seeking to train 15 employee in various training from July 26, 2018 through March 31, 2019.

WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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

**MEMORANDUM**

WDB Resolution 18-08

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

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

**Date:** July 11, 2018

**Subject:** FY 2018 WIOA Incumbent Worker contract approval for Martinrea International

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Martinrea International in an amount not to exceed \$4,180.

**Background**

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Martinrea International in Hillsdale County is requesting PC-DMIS Training in an amount not to exceed \$4,180 to train 2 employees from August 6, 2018 to December 31, 2018.

**Discussion**

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

Martinrea International produces Aluminum and metallic parts and fluid system. Martinrea International is requesting to train 2 employees. Training will be conducted by Hexagon.

**FY 2018 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Martinrea International	Not to exceed \$4,180	2	Hillsdale

The IWT Grant Application has been reviewed and approved by the Employer Services Committee. Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-08**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MARTINREA INTERNATIONAL IN AN AMOUNT NOT TO EXCEED \$4,180**

- 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, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Martinrea International in Hillsdale County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Martinrea Industries-BCA is seeking to train 2 employee in Core Tools & GD&T August 6, 2018 through December 31, 2018.
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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



**MEMORANDUM**

WDB Resolution 18-09

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

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

**Date:** July 11, 2018

**Subject:** FY 2018 WIOA Incumbent Worker contract approval for KRT Precision Tool and Manufacturing

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for KRT Precision Tool and Manufacturing in an amount not to exceed \$1,490.

**Background**

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. KRT Precision Tool and Manufacturing in Jackson County is requesting Internal Auditor Training in an amount not to exceed \$1,490 to train 2 employees from July 12, 2018 to September 30, 2018.

**Discussion**

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

KRT Precision Tool and Manufacturing precision CNC machining company. KRT is requesting to train 2 employees. Training will be conducted by MMTC.

**FY 2018 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
KRT Precision Tool and Manufacturing	Not to exceed \$1,490	2	Jackson

The IWT Grant Application has been reviewed and approved by the Employer Services Committee. Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-09**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR KRT PRECISION TOOL AND MANUFACTURING IN AN AMOUNT NOT TO EXCEED \$1,490**

- 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, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from KRT Precision Tool and Manufacturing in Jackson County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, KRT Precision Tool and Manufacturing is seeking to train 2 employee in Internal Auditor from July 12, 2018 through September 30, 2018.
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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

**MEMORANDUM**

WDB Resolution 18-10

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

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

**Date:** July 11, 2018

**Subject:** FY 2018 WIOA Incumbent Worker contract approval for Work Skills Corporation

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Work Skills Corporation in an amount not to exceed \$3,000.

**Background**

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Work Skills Corporation in Livingston County is requesting Magnetic Particle Training in an amount not to exceed \$3,000 to train 4 employees from July 23, 2018 to September 30, 2018.

**Discussion**

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

Training will be conducted by XRI-Testing and all trainees will receive a certification to help with job retention and future advancement.

**FY 2018 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Work Skills Corporation	Not to exceed \$3,000	2	Livingston

The IWT Grant Application has been reviewed and approved by the Employer Services Committee. Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-10**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED \$3,000**

- 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, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Work Skills Corporation in Livingston County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Work Skills Corporation is seeking to train 4 employees in Magnetic Particle training from July 23, 2018 through September 30, 2018.
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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

**MEMORANDUM**

WDB Resolution 18-11

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

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

**Date:** July 11, 2018

**Subject:** Community Ventures program and grant

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept the current funding allocation for the Community Ventures program in the amount of \$573,517 plus any additional Community Ventures funding allocated to the program during FY 2018.

**Discussion**

The Community Ventures (CV) program is a partnership between Michigan Works! Agencies (MWAs), local employers and the Talent Investment Agency to help increase the retention of structurally unemployed and Asset Limited Income Constrained Employed (ALICE) populations.

Using the Business Resource Network (BRN) model, MWAs will have a more direct role in supporting CV participants and employers. "Success Coaches" will be utilized to provide wrap-around case management to CV employees. Support Services will be available to CV employees and Wage Incentives will be used to increase the employment of the target populations.

The further development of current BRNs and the establishment of new ones is expected with the CV program. The Business Services staff will make this a priority during the life of this grant.

The costs for support services, Success Coaches and new CV Wage Incentives for employers will be funded from the allocation provided to MWSE (current/previous wage incentives will be paid for by the State).

Funding is for the time period July 1, 2018 through September 30, 2019. It is very likely that additional funds for Community Ventures will be provided for FY 2018. Staff is requesting approval to accept these additional funds as they are allocated. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-11**

**A RESOLUTION ACCEPTING FUNDING FOR THE COMMUNITY VENTURES PROGRAM**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Community Ventures program will directly involve Michigan Works! Agencies with the implementation of the various program elements; and
- WHEREAS, Michigan Works! Southeast will receive \$573,517 for the time period July 1, 2018 through September 30, 2019 for wage incentives, success coaches and support services; and
- WHEREAS, Additional funding for this program is likely to be released during FY 2018 and staff is requesting authorization to accept these funds as well; and
- WHEREAS, Acceptance of these funds will require approval from the Workforce Development Board and Consortium Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of funds for the Community Ventures program in the amount of \$573,517 plus any additional funds allocated to this grant.

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

**MEMORANDUM**

WDB Resolution 18-12

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

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

**Date:** July 11, 2018

**Subject:** Contract Award to Oakland Livingston Human Service Agency for the Community Ventures program

**Board Action Requested**

It is requested that a contract be awarded to Oakland Livingston Human Services Agency (OLHSA) for the Community Ventures program in an amount not to exceed \$15,000.

**Background**

As Michigan Works! Agencies take a larger role in the Community Ventures program, the Talent Investment Agency (TIA) is waiving all procurement requirements for contracting with the current providers of Community Ventures services. OLHSA has been providing the "Success Coaches" and Support Services for the participants in Livingston County.

**Discussion**

To limit any disruptions for participants currently enrolled in Community Ventures, staff would like to continue contracting with OLHSA for participants in Livingston County. As additional participants become part of the program, other organizations may be contracted to provide services or services may be provided directly by Michigan Works! employees. Many details still have to be finalized for new employers and Community Ventures participants before these decisions can be made.

The contract with OLHSA will run through 9/30/18 for participants currently in the Community Ventures program.

Approval of the Community Ventures contract with OLHSA is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

## MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

### RESOLUTION 18-12

#### RESOLUTION APPROVING A COMMUNITY VENTURES SERVICE CONTRACT WITH OAKLAND LIVINGSTON HUMAN SERVICE AGENCY FOR FY 2018 IN AN AMOUNT NOT TO EXCEED \$15,000

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 Community Ventures program is currently active with several employers in Livingston County; and

WHEREAS, To limit the disruption of services as Michigan Works! takes a larger role in the Community Ventures program, the Talent Investment Agency is waiving procurement requirements for current providers; and

WHEREAS, The Oakland Livingston Human Service Agency is currently providing Community Ventures services in Livingston County and staff are recommending the continuation of these services.

**IT IS THEREFORE RESOLVED** that MWSE staff are authorized to negotiate the specifics of a Community Ventures service contract with the Oakland Livingston Human Service Agency through 9/30/18 in an amount not to exceed \$15,000.

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



## MEMORANDUM

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

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

**Date:** August 8, 2018

**Subject:** FY 2018 WIOA Incumbent Worker contract approval for Caster Concepts, Inc.

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Caster Concepts, Inc. in an amount not to exceed \$6,440.

### **Background**

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Caster Concepts, Inc. in Jackson County is requesting Press brake, Precision Gauges and Precision Machining Method Training in an amount not to exceed \$6,440 to train 5 employees from September 7, 2018 to March 31, 2019.

### **Discussion**

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

Training will be conducted by The Academy for Manufacturing Careers.

### **FY 2018 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Caster Concepts, Inc.	Not to exceed \$6,440	5	Jackson

The IWT Grant Application has been reviewed and approved by the Employer Services Committee. Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-13**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CASTER CONCEPTS, INC IN AN AMOUNT NOT TO EXCEED \$6,440**

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, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Caster Concepts, Inc. in Jackson County, MI; and

WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and

WHEREAS, Caster Concepts, Inc. is seeking to train 5 employees in various training from September 7, 2018 through March 31, 2019; and

WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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

## MEMORANDUM

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

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

**Date:** August 8, 2018

**Subject:** FY 2018 WIOA Incumbent Worker contract approval for Crankshaft Machine Group

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Crankshaft Machine Group in an amount not to exceed \$5,655.

### **Background**

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Crankshaft Machine Group in Jackson County is requesting Blue Print reading, CNC and welding Training in an amount not to exceed \$5,655 to train 6 employees from September 14, 2018 to March 31, 2019.

### **Discussion**

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

Training will be conducted by The Academy for Manufacturing Careers and Star Machine Company.

### **FY 2018 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Crankshaft Machine Group	Not to exceed \$5,655	6	Jackson

The IWT Grant Application has been reviewed and approved by the Employer Services Committee. Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-14**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CRANKSHAFT MACHINE GROUP IN AN AMOUNT NOT TO EXCEED \$5,655**

- 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, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Crankshaft Machine Group in Jackson County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Crankshaft Machine Group is seeking to train 6 employees in Blue Print reading, CNC and welding training from September 14, 2018 through March 31, 2019; and
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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

## MEMORANDUM

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

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

**Date:** August 8, 2018

**Subject:** FY 2018 WIOA Incumbent Worker contract approval for Our Family Friend

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Our Family Friend in an amount not to exceed \$3,200.

### **Background**

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Our Family Friend in Hillsdale County is requesting Positive Approach Coaching Training in an amount not to exceed \$3,200 to train 2 employees from August 16, 2018 to December 31, 2018.

### **Discussion**

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

Training will be conducted by Positive Approach, LLC.

### **FY 2018 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Our Family Friend	Not to exceed \$3,200	2	Hillsdale

The IWT Grant Application has been reviewed and approved by the Employer Services Committee. Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-15**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR OUR FAMILY FRIEND IN AN AMOUNT NOT TO EXCEED \$3,200**

- 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, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Our Family Friend in Hillsdale County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Our Family Friend is seeking to train 2 employees in Positive Approach Coaching from August 16, 2018 through December 31, 2018; and
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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

## MEMORANDUM

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

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

**Date:** August 8, 2018

**Subject:** FY 2018 WIOA Incumbent Worker contract approval for Summit Orthodontics

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Summit Orthodontics in an amount not to exceed \$1,790.

### **Background**

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Summit Orthodontics in Jackson County is requesting Treatment Coordinator Mastery Training in an amount not to exceed \$3,200 to train 2 employees from September 15, 2018 to December 31, 2018.

### **Discussion**

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

Training will be conducted by Straight Wire Consulting.

### **FY 2018 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Summit Orthodontics	Not to exceed \$1,790	2	Jackson

The IWT Grant Application has been reviewed and approved by the Employer Services Committee. Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-16**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR SUMMIT ORTHODONTICS IN AN AMOUNT NOT TO EXCEED \$1,790**

- 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, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Summit Orthodontics in Jackson County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Summit Orthodontics is seeking to train 2 employees in Treatment Coordinator Mastery from September 15, 2018 through December 31, 2018; and
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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



**MEMORANDUM**

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

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

**Date:** August 8, 2018

**Subject:** Memorandum of Understanding with the Alliance for Deaf Services

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on a Memorandum of Understanding (MOU) with the Alliance for Deaf Services.

**Discussion**

The Alliance for Deaf Services (ADS) recently reached out about solidifying a partnership with Michigan Works! Southeast (MWSE). Their focus is on providing sign language services, training, workshops and community awareness regarding the deaf and hard of hearing community.

MWSE staff have had some discussions with ADS regarding ways the two organizations can partner. The Service Centers would provide some space and time for ADS to hand-out information and meet with people by appointment. Offering assistance to employers on how to provide necessary accommodations will also be available. Workshops on "Deaf Culture" would be provided to MWSE at a low cost in addition to potential translation services. The two organizations would promote each other and distribute information about each other's services as appropriate. Exact details are still in the process of negotiation.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-17**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)  
WITH THE ALLIANCE FOR DEAF SERVICES**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages that partnerships and MOUs be established with certain grant/programs; and
- WHEREAS, The Alliance for Deaf Services, an organization that serves and promotes the deaf and hard of hearing community, would like to formalize a partnership with MWSE; and
- WHEREAS, MWSE and ADS would promote each other's programs as well as provide in-kind office space and workshops for training opportunities; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Alliance for Deaf Services.

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

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

**MEMORANDUM**

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

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

**Date:** August 8, 2018

**Subject:** Memorandum of Understanding with Jackson College and Hillsdale Consolidated Schools

**Board Action Requested**

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

**Discussion**

The Adult Education program implemented by MWSE is an important part of the services offered to the job seekers of our counties. In the past, a MOU has been executed with Jackson College and Hillsdale Consolidated Schools regarding this program.

Jackson College will provide the space and classroom facilities for the Adult Education program partnership. MWSE will provide the staffing and program at Jackson College. Hillsdale Consolidated Schools will serve as the accrediting institution.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-18**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)  
WITH JACKSON COLLEGE AND HILLSDALE CONSOLIDATED SCHOOLS**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages that partnerships and MOUs be established with certain grant/programs; and
- WHEREAS, The Adult Education program for MWSE is administered through a partnership with Jackson College and Hillsdale Consolidated Schools; and
- WHEREAS, MWSE will provide staffing and programming, Jackson College will provide space and Hillsdale Consolidated Schools will serve as the accrediting institution; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Jackson College and Hillsdale Consolidated Schools.

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

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

**MEMORANDUM**

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

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

**Date:** August 8, 2018

**Subject:** Community Ventures- Success Coach Request for Proposal release approval

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of a Request for Proposal (RFP) for the Community Ventures- Success Coaches for the time period October 1, 2018 through September 30, 2019.

**Discussion**

The Community Ventures program has been handed to the Michigan Works! Agencies to administer within their workforce areas. Related to Community Ventures, Business Resource Networks (BRNs) are to be developed and focused on employers with employee retention and turnover issues.

With current BRNs in Livingston and Jackson County, a defining feature of the BRNs is the employment of a "Success Coach" who works with employees who are at-risk of losing their jobs due to various barriers. Additionally, Success Coaches provide soft skill, financial literacy and other necessary training to help keep people employed with their current employers.

MWSE would like to release a RFP to solicit proposals from organizations that may be better prepared and equipped to provide Success Coaches. While the Community Ventures program does provide funding for Success Coaches, the preference is for the BRNs to become sustainable and fund these Success Coaches so this BRN support can continue after Community Ventures funding expires on 9/30/19.

Release of this RFP is contingent on the approval of the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-19**

**A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR  
COMMUNITY VENTURES- SUCCESS COACHES**

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 Community Ventures program has been delegated to the Michigan Works! Agencies along with the requirement to develop Business Resource Networks (BRNs) to support employers who have retention and turnover issues; and

WHEREAS, "Success Coaches" are an important part of successful BRNs and central to the creation and development of these networks; and

WHEREAS, It is desirable to solicit proposals from other organizations that may be better prepared and equipped to provide Success Coaches to the Business Resource Networks; and

WHEREAS, A review committee will make a recommendation to the Workforce Development Board on the organization to award a contract.

**IT IS THEREFORE RESOLVED** that the Workforce Development Board approves the publication and release of the Community Ventures- Success Coaches RFP.

**MEMORANDUM**

**To:** Michigan Works! Southeast Workforce Development Board  
**From:** William S. Sleight, Director, Michigan Works! Southeast  
**Date:** August 8, 2018  
**Subject:** Compensation Policy changes

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a modification to the current Compensation Policy.

**Discussion**

The current Compensation Policy requires that the Workforce Development Board approve changes to the policy. Staff would like to add the criteria for giving an employee a two-step increase. The proposal is as follows:

During the annual performance evaluation process, in order for staff to receive a two-step increase, the following criteria must be met:

- If employee's pay is below the median pay in the pay range (step 6), he/she must receive an overall average performance rating of 4.0 (above expectations) with no 2.0 (below expectations) ratings in any job factor.
- If employee's pay is at – or above – median pay in the pay range, he/she must receive an average overall rating of 4.5 with no 3.0 (meets expectations) ratings in any job factor.

In order for staff who are at the last step of the pay grade (step 11) – but who do not qualify for variable pay – to earn a bonus, the following criteria must be met:

- Employee may earn a \$500 bonus if his/her overall average performance rating is between 3.0 and 3.4
- Employee may earn a \$750 bonus if his/her overall average performance rating is between 3.5 and 3.9
- Employee may earn a \$1,000 bonus if his/her overall average performance rating is at 4.0 or above

This modification requires approval by the Workforce Development Board.

**SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-20**

**A RESOLUTION REQUESTING APPROVAL OF A POLICY MODIFICATION TO THE  
COMPENSATION POLICY**

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, Staff would like to make an amendment to the current Compensation Policy regarding the possibility of a two-step increase; and

WHEREAS, The two step increase will require very strong ratings for consideration and will require final approval from the Director; and

WHEREAS, The Policy modification and new Policy approval require approval from the Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the modification to the Compensation Policy as described above.





**MICHIGAN WORKS! SOUTHEAST**  
**OFFICIAL POLICY**

**Date:** May 14, 2018

**To:** Southeast Michigan Consortium Board and MWSE Staff

**Subject:** **Compensation Policy**

**Last modification:** N/A

**Rescissions:** None

**Policy Statement:** Michigan Works! Southeast, as stewards over entrusted public funds, is fiscally responsible as we administer compensation and benefits to employees. We are committed to excellence and employ high quality employees who exemplify our values and deliver on our mission and vision. MWSE recognizes that not all objectives listed below may be completely achieved at all times and are listed to serve as guidelines against which proposed actions are to be evaluated.

**Purpose:** To establish guidelines for the use and ongoing maintenance of the job classification and compensation system that will meet the following objectives:

- Attract, retain and motivate qualified employees to work toward achievement of the Company's mission and strategic goals
- Be externally competitive, internally consistent, and fair
- Maintain a job classification system that reflects the complexity and decision making responsibilities of jobs
- Maintain a system for future pay decisions based on fair and documented information
- Comply with applicable laws



## 1. MWSE Pay Structure:

The MWSE pay structure consists of 16 grades; each grade has 11 steps. Step 6 reflects the median market value for each position, based on market analysis.

Each job classification is determined using the Decision Band Method®. This method uses decision making, supervision, and complexity and difficulty of job responsibilities as the primary criteria for evaluation of each job classification.

The salary of the Director is determined by the Executive Committee of the Workforce Development Board and is not subject to the MWSE pay structure.

## 2. Determination of Starting Rates of Pay:

- a. In general, starting rates should be at the minimum of the assigned pay range. Starting pay that is higher than the minimum of the assigned salary range may be acceptable for certain reasons including education, work experience directly applicable to the job which exceeds the minimum employment requirements, current pay/salary expectations, a competitive market, and a specific talent.
- b. With approval of the Director, managers will have the ability to hire new employees at steps one through four, depending on the candidate's experience and qualifications.
- c. New hires can be placed above step four only with permission of the WDB Executive Committee.

## 3. Movement within the Pay Structure:

- a. MWSE has created a merit based compensation system where employees who meet performance standards are rewarded with salary adjustments based on the published pay schedule. Increases through the pay range are not automatic.
- b. Performance Reviews will be conducted at least annually on a schedule set by the Director. The performance evaluation form will be approved by the director and made available to all employees. Based on the performance review:
  - i. An employee meeting the performance expectations of the position will receive a salary adjustment to the next step in the pay range. To meet expectations, an employee must achieve an average score of 3 on a five point scale.



- ii. An employee who does not meet performance expectations will not receive an increase to the next step in the pay range. If not already in place, a development plan will be implemented for any employee with more than one year of MWSE experience who does not qualify for a step increase.
- iii. The employee's performance may be evaluated again after three months. If performance meets expectations at that time, he/she will move to the next step.
- iv. If performance does not meet expectations after three months, the employee's performance may be evaluated again after another three month period of time and, if performance meets expectations, he/she will move to the next step. If performance does not meet expectations after the second three month evaluation period, the employee's performance will not be reviewed until the regular annual performance evaluation date.

c. For staff to receive a two-step increase, the following criteria must be met:

If employee's pay is below the median pay in the pay range (step 6), he/she must receive an overall average performance rating of 4.0 (above expectations) with no 2.0 (below expectations) ratings in any job factor.

If employee's pay is at – or above – median pay in the pay range, he/she must receive an average overall rating of 4.5 with no 3.0 (meets expectations) ratings in any job factor.

d. For staff who are at the last step of the pay grade (step 11) – but who do not qualify for variable pay – to earn a bonus, the following criteria must be met:

Employee may earn a \$500 bonus if his/her overall average performance rating is between 3.0 and 3.4

Employee may earn a \$750 bonus if his/her overall average performance rating is between 3.5 and 3.9

Employee may earn a \$1,000 bonus if his/her overall average performance rating is at 4.0 or above



- e. In accordance with MWSE policy, employees may be disciplined for performance that does not meet expectations.
- f. To help ensure consistency in the evaluation process, MWSE management will define the expectations and performance standards for each position and will provide training to all supervisors.
- g. A supervisor may recommend a two-step increase for high performing employees who significantly exceed performance expectations. This provision is primarily intended for employees who have not yet reached the median salary (step 6) or market value for their position. Moving up two steps requires the approval of the MWSE Director. The Executive Committee of the Workforce Development Committee will approve the criteria for a two-step increase.
- h. Employees who are promoted to a higher grade will be placed at a step in their new grade that represents at least a 2.5% increase over their current salary.
- i. Employees who are at the last step of the pay grade, but who do not qualify for variable pay may earn a bonus of up to \$1,000 per year based on performance. The Executive Committee of the Workforce Development Committee will approve the criteria for any such bonus payments.
- j. The Director and other members of the management team may qualify for variable pay based on a policy approved by the Executive Committee of the Workforce Board.
- k. Salary increases are not guaranteed and the Consortium Board may impose wage freezes or similar measures due to budget constraints or other considerations.

#### 4. Adding New Positions to the Compensation Structure:

With approval of the Director, a Manager may propose a new position using the following process:

- a. The manager will document the duties and responsibilities of the proposed position.
- b. The manager will work with Human Resources to conduct a job analysis of the proposed position, identify the essential functions of the position, and determine the minimum qualification requirements.
- c. The manager will work with Human Resources to assess the proper job classification using the Decision Band Method®.
- d. The Human Resources Manager will review all documentation and submit to the Director for review/approval.



- e. If approved, MWSE staff will be notified of the new position and the public pay structure document will be updated.

## 5. Position Reclassification Requests Based on Changes in Job Responsibilities

A reclassification is a change in the grade determination resulting from a redefinition of the duties and/or qualification requirements of the position. If the duties/responsibilities and/or qualifications of an established position are permanently and significantly changed, the following actions should be taken:

- a. The manager will submit a request for a position reclassification to Human Resources, documenting completely the reasons for the position reclassification request.
- b. The employee and their manager may be asked for further explanation and/or requested to complete a Job Analysis Questionnaire.
- c. Human Resources will be responsible for evaluating the new position and recommending grade placement in the position. Comparable salary information should be collected when possible to assist in the determination of the appropriate position in the pay grade. An upgraded job description will be prepared as warranted.
- d. The documentation will be presented to the Director for approval.
- e. If approved and the position is reclassified to a higher pay grade, the employee will be placed on the step closes to but not less than his/her current salary in the new pay range.
- f. In situations where a job is reclassified to a lower pay grade because a re-evaluation indicated reduced duties, a pay reduction may or may not occur. This decision will be made on a case-by-case basis by the Director.

## 6. Classification Appeal Process:

If any MWSE staff member feels that the placement of a job within the classification (grade) structure is incorrect, an appeal can be made to reevaluate the position.

- a. Obtain the Appeal Process/Form from management and Human Resources.
- b. Describe why the assigned rating is not appropriate.



- c. Describe the decision-making requirements, complexity, and role of your position in applicable MWSE processes within the context of your assigned job description.
- d. Specify why you believe the requested rating is more appropriate for you position than the existing rating.
- e. Submit the form to your manager who will review and forward to Human Resources
- f. Appeal decision is based on:
  - i. the work currently assigned to the position by the manager, not responsibilities that may occur in the future
  - ii. The qualifications required to perform the work assigned to the position
  - iii. The proper application of the classification specifications as described in the classification matrix
- g. The decision will not compare one position to another position
- h. The decision will not consider:
  - i. The content or accuracy of a position description
  - ii. Qualifications an employee has that are not required for the work of the position
  - iii. Employee performance
  - iv. Volume of work
  - v. Salary or compensation
- i. The Director will make the final decision regarding whether or not the requested change is approved.

#### **7. Pay Structure/Classification System Maintenance:**

- a. The salary structure should be reviewed on an annual basis to determine if adjustments are needed to remain competitive with the market, or for other considerations such as changes in the cost of living. A comprehensive market compensation study should be conducted every three to five years.
- b. Regular reviews of internal alignment and classification of jobs will be conducted to ensure proper leveling of jobs.
- c. Any adjustments to the salary structure must be approved by the Consortium Board.

#### **8. Right to Modify Policy:**



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The Southeast Michigan Consortium Board has the right to change, modify or approve exceptions to this policy at any time with or without notice.

**Actions:** Program staff will adhere to the directives of this policy.

**Inquiries:** Questions regarding this policy should be directed to the Human Resources Manager.

## MEMORANDUM

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

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

**Date:** August 8, 2018

**Subject:** Contract Award to James Vander Hulst for the Community Ventures/Business Resource Network program

### **Board Action Requested**

It is requested that a contract be awarded to James Vander Hulst for the Community Ventures/Business Resource Network program in an amount not to exceed \$10,000.

### **Background**

As Michigan Works! Agencies take a larger role in the Community Ventures and Business Resource Network programs, the Talent Investment Agency (TIA) is waiving all procurement requirements for contracting with the current providers of Community Ventures services. James Vander Hulst has been providing organizational and fiscal services to the Livingston Education Resource Network (LERN), the Business Resource Network of Livingston County.

### **Discussion**

To limit any disruptions to the employers who are a part of LERN, staff would like to continue contracting with James Vander Hulst to continue his work. His work has helped to organize and create the LERN and it would be advantageous to continue this until long-term plans can be solidified.

The contract with James Vander Hulst will run through 9/30/18. A decision regarding the activities and administration of LERN will be made by the group prior to 10/1/2018.

Approval of the Community Ventures contract with James Vander Hulst is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.



**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD****RESOLUTION 18-21****RESOLUTION APPROVING A COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK SERVICE CONTRACT WITH JAMES VANDER HULST IN AN AMOUNT NOT TO EXCEED \$10,000**

- 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 Community Ventures program is currently active with several employers in Livingston County; and
- WHEREAS, To limit the disruption of services as Michigan Works! takes a larger role in the Community Ventures program, the Talent Investment Agency is waiving procurement requirements for current providers; and
- WHEREAS, James Vander Hulst is currently providing organizational and administrative services for the network in Livingston County and staff are recommending the continuation of these services.

**IT IS THEREFORE RESOLVED** that MWSE staff are authorized to negotiate the specifics of a Community Ventures service contract with James Vander Hulst through 9/30/18 in an amount not to exceed \$10,000.

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

**12. Resolutions for Consideration of the Workforce Development Board (WDB) –  
Marcus James**

**a. WDB RESOLUTION 18-25**

A RESOLUTION APPROVING A CONTRACT WITH WASHTENAW COUNTY  
COMMUNITY CORRECTIONS AND JAIL

**MEMORANDUM**

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

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

**Date:** September 12, 2018

**Subject:** Contract with Washtenaw County Community Corrections

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with Washtenaw County Community Corrections for the time period October 1, 2018 through September 30, 2019 in an amount not to exceed \$40,000.

**Discussion**

Michigan Works! Southeast has a contract with Washtenaw County Community Corrections to provide outreach and workforce development services at the jail in Washtenaw County. The current contract is set to expire on September 30, 2018 and Washtenaw County would like to sign a new one effective October 1, 2018. This contract will run through September 30, 2019 in an amount not to exceed \$40,000.

The Services provided by Michigan Works! are key to assisting with prisoners who are soon to be released. By connecting them with employment services and letting them know of training programs and options, they can more easily integrate into society and find gainful employment.

Approval of the contract is contingent upon approval by the Michigan Works! Southeast. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-25**

**A RESOLUTION APPROVING A CONTRACT WITH WASHTENAW COUNTY  
COMMUNITY CORRECTIONS AND JAIL**

- 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 current contract between Washtenaw County Community Corrections and Michigan Works! Southeast to provide workforce services to people soon to be released from the Washtenaw County jail is set to expire on September 30, 2018; and
- WHEREAS, Community Corrections wishes to sign a new contract for the time period October 1, 2018 through September 30, 2019 in an amount not to exceed \$40,000; and
- WHEREAS, This contract requires approval from the Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the contract with Washtenaw County Community Corrections in an amount not to exceed \$40,000 for the time period October 1, 2018 through September 30, 2019.

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

**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.

**13. Resolutions for Consideration of the Southeast Michigan Consortium Board – Karol KZ Bolton**

**a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-06**

A RESOLUTION APPROVING A MODIFICATION TO THE SIGNATORY AUTHORITY POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM

**b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-07**

A RESOLUTION APPROVING THE PURCHASE OF SOFTWARE IN THE AMOUNT OF \$93,374.25

## MEMORANDUM

**To:** Southeast Michigan Consortium Board

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

**Date:** September 12, 2018

**Subject:** Signatory Authority policy modification

### **Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve a modification to the Signatory Authority policy previously approved.

### **Background**

The Workforce Innovation and Opportunity Act (WIOA) and 2 CFR 200 requires official approval for receiving, expending and contracting Federal workforce funds and resources. Some of the requirements are prescribed in law; others are open to local policy. This original policy was approved by the Consortium Board in Resolution 15-47. Additional modifications were made in Resolutions 16-21, 16-35 and 17-04. Staff are requesting a modification to the signatory policy regarding documents for the Business Resource Networks (BRNs).

### **Discussion**

The current signatory authority policy does not include signatory authority on documents relating to the Business Resource Networks. These networks will require membership agreements into the BRN and potentially Employer Incentives Agreements between an individual employer and Michigan Works!.

The BRN membership agreements will make Michigan Works! a Service Provider for the BRN. Membership fees/dues will be paid to Michigan Works! to provide administrative and fiscal management for the BRN in addition to management of the Success Coaches. The Employer Incentive Agreement will discuss the terms and conditions needed to receive Employer Incentives for the program.

Due to the number of documents that may be needed to be signed and time sensitivity for these documents, staff are requesting that signatory authority for these documents be given to the Director or his/her designee.

Approval from the Consortium Board is required for this policy modification to go into effect. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 18-06**

**A RESOLUTION APPROVING A MODIFICATION TO THE SIGNATORY  
AUTHORITY POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The receiving, expending and tracking of Federal workforce funds and resources requires proper approvals in order to meet legal and internal controls requirements; and
- WHEREAS, Staff are requesting a modification to the currently approved signatory authority policy to include consideration for Business Resource Network related documents; and
- WHEREAS, The Business Resource Network documents will include BRN membership agreements and Employer Incentive agreements and staff are requesting signatory authority for these documents be given to the Director and his/her designee; and
- WHEREAS, Approval of this policy requires approval from the Southeast Michigan Consortium Board.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the modification to the Signatory Authority policy.

**BE IT FURTHER RESOLVED** that staff are directed to create proper documents and/or internal procedures to meet the requirements of the Official Signatory Authority policy.

**MEMORANDUM**

**To:** Southeast Michigan Consortium Board  
**From:** William S. Sleight, Director, Michigan Works! Southeast  
**Date:** September 12, 2018  
**Subject:** Computer license purchase approval

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve the purchase of computer licenses in the amount of \$93,374.25.

**Discussion**

Microsoft 2016 licenses are needed to update the current software on many of the new computers.

A Request for Quotation was released and several bidders responded. Information Technology (IT) staff reviewed the proposals and are recommending the bid from Dell.

Staff are requesting the purchase of **75** Microsoft Office 2016 Professional Plus VLA licenses without software assurance and **275** Microsoft Office 2016 Standard VLA licenses without software assurance for a total of \$93,374.25

Current policy requires that all purchases over \$25,000 need approval from the Consortium Board. Attached is a resolution for your consideration.



**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 18-07**

**RESOLUTION APPROVING THE PURCHASE OF SOFTWARE LICENSES IN THE AMOUNT OF \$93,374.25.**

- 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, Staff would like to purchase Microsoft Office 2016 software licenses for the recent computer purchase in the amount of \$93,374.25; and
- WHEREAS, Policy requires that purchases over \$25,000 require approval of the Consortium Board.

**IT IS THEREFORE RESOLVED** that the Southeast Michigan Consortium Board hereby approves the purchase of Microsoft Office 2016 licenses in the amount of \$93,374.25.

**14. Resolutions for Consideration by both the Consortium Board (Karol KZ Bolton) and the Workforce Development Board (Marcus James)**

- a. **SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 18-03**  
A RESOLUTION APPROVING THE FISCAL YEAR 2019 FOOD ASSISTANCE  
EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS  
WITHOUT DEPENDENTS

**WDB RESOLUTION 18-22**

A RESOLUTION APPROVING THE FISCAL YEAR 2019 FOOD ASSISTANCE  
EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS  
WITHOUT DEPENDENTS

- b. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-04**  
A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 MICHIGAN  
WORKS! SOUTHEAST BUDGET MODIFICATION

**WDB RESOLUTION 18-23**

A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 MICHIGAN  
WORKS! SOUTHEAST BUDGET MODIFICATION

- c. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-05**

A RESOLUTION APPROVING THE FISCAL YEAR 2019 PARTNERSHIP,  
ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF  
JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE  
SOUTHEAST MICHIGAN CONSORTIUM

**WDB RESOLUTION 18-24**

A RESOLUTION APPROVING THE FISCAL YEAR 2019  
PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH)  
PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC  
ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

## MEMORANDUM

**To:** Southeast Michigan Consortium Board

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

**Date:** September 12, 2017

**Subject:** FY 2019 Food Assistance Employment and Training (FAE&T) program plan

### **Board Action Requested**

It is requested that the Southeast Michigan Consortium Board accept funding and approve the plan for the Food Assistance Employment & Training (FAE&T) program from the Talent Investment Agency (TIA) for the period of October 1, 2018 through September 30, 2019 in the amount of up to \$160,760.

Program Operations	\$ 151,261
Support Services	\$ 9,499
TOTAL	\$ 160,760

### **Background**

The Act of 2008 provides that state agencies be given maximum flexibility in designing Employment & Training (E&T) programs for individuals receiving food assistance. The FAE&T Program provides participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency. The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (MDHHS) and the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA).

### **Discussion**

The FAE&T Program is designed to establish a connection to the labor market for able-bodied adults without dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday). Also, the ABAWD must not have a minor (under the age of 18) on their Food Assistance Program (FAP) case.

In general, ABAWDs who do not receive either a federal or state

exemption, or meet defined work participation standards, are limited to three months of FAP benefits over a three-year period. However, recognizing FAP participants usually have a harder time finding work than the general population, the Act provides a process whereby areas that meet prescribed unemployment levels and time frames are eligible for a waiver of the work participation requirement.

For the past several years all Michigan counties received a waiver of the work participation requirement. From January 2017 through January 2018, 14 counties lost the waiver, and the ABAWDs in those counties became subject to time-limited food assistance (TLFA). On October 1, 2018, all remaining counties will lose their waiver, and eligible participants will be subject to TLFA.

The Talent Investment Agency requires that MWAs develop plans to address FAE&T activities for the period October 1, 2018, through September 30, 2019.

The FY 2019 FAE&T Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 18-03**

**RESOLUTION APPROVING THE FISCAL YEAR 2019 FOOD ASSISTANCE EMPLOYMENT  
& TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS**

- 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 FAE&T Program was established to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency; and
- WHEREAS, FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs) ages 18-49; and
- WHEREAS, The TIA requires that MWAs develop plans for submission to TIA to address FAE&T activities for the period October 1, 2018, through September 30, 2019; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$160,760; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the FAE&T plan.

**NOW THEREFORE BE IT RESOLVED** that the Southeast Michigan Consortium Board hereby approves the FY 2019 FAE&T Plan in the amount of \$160,760 for the period of October 1, 2018 to September 30, 2019.

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

## MEMORANDUM

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

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

**Date:** September 5, 2017

**Subject:** FY 2019 Food Assistance Employment and Training (FAE&T) program plan

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Food Assistance Employment & Training (FAE&T) program from the Talent Investment Agency (TIA) for the period of October 1, 2018 through September 30, 2019 in the amount of up to \$160,760.

Program Operations	\$ 151,261
Support Services	\$ 9,499
TOTAL	\$ 160,760

### **Background**

The Act of 2008 provides that state agencies be given maximum flexibility in designing Employment & Training (E&T) programs for individuals receiving food assistance. The FAE&T Program provides participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency. The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (MDHHS) and the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA).

### **Discussion**

The FAE&T Program is designed to establish a connection to the labor market for able-bodied adults without dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday). Also, the ABAWD must not have a minor (under the age of 18) on their Food Assistance Program (FAP) case.

In general, ABAWDs who do not receive either a federal or state exemption, or meet defined work participation standards, are limited to three months of FAP benefits over a three-year period. However, recognizing FAP participants usually have a harder time finding work than the general population, the Act provides a process whereby areas that meet prescribed unemployment levels and time frames are eligible for a waiver of the work participation requirement.

For the past several years all Michigan counties received a waiver of the work participation requirement. From January 2017 through January 2018, 14 counties lost the waiver, and the ABAWDs in those counties became subject to time-limited food assistance (TLFA). On October 1, 2018, all remaining counties will lose their waiver, and eligible participants will be subject to TLFA.

The Talent Investment Agency requires that MWAs develop plans to address FAE&T activities for the period October 1, 2018, through September 30, 2019.

The FY 2019 FAE&T Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-22**

**RESOLUTION APPROVING THE FISCAL YEAR 2019 FOOD ASSISTANCE EMPLOYMENT  
& TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The FAE&T Program was established to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency; and
- WHEREAS, FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs) ages 18-49; and
- WHEREAS, The TIA requires that MWAs develop plans for submission to TIA to address FAE&T activities for the period October 1, 2018, through September 30, 2019; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$160,760; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the FAE&T plan.

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2019 FAE&T Plan in the amount of \$160,760 for the period of October 1, 2018 to September 30, 2019.

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



**MEMORANDUM**

**To:** Southeast Michigan Consortium Board

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

**Date:** September 12, 2018

**Subject:** Fiscal Year 2018 agency budget modification approval

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve the Fiscal Year 2018 Michigan Works! Agency budget modification for the time period July 1, 2018 through June 30, 2019.

**Discussion**

Grant fund updates and more accurate projections of revenues calls for a modification of the currently approved budget. Additional considerations for this modification include grant planning allocations from the Talent Investment Agency, projected job seeker caseloads and estimated levels of funding for Incumbent Worker and Going Pro Training Fund (GPTF) programs.

Official approval of the budget modification requires Consortium Board approval. A Resolution is attached for your consideration.

## Program Year 2018 Proposed Budget -- Revenue

Grant	Funding	PY 17 Budget	PY 18 Budget	Sept. 2018 budget adjustment	Revised PY 2018 Budget	Comment
Adult	Federal	\$1,433,382	\$897,681	\$61,548	\$959,229	Reflects transfer from Dislocated Worker to Adult
Dislocated Worker	Federal	\$1,441,939	\$1,013,676	-\$61,548	\$952,128	Reflects transfer from Dislocated Worker to Adult
Dislocated Worker - State Adjustment Grant			\$0	\$180,000	\$180,000	New Grant award
Youth	Federal	\$1,375,776	\$1,285,608	\$0	\$1,285,608	
WIOA Administration	Federal	\$320,000	\$333,578	\$20,000	\$353,578	Incorporates allowable admin from Statewide Adjustment Grant
Statewide Activities-Service Center Operations	Federal	\$358,490	\$203,975	\$50,000	\$253,975	Reflects new allocation and availability of carry-forward funds
Statewide Apprenticeship Coordinators	Federal	\$31,250	\$0	\$8,663	\$8,663	Grant extended to 12/31/18
SP National Emergency Grant	Federal	\$300,000	\$0	\$0	\$0	
America's Promise Grant	Federal	\$150,000	\$150,000	\$0	\$150,000	
Statewide Activities - Capacity Building	Federal	\$56,716	\$56,716	\$730	\$57,446	Reflects actual grant award
Employment Services	Federal	\$994,629	\$969,568	\$100,000	\$1,069,568	Carry-forward funds greater than anticipated
RESEA	Federal	\$71,885	\$50,000	\$58,270	\$108,270	Reflects new allocation and anticipated CY 19 allocation
RESEA - Work-Based Training	State	\$36,877	\$30,000	\$0	\$30,000	
TAA	Federal	\$464,659	\$415,000	\$0	\$415,000	FY 19 allocations have not been issued yet
PATH /ITANF	Federal	\$4,175,000	\$3,527,855	\$0	\$3,527,855	FY 19 allocations have not been issued yet
PATH / GFSP	State	\$386,803	\$462,614	\$0	\$462,614	FY 19 allocations have not been issued yet
PATH Food Asst / Support service	Federal	\$10,945	\$5,000	\$4,499	\$9,499	Reflects actual grant award
State Admin Match food Asst	Federal	\$159,237	\$150,000	\$1,261	\$151,261	Reflects actual grant award
Foster Care	Federal	\$4,500	\$0	\$0	\$0	Grant ended
Refugee	State	\$47,809	\$20,000	\$0	\$20,000	FY 19 allocations have not been issued yet
Families Forward	Misc	\$50,000	\$150,000	\$0	\$150,000	
JMG	State	\$75,000	\$75,000	\$0	\$75,000	
Skilled Trades Training	State	\$3,009,181	\$2,887,500	\$0	\$2,887,500	New grants have not been awarded
Apprenticeship State Accelerator Grant	Federal	\$6,250	\$0	\$0	\$0	Grant ended
Adult Education(Title II)	State	\$70,000	\$80,000	\$0	\$80,000	
Community Corrections	State	\$25,000	\$25,000	\$0	\$25,000	
Infrastructure Funding Agreements	Federal	\$100,000	\$100,000	\$0	\$100,000	
Community Ventures (Business Resource Networks)	State		\$0	\$1,100,000	\$1,100,000	Preliminary estimate; award not finalized yet
<b>TOTALS</b>		<b>\$15,155,328</b>	<b>\$12,888,771</b>	<b>\$1,523,423</b>	<b>\$14,412,194</b>	

PY 2018 Proposed Budget - Expenses				
Expense Line	PY 18 Budget	September 2018 Adjustment	Revised Budget	Comments
Salary and Benefits	\$4,489,075	\$410,000	\$4,899,075	Reflect additional staffing for Business Resource Networks
E & T Subcontractors	\$1,500,000	\$0	\$1,500,000	
SEMCA	\$450,000	\$50,000	\$500,000	Adjusted per contract to reflect increase in total budget
Professional Services	\$180,000	\$0	\$180,000	
Travel	\$100,000	\$0	\$100,000	
Conference/Training (Staff)	\$50,000	\$0	\$50,000	
Utilities	\$105,000	\$0	\$105,000	
Office Supplies	\$40,000	\$0	\$40,000	
Insurance - Liability	\$65,000	\$0	\$65,000	
Facility Rental	\$575,000	\$0	\$575,000	
Technology	\$150,000	\$100,000	\$250,000	Upgrade to newer Microsoft Office on recently purchased machines
Maintenance	\$30,000	\$0	\$30,000	
Meeting Costs	\$12,000	\$0	\$12,000	
Equipment	\$50,000	\$0	\$50,000	
Subscription/Memberships	\$125,000	\$0	\$125,000	
Advertising / Sponsorships	\$120,000	\$0	\$120,000	
Participant Training and Support	\$4,857,696	\$953,423	\$5,811,119	
<b>Totals</b>	<b>\$12,898,771</b>	<b>\$1,513,423</b>	<b>\$14,412,194</b>	

**SOUTHEAST MICHIGAN CONSORTIUM BOARD****RESOLUTION 18-04****A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 MICHIGAN WORKS!  
SOUTHEAST BUDGET MODIFICATION**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Updates to various grant funds, including grant planning allocations and the Going Pro Training Fund require an update to the currently approved FY 2018 budget; and
- WHEREAS, Official approval of the budget modification requires approval by the Southeast Michigan Consortium Board.

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

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

**MEMORANDUM**

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

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

**Date:** September 12, 2017

**Subject:** FY 2018 budget modification recommendation

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board recommend approval of the proposed FY 2018 budget modification presented in September 2018 for the period of July 1, 2018 through June 30, 2019.

**Background**

Grant fund updates and more accurate projections of revenues calls for a modification of the currently approved budget. Additional considerations for this modification include grant planning allocations from the Talent Investment Agency, projected job seeker caseloads and estimated levels of funding for Incumbent Worker and Going Pro Training Fund (GPTF) programs.

Official approval of the budget modification requires Consortium Board approval. A Resolution communicating a recommendation for approval from the Michigan Works! Southeast Workforce Development Board is attached for your consideration.

Program Year 2018 Proposed Budget -- Revenue

Grant	Funding	PY 17 Budget	PY 18 Budget	Sept. 2018 budget adjustment	Revised PY 2018 Budget	Comment
Adult	Federal	\$1,433,382	\$897,681	\$61,548	\$959,229	Reflects transfer from Dislocated Worker to Adult
Dislocated Worker	Federal	\$1,441,939	\$1,013,676	-\$61,548	\$952,128	Reflects transfer from Dislocated Worker to Adult
Dislocated Worker - State Adjustment Grant	Federal	\$1,375,776	\$1,285,608	\$180,000	\$1,185,608	New Grant award
Youth	Federal	\$320,000	\$333,578	\$10,000	\$353,578	Incorporates allowable admin from Statewide Adjustment Grant
WVQA Administration	Federal	\$358,490	\$203,975	\$50,000	\$253,975	Reflects new allocation and availability of carry-forward funds
Statewide Activities-Service Center Operations	Federal	\$31,250	\$0	\$8,663	\$8,663	Grant extended to 12/31/18
Statewide Apprenticeship Coordinators	Federal	\$300,000	\$0	\$0	\$0	
SP National Emergency Grant	Federal	\$150,000	\$150,000	\$0	\$150,000	
America's Promise Grant	Federal	\$56,716	\$56,716	\$730	\$57,446	Reflects actual grant award
Statewide Activities - Capacity Building	Federal	\$994,679	\$969,568	\$100,000	\$1,069,568	Carry-forward funds greater than anticipated
Employment Services	Federal	\$71,885	\$50,000	\$58,270	\$108,270	Reflects new allocation and anticipated CY 19 allocation
REBEA	Federal	\$36,877	\$30,000	\$0	\$30,000	
REBEA - Work-Based Training	State	\$464,659	\$415,000	\$0	\$415,000	FY 19 allocations have not been issued yet
TAA	Federal	\$4,175,000	\$3,577,855	\$0	\$3,577,855	FY 19 allocations have not been issued yet
PATH/TANF	Federal	\$386,803	\$462,614	\$0	\$462,614	FY 19 allocations have not been issued yet
PATH / QFGP	State	\$10,945	\$5,000	\$4,499	\$9,499	Reflects actual grant award
PATH Food Asst / Support service	Federal	\$159,237	\$150,000	\$1,261	\$151,261	Reflects actual grant award
State Admin Match food Asst	Federal	\$4,500	\$0	\$0	\$0	Sub Grant ended
Foster Care	Federal	\$47,809	\$10,000	\$0	\$30,000	FY 19 allocations have not been issued yet
Refugee	State	\$50,000	\$150,000	\$0	\$150,000	
Families Forward	Misc	\$75,000	\$75,000	\$0	\$75,000	
JMG	State	\$3,009,181	\$2,887,500	\$0	\$2,887,500	New grants have not been awarded
Skilled Trades Training	State	\$6,250	\$0	\$0	\$0	Grant ended
Apprenticeship State Accelerator Grant	Federal	\$70,000	\$80,000	\$0	\$80,000	
Adult Education (Title II)	State	\$25,000	\$25,000	\$0	\$25,000	
Community Connections	State	\$800,000	\$800,000	\$0	\$800,000	
Infrastructure Funding Agreements	Federal	\$0	\$0	\$1,100,000	\$1,100,000	Preliminary estimate; award not finalized yet
Community Ventures (Business Resource Networks)	State	\$15,155,328	\$12,888,771	\$1,573,423	\$14,412,194	
<b>TOTALS</b>						

PY 2018 Proposed Budget - Expenses				
Expense Line	PY 18 Budget	September 2018 Adjustment	Revised Budget	Comments
Salary and Benefits	\$4,489,075	\$410,000	\$4,899,075	Reflect additional staffing for Business Resource Networks
E & T Subcontractors	\$1,500,000	\$0	\$1,500,000	
SEMCA	\$450,000	\$50,000	\$500,000	Adjusted per contract to reflect increase in total budget
Professional Services	\$180,000	\$0	\$180,000	
Travel	\$100,000	\$0	\$100,000	
Conference/Training (Staff)	\$50,000	\$0	\$50,000	
Utilities	\$105,000	\$0	\$105,000	
Office Supplies	\$40,000	\$0	\$40,000	
Insurance - Liability	\$65,000	\$0	\$65,000	
Facility Rental	\$575,000	\$0	\$575,000	
Technology	\$150,000	\$100,000	\$250,000	Upgrade to newer Microsoft Office on recently purchased machines
Maintenance	\$30,000	\$0	\$30,000	
Meeting Costs	\$12,000	\$0	\$12,000	
Equipment	\$50,000	\$0	\$50,000	
Subscription/Memberships	\$125,000	\$0	\$125,000	
Advertising / Sponsorships	\$120,000	\$0	\$120,000	
Participant Training and Support	\$4,857,696	\$953,423	\$5,811,119	
<b>Totals</b>	<b>\$12,898,771</b>	<b>\$1,513,423</b>	<b>\$14,412,194</b>	

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-23**

**RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 MICHIGAN WORKS!  
SOUTHEAST BUDGET MODIFICATION**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Updates to various grant funds, including grant planning allocations and the Going Pro Training Fund require an update to the currently approved FY 2018 budget; and
- WHEREAS, Official approval of the budget modification requires approval by the Southeast Michigan Consortium Board.

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board recommends approval of the FY 2018 budget modification.



## MEMORANDUM

**To:** Southeast Michigan Consortium Board

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

**Date:** September 12, 2018

**Subject:** FY 2019 Partnership, Accountability, Training and Hope (PATH) program plan

### **Board Action Requested**

It is requested that the Southeast Michigan Consortium Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) program from the Talent Investment Agency (TIA) for the period of October 1, 2018 through September 30, 2019 in the amount of up to \$3,899,888.

Temporary Assistance for Needy Families	\$ 3,336,705
State Penalty and Interest Appropriation (P&I)	\$ 563,183
TOTAL	\$ 3,899,888

### **Background**

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

### **Discussion**

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

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

evaluate, assess and prepare participants to attain employment and meet Federal Work Participation requirements.

The Talent Investment Agency requires that MWAs and local DHHS offices develop plans to address PATH activities for the period October 1, 2018, through September 30, 2019. The initial FY 2019 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State General Fund/General Purpose (GF/GP) funds.

The FY 2019 PATH Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 18-05**

RESOLUTION APPROVING THE FISCAL YEAR 2019 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

- WHEREAS, The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and
- WHEREAS, The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and
- WHEREAS, The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Health and Human Services (DHHS), and The Talent Investment Agency (TIA) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and
- WHEREAS, The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2018, through September 30, 2019; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$3,899,888; and
- WHEREAS, The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the local PATH plan.

**NOW THEREFORE BE IT RESOLVED** that the Southeast Michigan Consortium Board hereby approves the FY 2019 PATH Plan in the amount of \$3,899,888 for the period of October 1, 2018 to September 30, 2019.

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

## MEMORANDUM

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

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

**Date:** September 5, 2018

**Subject:** FY 2019 Partnership, Accountability, Training and Hope (PATH) program plan

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) program from the Talent Investment Agency (TIA) for the period of October 1, 2018 through September 30, 2019 in the amount of up to \$3,899,888.

Temporary Assistance for Needy Families	\$ 3,336,705
State Penalty and Interest Appropriation (P&I)	\$ 563,183
TOTAL	\$ 3,899,888

### **Background**

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

### **Discussion**

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

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

evaluate, assess and prepare participants to attain employment and meet Federal Work Participation requirements.

The TIA requires that MWAs and local DHHS offices develop plans to address PATH activities for the period October 1, 2018, through September 30, 2019. The initial FY 2019 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State Penalty and Interest Appropriation (P&I) funds.

The FY 2019 PATH Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-24**

RESOLUTION APPROVING THE FISCAL YEAR 2019 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

- WHEREAS, The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and
- WHEREAS, The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and
- WHEREAS, The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Health and Human Services (DHHS), and the Talent Investment Agency (TIA) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and
- WHEREAS, The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2018, through September 30, 2019; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$3,899,888; and
- WHEREAS, The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the local PATH plan.

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2019 PATH Plan in the amount of \$3,899,999 for the period of October 1, 2018 to September 30, 2019.

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

**15. Committee Reports**

- a. Employer Services – Richard Currie, Chair
- b. Job Seeker Services – Leann Wilt - Chair
- c. Career & Educational Advisory Council (CEAC) – Kevin Oxley, Chair
- d. Compliance, Finance and Oversight (CFO) – Lynn Matzen, Chair
- e. Business Resource Networks (BRN) – Bill Sleight

7/9/18

2:00 PM

Conference Call

# Employer Services Committee

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**Meeting called by:** Shamar Herron      **Type of meeting:** Committee Meeting  
**Facilitator:** Rick Currie      **Note taker:** Marsha Meadows  
**Timekeeper:** Rick Currie  
**Attendees:**      Phone: Rick Currie, Shamar Herron, Jim Coutu, Bill Sleight, Marsha Meadows  
                          Absent: Amby Wilbanks, Don Germann, Phil Santer, JJ Hodshire, Steven Gulick, Deb Polich

## Minutes

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### Agenda Item:

Matrix Action Plan  
 Dashboard Measures List/Numbers  
 IWT approval review – FYI  
 Open Discussion

### Discussion:

#### 1. 2017/2018 Matrix Action Plan

**Task:** 1.1 Establish seamless alignment with Economic Development, Education and Community partners

**Action:** Jim explained he will update the last column monthly, asked about ROI thoughts and attending Chamber events?

**Discussion:** To attend new member orientations at chamber events and decide which events will benefit the organization. Quality vs. quantity; broaden events to increase visibility in the community and other by attending other organizations events.

Economic Developers MOU's – list prioritized with business engagement.

GAAR contract not yet settled; should be by next meeting. Need to identify expectations and target new company outreach.

**Task:** 1.2 Work with the Marketing Manager to develop and implement a Marketing Plan

**Action:** All documents are updated and branded they should be finalized by the next meeting, when Nikki returns from maternity leave and the committee will be able to view.

Bill advised WIN autonomous project and our need to discover ways to share information with the community.

**Task:** 2.1 Conduct regional assessment of employers needs and service gaps to determine future direction of services.

**Action:** Cataloging data from STTF grant applications will add OJT and IWT trainings.

**Task:** Present a proposed list of sub-committee members to Executive Committee (Apprenticeship)

**Action:** Jim has spoken with Lee Graham who did not seem to be happy to accept a position on a sub-committee while Olivia Steele with JAMA is fine with it.



Bill Suggested speaking with WIN or Grace from IBW.

**Task:** Evaluate what type of data or reports could be useful and distributed.

**Action:** Will add Job Fair and EOTD (hiring) events to dashboard.

**Action:** Jim to update document with status column and dates and ongoing where necessary.

## 2. Dashboard Measures List/Numbers

### Employer Services Committee Report Data

Contacts – Actual counts BSC reached out to employers (may be duplicated)

Activities – Actual activities performed for an employer (company engaged with)

What is the impact of the activity?

**Action –**

Add STTF

Clarify number of people trained

**BSP Collaborative Initiatives – Good Sidebar to have on hand**

## 3. IWT Approval Review - Consent Items Conclusions:

Lenawee County – Martinrea Jonesville \$4180.00 2 people, CMM update, 84% contribution ration, training by Hexagon

Livingston County – Workskills \$3000.00 4 people, Magnetic Particle 1 & 2, training by XRI Testing Inc., 54.8% contribution ration

Jackson County – Diversified Engineering and Plastics \$9365.00 5 people, ISO9001 and ISO14001, training by MMTc The Centre / Academy for MFG Careers

Jackson County – KRT Precision \$1490.00 2 people, ISO 9001 Internal Auditor, contribution ration 173%, training by MMTc The Centre

## 4. Open Discussion:

Business Resource Network – The state provided funding on 6/28/18 of one million dollars beginning 7/1/18 through 9/20/19 to be run by the MIWorks system and will roll out in Livingston, Jackson and Adrian. The program will provide a Success Coach to work with employees to assist with supportive services.

Shamar will be deleting his ESC meeting invites and Marsha will be sending out new ones through the end of the year.

## NEXT MEETING:

The next meeting will be via phone 8/6/2018. Marsha will send out a doodle poll for the September meeting since it falls on a holiday and will be in person at Washtenaw Service Center, 304 Harriet St. Ypsilanti, MI 48197 734-714-9814

# Employer Services Committee

8/6/18

2:00 PM

Conference Call

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<b>Meeting called by:</b>	Shamar Herron	<b>Type of meeting:</b>	Committee Meeting
<b>Facilitator:</b>	Jim Coutu	<b>Note taker:</b>	Marsha Meadows
<b>Timekeeper:</b>	Jim Coutu		
<b>Attendees:</b>	Phone: Shamar Herron, Jim Coutu, Bill Sleight, Justin Al-Igoe, Marsha Meadows, Amby Wilbanks, Phil Santer Absent: Rick Currie, Don Germann, JJ Hodshire, Steven Gulick, Deb Polich		

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## Agenda Item:

Action Items /Network Initiatives  
 Balances Scorecard/Highlights  
 IWT approval Review – FYI  
 Sub-committees Apprenticeships/Business Resource Network  
 Open Item Discussion

## Discussion:

### 1. Action Items

#### Going Pro Sessions

Hillsdale - Monday, August 20, 2018 9:00 – 11:00 a.m.  
 Washtenaw – Tuesday, August 21, 2018 9:30 – 11:00 a.m.  
 Livingston – Wednesday, August 22, 2018 8:00 – 10:00 a.m.  
 Lenawee – Thursday, August, 23, 2018 9 – 10:30 a.m.  
 Jackson – Friday, August 24, 2018 8:30 – 10:30 a.m.

Employee Information Session with the State 8/7/2018 2:00 p.m.

#### Two scheduled Training Provider Sessions

Livingston and Washtenaw County on 8/14/18 at Livingston Service Center (14 attended prior year)  
 Jackson, Hillsdale and Lenawee Counties on 8/16/18 at Jackson Service Center (prior year cancelled)

**Action:** Jim to send training invites to Bill.

### Network Initiatives

Region Manufacturing Days for 5 counties - October 2018

Washtenaw and Livingston working with Spark

BRN - 21 initiatives

Apprenticeship Week – March 2018

3 - Hire My Vet Collaboratives

Summer18 - Washtenaw / Jackson (winding down)  
 MICareer Quest 11/28/2018  
 STTF  
 And Chamber Events

Collen adding a slide to the end of the Going PRO presentation advise about BRN and Apprenti.

## 2. **Balanced Scorecard/Highlights**

The Link (Information Newsletter) has this information

Fiscal Year 7/1/2017 – 6/30/2018

Jobs filled – 5,110

Employers served 2,320

Total visitors across 5 counties - 70,359

37 companies were provided IWT funds of \$180,000.00

92 companies were provided OJT funds of approximately \$198,000.00

BRN policy - Justin advised that 2 counties currently have DHHS assigned Success Coaches; Jackson and Livingston Counties which give the added benefit of DHHS resources. The next step is getting employees onboard in other counties and working with Community Ventures.

## 3. **IWT Approval Review –**

Jackson County – Caster Concepts \$6440.00 5 people, Press Brake Operation, Precision Gauging, Machining Theory & Methods, and Precision Machining Methods, 113% employer contribution ratio. Training by Academy for Mfg. Careers / Amada

Jackson County – Crankshaft \$5655.00 6 people, CNC, Blue Print Reading, Industrial Hydraulics & Pneumatic & Welding II, 232.69. % employer contribution ratio. Training by Academy for Mfg. Careers / Star Machine Company

Jackson County – Summit Orthodontics \$1790.00 2 people, Treatment Care Coordinator Mastery Course, 100% employer contribution ratio. Training by Academy for Mfg. Careers / Amada

Jackson County – Our Family Friend \$3200.00 2 people, Coach Certification, 42% employer contribution ratio. Training by Positive Approach

## 4. **Sub-committees Apprenticeships/Business Resource Network**

BRN- will most likely be a temporary committee per Bill Sleight.

Apprenticeships – Justin has contacted West MIWorks! He advised they provided information on how they work with a sub-committee from the local board that reviews apps and reports; he advised we may set parameters and time constraints in the future.

## 5. **Open Discussion:**

Marsha to send out doodle poll for September meeting because of Labor Day holiday.

## **NEXT MEETING:**

Marsha will send out a doodle poll for the September meeting since it falls on a holiday and will be in person at Washtenaw Service Center, 304 Harriet St. Ypsilanti, MI 48197 734-714-9814

# Employer Services Committee

8/27/18

2:00 PM

Conference Call

**Meeting called by:** Rick Currie                                      **Type of meeting:** Committee Meeting

**Facilitator:** Rick Currie    **Note taker:** Marsha Meadows

**Timekeeper:** Rick Currie

**Attendees:** Phone: Rick Currie, Shamar Herron, Bill Sleight, Phil, Santar, Deb Polich, Don Gemann,  
Marsha Meadows

**Absent:** Jim Coutu, Amby Wilbanks, JJ Hodshire, Steven Gulick

## Agenda Item:

Balanced Scorecard / Matrix Update

Going Pro Update

Business Resource Network Update

Marshall Plan Update

IWT approval Review – None

Open Item Discussion

## Discussion:

### Balanced Scorecard / Matrix Update

Reports handed out, not much change since last report.

Vocational Village currently in Jackson, Ionia and within the next year Huron Valley in Washtenaw; will hold a tour and meeting on 9/18/18 to view how MWSE can expedite the transition to employment creating a best practice for enrollment/eligibility throughout the state.

Jim is working with Nicole Bell on the BRN and GPTF formerly STTF to develop a plan of employer engagement.

Jim to work with Phil and discuss with Rick and committee to determine the best data evaluations.

Jim graduated from the Talent Pipeline Management Academy and is now a TPM Certified Practitioner.

### Going Pro Update

Going Pro Sessions held last week in every county and were fairly well attended for the 2019 fiscal year.

Spoke to employers about MICareer Quest opportunities, replicating the west side of the state's program in IT, Healthcare, Construction and Manufacturing.

Hillsdale - Monday, August 20, 2018 9:00 – 11:00 a.m.; 10 attendees - 9 appts

Washtenaw – Tuesday, August 21, 2018 9:30 – 11:00 a.m.; 32 attendees – 36 appts

Livingston – Wednesday, August 22, 2018 8:00 – 10:00 a.m.; 20 attendees – 16 appts

Lenawee – Thursday, August, 23, 2018 9 – 10:30 a.m.; 15 attendees – 10 appts

Jackson – Friday, August 24, 2018 8:30 – 10:30 a.m.; 30 attendees – 21 appts

**Business Resource Network Update**

The Community Ventures program that was transferred to the MIWorks! on 7/1/2018. There are currently 15-20 on the west side of the state and Jackson and Livingston Counties have the added benefit of a DHHS assigned Success Coaches in our 5 county region. Our goal is to have 10 going within the next year. Washtenaw's BRN kickoff meeting is 10/10/18 at 8:00 am.

**Marshall Plan Update:**

A community engagement process in which Michigan Works Southeast would like to play a leadership role in workforce development. The Business Services team in conjunction with the economic partners would work with the schools to educate young people on growing careers in the area; ensuring students have access to multiple career paths during their K-12 experience.

**Open Discussion:****NEXT MEETING:**

Phone meeting October 1, 2018 2:00 PM

# Job Seeker Committee

6/20/18

10:00 AM

Jackson Service Center

**Meeting called by:** Leann  
**Type of meeting:** Committee Meeting  
**Facilitator:** Leann  
**Note taker:** Vicki  
**Timekeeper:** Leann  
**Attendees:** Leann Wilt, Marcus James, Steve Girardin, Shamar Herron, Pam Gosla, and Sandy Vallance  
Via phone Angela Parth and Shawn Planko

## Minutes

**Agenda Items:** Barriers to maintain employment, definition of Labor Participation Rate, WIN survey items, Sectors, Base skills document from CEAC(?), Workforce concentrate on Post-secondary (Marcus), Job ready tracker (Pam), Sector information (Vicki), Program updates (Sandy)

### Discussion:

1. Employment barriers such as transportation, how much is our responsibility, what does the employer help with?
2. Labor Participation Rate
3. WIN is conducting a survey with businesses, what questions do we need them to ask?
4. WIN Report on Industry Sectors
5. What industry sectors do we want to concentrate on?
6. Where should we concentrate our efforts, are we duplicating with CEAC(??)
7. Job Ready Tracker

### Conclusions:

1. Our programs do assist with transportation issues, some discussion should be had with the employer group to determine how they assist with barriers.
2. Vicki will get the labor participation rate by county and industry sectors if possible, by age was requested but only median age is available. (Shamar ran into Leonidas, Labor Market, at a meeting and was going to discuss what can be done for age and possibly sector).
3. Leann will have a conversation with Phil and WIN concerning a survey for content and cost

### Questions:

- a. For an entry level position-What is the minimal required education (credential)? Example of entry level job #1 & #2.
- b. What are your biggest challenges with entry level new hires?
- c. What rules out an entry level hire?
- d. What specific (Soft) skills do you focus on when evaluating first 90 days of employment?
- e. What specific (Hard) skills, test/assessments would or do you use for entry level?
- f. What internal support do you have for growth(wrap around supports such as transportation, child care, etc.)?
- g. What are the most common reasons employees don't stay?
- h. Do you expect an entry level to have any industry knowledge? What do you do to provide that?
- i. How do you market externally to promote your industry/jobs? Do they go to high schools or job fairs?
4. Vicki shared the WIN report on the Region sectors based on in demand postings. After reviewing the sectors were determined where we should concentrate our efforts most for our region
5. Vicki will get labor force participation rates on counties and sectors (if possible)

Industries decided on are:

- a. IT
- b. Manufacturing
- c. Hospitality

- d. Health Sciences
  - e. Building Trades
  - f. Energy
6. CEAC and the school districts do a lot of work within the K-12 sector, our focus should be post-secondary to not duplicate what is already being done within the schools.
    - a. Marketing Intern will put diagram from meeting into a flip chart
  7. Pam shared generic flow chart that she and Sandy created for a career readiness ladder, once survey is completed then where the flow chart fits in can be determined. Sandy and Pam will find examples of career ladders to help establish base line skills.

**NEXT MEETING:**

The next 3 meetings have been scheduled for the 3<sup>rd</sup> Wednesday of each month. The dates are as follows: 7/18, 8/15, and 9/19, 10-12 in Jackson.

# Job Seeker Committee

7/18/18

10:00 AM

Jackson Service Center

**Meeting called by:** Leann **Type of meeting:** Committee Meeting  
**Facilitator:** Leann **Note taker:** Vicki  
**Timekeeper:** Leann  
**Attendees:** Leann Wilt, Marcus James, Bill Sleight, Angela Parth, John Salyer, Sandy Vallance, Pam Gosla, Justin Al-Igoe, and Vicki Enriquez  
Via phone Rich Chang and Sean Planko

## Minutes

**Agenda Items:** Discuss WIN Survey (Leann), Definitions & Formulas for Labor Force Participation Rate (Vicki), Career Ladders (Pam), Job seeker Dashboard (Leann), Swim lane map conversation/other committee needs (Leann), Metrics (Sandy/Pam)

### Discussion:

1. WIN Survey
2. Bill's August meeting
3. Labor Force Participation Rate
4. Metrics for Career Ladders
5. Dashboard
6. BRN Network

### Conclusions:

- WIN Survey is still under negotiations. Details including employers to be included, price, etc. still need to be determined.
- It was determined that due to Labor Force denominator being the total population and the Unemployment Rate denominator being the labor force that the committee would not be able to show a big impact on the Labor Force Participation rate. Sectors could be impacted. It was requested for Vicki to run data to show ages 20-60 for 2014 & 2015 to compare to 2016. (Not sure if we still need?)
- Metrics from Pam & Sandy's original chart need to be added to dashboard. Three were picked:
  - a. Number entering service centers
  - b. Number obtaining entry level employment
  - c. Number improving career/employment standing
- It was decided to change the 1<sup>st</sup> row of circles from percentages to numbers of employed/unemployed and the 2<sup>nd</sup> row of circles to # of open positions for that sector per county.
- It was requested for a committee member to be on BRN Committee

### NEXT MEETING:

The next 2 meetings have been scheduled for the 3<sup>rd</sup> Wednesday of month. The dates are as follows: 8/15 and 9/19, 10-12 in Jackson.



# Job Seeker Committee

8/15/18

10:00 AM

Jackson Service Center

**Meeting called by:** Leann **Type of meeting:** Committee Meeting

**Facilitator:** Leann **Note taker:** Sandy

**Timekeeper:** Leann

**Attendees:** Leann Wilt, Marcus James, Bill Sleight, Shamar Herron, Angela Parth, Rich Chang, Sandy Vallance, Pam Gosla, and Justin Al-igoe,  
Via phone Vicki Enriquez

## Minutes

**Agenda Items:** Discuss WIN Survey (Leann), Career Ladders (Pam), Metrics (Sandy and Pam) Job seeker Dashboard (Leann and Vicki), Participation Rate from prior years (Vicki), Program Updates (Sandy)

### Discussion:

1. WIN Survey
2. Metrics for Career Ladders
3. Dashboard
4. Participation Rate
5. Program Updates

### Conclusions:

- WIN Survey- has a signed contract. There are 10 questions that need to be agreed on. Results will be sent out. Do we need to reach out to Board Members from specific sectors? That may come later.
- Career Ladders-keep on agenda to not lose focus. Department of Labor has at a National level. Jackson College has career pathways that was launched last year. Washtenaw Community College is getting ready to launch theirs. How do we keep building our "house"
  - Pam-Are these job titles needed/in demand in our region?
  - Pam-Coordinate with colleges to verify if training is available for those in demand occupations.
  - Jim-to engage business/partners.
  - Shamar and Sandy will educate some the frontline staff on the job seeker dashboard.
- Metrics- We may decide on additional ones later and it will be on the back of the dashboard
  - a. Number entering service centers
  - b. Number obtaining employment
- Dashboard-monthly data from prior years in bar graph form to be added to back of the dashboard
  - a. employed- 16 years of age and up
  - b. unemployed- looking for work but not working
  - c. labor participation rate
  - d. job postings by county and total jobs for each sector will be added to back of dashboard
- Josh will be adding a third row of circles to the dashboard, to show number of job postings available in each sector by county
- 1<sup>st</sup> row of circles will be by county employed/unemployed looking for work (Labor Force), should include total population. Vicki will see what she can find for monthly numbers for these instead of using the Census Bureau data.
- Participation rate-If Vicki can find a monthly total population rate along with the employed and unemployed looking for work number by month, we can create an unofficial labor force participation rate for each county.
- Program Updates-
  - a. Community Ventures/BRNs-Jackson and Livingston have ERN/BRN. Washtenaw is close to having BRN. Hillsdale the EDP is interested and Lenawee is working on it. Bill met with DHHS regarding success coaches.
  - b. JMG- looking at In School model with Jackson Public School (High School)

### NEXT MEETING:

The next meeting has been scheduled for 9/19, 10-12 in Jackson.

# CEAC Meeting | MINUTES

7/10/2018 | 12:30 – 2:30 pm | Location: WISD

Meeting called by:	CEAC Committee	Attendees: CEAC Members
Type of meeting:	Special Planning Meeting	In attendance (7/10/18): Bill Sleight, Ed Koledo, Bill Rayl, Pam Gosla, Lauren Cornett, Lee Graham, Matt Shane, Scott Menzel, Marcus James, Kevin Chau (TIA), Cari Bushinski, Sharon Miller, Shamar Herron, Jack Townsley, Kevin Oxley, Jack Bidlack, Kevin Upton, Johnathon Tobar, Phone-in: Tim Jackson
Chair:	Kevin Oxley	
Minutes Taken by:	L. Cornett	
Meeting called to order:	12:33 pm	
Meeting adjourned:	1:55 pm	

## AGENDA TOPICS

### Agenda topic *Marshall Plan* | Presenter *Ed Koledo*

Discussion: Marshall Plan workshops are occurring around the state, and there has been consideration for adding additional training dates and locations. Each meeting is unique in the group's expectations for the introduction of the Marshall Plan.

\$63 million will be available for consortium grants as part of a tiered system. Ed Koledo ([koledoe@michigan.gov](mailto:koledoe@michigan.gov)) has information regarding specific funding allocation breakdowns by district/consortium student population. Consortia have the ability to participate in various ways, leveraging and partnering with different agencies/schools. Part of the \$100 million provides funding for teacher training (PD), materials, etc.

Grants parameters (guidelines) are currently being developed and expected to be voted on by the MI State Board of Education at the August 14<sup>th</sup> meeting with planned release of Marshall Plan grant narrative on August 15<sup>th</sup>. First round of grants likely to be confirmed around Dec. 11, 2018.

The grant is competitive and the MDE will have ability to assist and coach talent consortium agreement drafts. If a talent consortium does not receive funding on the first round they will likely have the ability to "re-cycle" their grant and re-apply.

The talent consortium (composed of 1 school district and 2 employers or organizations that represent employers) that will be submitting the application. **The school district must be the fiscal agent.** Review team of grant applications to be a mix of TED and MDE representatives.

Scott Menzel: Process for ensuring alignment?

Ed Koledo: Ensure all partners are working together and have a talent consortium agreement. A system hasn't been established, but is rather being developed as consortium plan is created.

Q: Will consideration for capacity to maintain (sustainability) be considered when reviewing grant applications?

Ed Koledo: Yes.

Bill Rayl: Is there a mechanism for notifying MWA (and thus CEAC) that a submission has been submitted within the region?

Ed Koledo: Trying to create something like a "badge" for transparency. It should be posted on a school's district homepage if they have applied, similar to schools' mandatory transparency component. It is also intended that emails will be sent out to the MWA's when applications within the region have been received.

Discussion concerning how to best monitor the transparency via each school district's website within the region occurred.

Conclusion: The CEAC needs to be proactive, not reactive in identifying and working to assist talent consortium grant applicants within the region. Michigan Works needs to work to assist the applicants to better meet career and job readiness goals.

### **Action items**

### **Person responsible Deadline**

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
TASK 1: Check regional submissions via school webpages for talent consortium grant applications	Marshall Plan Work Group	Ongoing

### **Agenda topic Marshall Plan/CEAC Regional Implications | Presenter Kevin Oxley**

Discussion: Have ISD Sups had discussions with local district sups about coordination of efforts?

No.

Marcus: Will CEAC look at deliverables from grant monies? What should be the implications of the work we are doing?

Consideration recommended for looking at and reviewing gap analysis.

Comments made that the implications of the work the CEAC (and Marshall Plan Talent Consortiums) make will vary by locality.

Group discussion and consensus that the CEAC can and should guide talent consortium applicants and encourage them to connect to other districts, localities, employers, or organizations as appropriate. The CEAC should be connected to as many talent consortiums as possible.

Q: Will the grant rubric (weight) identify partnership with CEAC?

Ed Koledo mentions that on the Framework Talent Consortium Wheel (found at the following link and included in meeting documents

[https://www.michigan.gov/documents/ted/Marshall\\_Plan\\_for\\_Talent\\_Consortium\\_Framework\\_624664\\_7.pdf](https://www.michigan.gov/documents/ted/Marshall_Plan_for_Talent_Consortium_Framework_624664_7.pdf)), Michigan Works is listed, which should encompass the CEAC as an advisory committee.

Concern: Will a more rigorous structure and requirements stifle applicants? How can the Marshall Plan innovate and create?

In response, Kevin Chau (TIA) recommends reviewing the Marshall Plan Media Deck, found here:

[https://www.michigan.gov/documents/ted/Marshall\\_Plan\\_Media\\_Deck\\_615829\\_7.pdf](https://www.michigan.gov/documents/ted/Marshall_Plan_Media_Deck_615829_7.pdf)

Pam Gosla: Michigan Works identifies much of the information that can serve as a basis for the growth and local concerns that needs to be addressed moving forward.

Discussion that it is clear that the CEAC is willing to engage and participate with Talent Consortium plans.

### WIFM: Why should a talent consortium partner with the CEAC?

The CEAC will provide information and data for high skill, wage, and needs areas. The CEAC can provide feedback or connect with more individuals to "build out" proposals. Value should also be found in the implementation process as well, i.e. job placement. The CEAC will provide depth-of-knowledge. MWA's can provide technical assistance (i.e. data and job placements).

Step 1: Engage Michigan Works for obtaining data.

Step 2: Present proposal to CEAC group (potentially to be established weekly and on-going through phone conferencing).

Conclusion: **This CEAC group should be a support system for talent consortium applicants.**

### Action items

### Person responsible Deadline

Action items	Person responsible	Deadline
TASK: Sharon Miller to create CEAC "mission" and outreach statement for dissemination to potential talent consortium applicants. Statement to be sent to Bill Sleight to determine who should disseminate and be listed as lead contact.	Sharon Miller/Bill Sleight	ASAP

### Agenda topic Update of Region 2- STEM | Presenter Scott Menzel/CEAC Members

Discussion: Should be some consideration for alignment from MI STEM networks with Marshall Plan. Looking for "human hub" to connect businesses and schools across Region 9 (STEM); the CEAC should assist in providing dialogue.

Conclusion: The Region 2 – STEM Coordinator hired through WISD should and could be a resource for Marshall Plan applicants and talent consortiums.

### Action items

### Person responsible Deadline

Action items	Person responsible	Deadline
TASK: Scott Menzel to send Region 2 – STEM Coordinator job position to Pam Gosla for distribution to the CEAC members.	Scott Menzel/Pam Gosla	ASAP

### Agenda topic CEAC Subcommittee Creation | Presenter MWSE Staff

Discussion: Does the CEAC need a subcommittee, or a variety of smaller committees to move forward with projects? Group consensus: YES.

Last meeting identified apprenticeships, adult education, and regional career pathways committees that should be ongoing.

Committees may recruit others to assist with ideas, implementation, and meeting metrics identified by groups.

Committees established:

**Marshall Plan (WORK GROUP):** Scott Menzel, Lee Graham, Johnathon Tobar, Kevin Oxley, Sharon Miller, Jack Townsley, Kevin Upton, Pam Gosla

**Apprenticeship:** Bill Rayl, Marcus James, Jack Townsley, Lee Graham, Cari Bushinski, Pam Gosla

**Career Pathways:** Cari Bushinski, Jack Bidlack, Matt Shane, Bill Rayl, Pam Gosla

**Adult Education:** Tim Jackson, Dawn Shuen, Jack Townsley, Pam Gosla

Note: The Marshall Plan Work Group will serve as an action team to address items as they arise and not serve as a permanent group.

Scott Menzel has identified BaseCamp as a potential source for compilation of documents as well as project deadlines.

Conclusion: Committees and work groups will work to establish project deliverables and goals before next CEAC meeting on August 20<sup>th</sup>.

Action Items	Person responsible	Deadline
TASK: Set up BaseCamps for subcommittees and work group.	Pam Gosla	ASAP

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### Agenda topic *Review of Action Items* | Presenter *Kevin Oxley, MWSE Staff*

Discussion: Need high level metric for each committee to combine into an organizational dashboard. Selection of a metric to be a leading indicator of progress should occur.

Conclusion: **Potential metric should be established by each committee by next meeting.**

**Each committee should plan to meet before the Aug. 20 CEAC meeting.**

### Special notes:

More resources for the Marshall Plan are available at the following website:

<https://www.michigan.gov/ted/0,5863,7-336-85008---,00.html>

Scott Menzel provided an update on the regional adult education allocation. Increase of almost \$500,000 for adult education programming within the region. \$1.7+ million allocated to region for 18-19 school year. Additionally, there is \$350,000 available for regional special project grant (formerly known as Adult Education Pilot).

A quorum of exactly 2/3 CEAC member representation was met (12 members of 18 present).

**Next meeting scheduled for August 20<sup>th</sup>; 1:30 – 3:30 @ WISD.**

# CEAC Meeting | MINUTES

Date **8/20/18** | Time **1:30 – 3:30pm** | Location **WISD**

<b>Meeting called by:</b>	CEAC Committee	<b>Attendees:</b> CEAC Members
<b>Type of meeting:</b>	Special Planning Meeting	Bob Tebo, Jack Townsley, Pam Gosla, Bill Sleight, Shamar Heron, Kevin Oxley, Kevin Chau, Sharon Miller, Marcus James, Scott Menzel, Tim Jackson, Michelle Radcliff
<b>Chair:</b>	Kevin Oxley	
<b>Minutes recorded by:</b>	Heather Robidoux	
<b>Meeting called to order:</b>	1:35pm	
<b>Meeting adjourned:</b>	3:09pm	Phone in: Tim Rodgers, Linda

## AGENDA TOPICS

### Agenda topic *Update of Marshal Plan within Region 9 | Presenter Group discussion*

Last week, the Michigan Department of Education split their decision (4:4) on whether or not to endorse the Marshall Plan. TIA insists that this will not affect the timeline for Marshal Plan. Information is available on TED/TIA website.

Pam is currently working with talent consortiums throughout our region who are applying for Marshall Plan funds.

Overview of what is happening our region:

- Hillsdale County – Attempting to put together a county-wide project. In addition, Hillsdale and Jonesville Schools are looking at projects to expand their manufacturing technology and welding programs.
- Jackson County – County-wide Employability PACT. In addition, Northwest is working with Technique, Inc. Grass Lake is rumored to be putting together an employability/entry level manufacturing skills project; we suspect it is one in the same with the county-wide initiative.
- Lenawee County – Lenawee Now is working on a project related to the talent pipeline.
- Livingston and Washtenaw Counties also have several projects being developed. (Technical issues with conference call...)

IChallenge U – Bob explained the details of his program. Consensus among the group that IChallenge U is already a well-developed program and that concept papers could be easily written for the Marshal Plan. Bob is currently working with MWSE but will need a fiduciary agent to be able to apply for funding since MWSE is not a K12 or ISD entity.

Marshall Plan Conveners' Meeting 8/2 –

Q. Was the education community was invited to the meeting?

A. Sharon (Consumer's) took the lead in the conversation, stating that educators were welcome but that the Conveners' Meeting was meant more for engaging the

business community and giving businesses the tools to take the lead. Several members of the CEAC are planning to attend the meeting.

Overall, there are quite a few talent consortiums working together in our region to create concept papers. Consortiums need to be familiar with the rubrics provided so that they understand how proposals will be evaluated. The timeline for Marshall Plan has been and continues to be problematic. August/September is a very chaotic time of the year for the education community. It is strongly suggested that only groups already sitting on a well-developed plan should be submitting an application for Marshall Plan funds. It is imperative to balance the desire to apply for the funds with the need to create/restore confidence between the education and business communities.

<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
N/A		

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#### **Agenda topic Update of Region 2 – STEM | Presenter Scott Menzel**

Marshall Plan applications that have a STEM focus are likely to get denied because the state asserts that there is already other significant sources of STEM funding.

Region 2 has been working to fill the MiSTEM Director position. Three candidates for the position will be interviewed on 8/27. Sharon and Jack will assist in the interviewing process. Once the final candidate is selected, documentation for MiSTEM will need to be submitted by September 30<sup>th</sup>.

Q. Does this need to be aligned with our mission and/or approved by the CEAC committee before submittal.

A. Grant wording does not specifically require this, but would likely be beneficial.

<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
CEAC Members to help with interview process	Sharron & Jack	8/27 @ 1pm

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#### **Agenda topic Subcommittee Convening | Presenter Group discussion**

There has not been a subcommittee meeting convened because there were many members absent at the last meeting. The plan was to do this at this meeting, however, we have the same problem today. We need to determine evaluation and metrics.

<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
Subcommittee leads will contact other members and schedule to convene:	<ul style="list-style-type: none"> <li>• Marshal Plan:</li> <li>• Apprenticeship: Jack</li> <li>• Career Pathways: Pam</li> <li>• AE: Tim</li> </ul>	ASAP

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### **Agenda topic Adult Education | Presenter Tim Jackson**

The region did receive a significant increase in 107 funds, but the CEAC is needed to help generate more support and new providers for AE. Regional AE goals are to increase enrollment and reduce cost per person/performance measure.

Even with the increase in funding, the real issue becomes having the money to attract credentialed teachers to work in AE. There is grave disparity between what AE providers are able to pay their teachers within our region (mentioned range of \$18-\$50 p/h). AE teachers must be certified and comply with both MDE and WIOA regulations, which requires a 4 year college degree and current teaching certification. In addition, AE in our region is still grappling with problems in reaching rural areas, such as unreliable transportation, unstable internet, etc.

Currently in Jackson County we AE is only serving about 3-5% of the population lacking a high school credential.

Q. Can we be creative, using Marshall Plan monies to supplement 107 funds?

A. There is not an exclusion of how to develop your Marshall Plan talent consortium, but it needs to be supplemental to the core goal (high school level/career pathways). Will also have to involve business.

Discussion of rebranding AE. Awaiting a statewide marketing plan which has yet to be released but has decided to move forward as a region.

Ideas for non-traditional marketing ideas: local churches, food pantries, social media. Mentions of CTE/AE programs and Ability to Benefit.

Negative connotation with AE. Market "Job Readiness" to alleviate this preconception.

Adult Education Subcommittee is tasked with finding innovative ideas for solutions to the AE challenges in our region.

<b>Action Items</b>	<b>Person responsible</b>	<b>Deadline</b>
<i>Share geographical needs for AE with CEAC in hopes of finding innovative solutions</i>	Tim Jackson	ASAP
<i>Follow-up with State in regards to a state-wide marketing plan for adult education</i>	Marcus James Kevin Chau	ASAP ASAP

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### **Special Notes**

*A quorum of exactly 2/3 CEAC member representation was met (12 members of 18 present).*

**Next meeting: September 17<sup>th</sup>, 1:30 – 3:30pm**

*Pam will create Outlook meeting invite included conference call information*



Compliance, Finance and Operations (CFO) Committee Meeting Minutes  
June 25, 2018

Board members Attending

Lynn Matzen, Matrix LLC, Owner, Committee Chair  
Phil Sponsler, Orbitform, President  
Marcus James, Stable Inc., Owner, WDB Board Chair,

Staff Attending

Bill Sleight, Director, MWSE  
Cordelia Gonzalez, Staff Lead, Fiscal Manager, MWSE  
Shamar Herron, Deputy Director, MWSE

The meeting was called to order at 12:30 p.m. by Lynn Matzen

Discussion on the committee Metrics. Lynn suggested we focus on metrics for each area Compliance, Finance, and Operations.

1. Compliance- major/minor findings against the state measures
2. Finance- How we are against the budget
3. Operations- The balanced score card of the Director

The other three committees will also identify 2-3 key metrics which the CFO committee will review periodically.

Fiscal Agent Discussion- This will be included as a regular agenda item to focus on if we will continue with a Fiscal Agent after this FY. Staff will obtain cost estimates for the various HR and fiscal functions now provided by SEMCA. By December, we should have a plan on what we will do by examining our Fiscal and HR functions.

Reports- Discussed the Income Statement for month ending May 31, 2018. Budget expended at only 76% mainly due to Skilled Trades training not completed and invoiced. Most should be completed this quarter.

Provider Report: Most current provider contracts end as of 6/30/18. Contracts are projected to be expended between 90- 100%. Jewish Family and Tebo has extended contracts with new budgeted amounts.

STTF (Skilled Trades) Report: Less than 30% of training has been invoiced due to most training just started in March 2018. Much of the training ends soon and will be invoiced, including our largest grant for Consumers Energy which still has \$6,00,000 to bill.

Monitor/Review reports Discussed the monitor findings from Cycle 2 and final determination. Hartland Community Schools were were monitored and there were no significant findings. Also discussed the TAA review and there were no significant findings.

Meeting was adjourned at 2 pm.

Compliance, Finance and Operations (CFO) Committee Meeting Minutes  
July 30, 2018, 12 pm Jackson Service Center

Board members Attending

Lynn Matzen, Matrix LLC, Owner, Committee Chair  
Phil Sponsler, Orbitform, President  
Marcus James, Stable Inc., Owner, WDB Board Chair,  
Jim Van Doren, Executive Director, Lenawee Now

Staff Attending

Bill Sleight, Director, MWSE  
Cordelia Gonzalez, Staff Lead, Fiscal Manager, MWSE  
Shamar Herron, Deputy Director, MWSE  
Justin Al-Igoe, Policy/Planning Manager, MWSE

The meeting was called to order at 12:00 p.m. by Lynn Matzen

Finance Reports- Discussed the Preliminary Income Statement for Year ending June 30, 2018. Salaries and Fringes line amounts were over the budget and questions as to why. **SEMCA may have included Participant Paid Work Experience to this line. If so, it will be corrected and those expenses will be added to the Participant Training and Support line.** The budget was expended at 92%. This report is preliminary until the yearend audit is completed.

Discussed the PY 18-19 proposed budget report. The report included carry-in amount and the new award for the Program year. There will probably be a budget amendment in September.

Discussion on the committee Metrics. Metrics for each area, Compliance, Finance, and Operations were addressed.

1. Compliance- there were no audit or monitor reports to discuss. The audit for year end 6/30/18 will begin in the next few months. Cycle III monitor will also happen in the fall. Staff will begin monitoring service providers soon.
2. Finance- How are we against the budget? This was discussed in Finance Reports.
3. Operations- The balanced score card of the Director was discussed. Bill presented a hand out and discussed the report in detail. Marcus will review and score, then present to the CFO committee for feedback. He thinks it will score out between 80% and 110%. Bill indicated we need to create a methodology for tracking all jobs that are created from MWSE. He was not sure if all the data from job fairs and the Hiring Blitz is reflected in the jobs filled target.

Bill would like to update the balanced score card at least once a quarter. Phil suggested that the balanced scorecard reflect more result driven metrics by establishing reasonable goals.

The questions was asked how the other committee members are doing with their metrics.

Fiscal Agent Discussion- Discussion on determining if we will go out for bid for a Fiscal Agent for FY 19-20. SEMCA's current contract ends on 6/30/2019. We discussed the tasks that must be done and what actions needed to complete the task. We discussed meeting with other Michigan Works organizations that currently do their own Fiscal/HR duties to find out how they operate. Justin, Cordelia and Lisa McAllister will come up with a list of questions to be asked. Cost will be a major factor to determine if we should do it.

Meeting was adjourned at 2 pm.

Compliance, Finance and Operations (CFO) Committee Meeting Minutes  
August 27, 2018, 12 pm Jackson Service Center

Board members Attending

Lynn Matzen, Matrix LLC, Owner, Committee Chair  
Marcus James, Stable Inc., Owner, WDB Board Chair,

Staff Attending

Bill Sleight, Director, MWSE  
Cordelia Gonzalez, Staff Lead, Fiscal Manager, MWSE  
Shamar Herron, Deputy Director, MWSE  
Justin Al-Goe, Policy/Planning Manager, MWSE

The meeting was called to order at 12:00 p.m. by Lynn Matzen

Fiscal Agent Discussion: The committee continued its discussion and analysis of whether it makes sense to continue contracting for fiscal and human resources services. SEMCA's contract ends on June 30, 2019. Justin, Cordelia and Lisa participated in calls to other Michigan Works Agencies and asked a series of questions about how they run their agencies. A hand out was provided with the responses from three Michigan Works! organizations showing staffing patterns, and identifying the software used for fiscal and HR systems, as well as their provides for benefits administration. The next steps would be to costs out Financial systems and HR systems and determine the potential costs of additional staff. Marcus will also discuss this information with the Consortium Board.

Discussion on the committee Metrics. Metrics for each area, Compliance, Finance, and Operations were addressed.

1. Compliance- The audit for year end 6/30/18 will begin in October Field work begins the week of Oct 22. Cycle III monitor will be the week of November 5, 2018.
2. Finance- There were no Finance Reports to discuss.
3. Operations- The balanced score card of the Director was discussed. Bill presented a hand out and discussed the Initial Review of targets for 2018-19.

Meeting was adjourned at 1:15 pm.

## Business Resource Networks Agenda

**August 21, and Sept 4 2018**

### Meeting Notes

Committee Members: Sean Duval, Amby Wilbanks, Angela Parth, Rick Currie, Marcus James

Staff: Bill Sleight, Sandy Vallance, Jim Coutu

1. **Review program features** – *Bill reviewed the main elements of the new program, emphasizing that there is a great deal of local flexibility built into the design.*
2. **Budgets and goals** – *Bill reviewed our preliminary budget for the program, which assumes that we will be able to identify 80 companies across our five county region who will join a network. That number of companies will require about 10 success coaches, and based on our discussion with local Dept. of Health and Human Services directors, we project at least five of those coaches will be DHHS employees. We are also estimating that the average employer contribution during the first year will be about \$5,000 per company*

	<b>Total costs</b>	<b>MWSE</b>	<b>DHHS</b>	<b>Employer</b>	<b>Charge to Grant</b>
<i>5 MWSE Coach</i>	<i>\$403,500</i>	<i>\$201,750</i>		<i>\$201,750</i>	<i>\$201,750</i>
<i>5 DHHS Coaches</i>	<i>\$650,000</i>	<i>\$150,000</i>	<i>\$300,000</i>	<i>\$200,000</i>	<i>\$150,000</i>
<i>Marketing/outreach</i>	<i>\$25,000</i>				<i>\$25,000</i>
<i>Support and Training (80 Companies - Ave. \$10,000 per company)</i>	<i>\$800,000</i>	<i>\$800,000</i>			<i>\$800,000</i>
	<i>\$1,878,500</i>	<i>\$1,151,750</i>	<i>\$300,000</i>	<i>\$401,750</i>	<i>\$1,176,750</i>

3. **Marketing / Outreach efforts** – *Review what we have done so far and seek input on additional marketing approaches - We have reached out to the two current networks and discussed transition plans. Staff discussed networks at all of the Going Pro meetings (more than 100 companies attended) and asked companies to sign up for a follow-up meeting where the networks will be reviewed in more detail. We have also met with representatives of the Destination Ann Arbor (formerly the Washtenaw Convention and Visitors Bureau) and have set up a meeting for their members and other interested companies in Washtenaw County. Staff has designed informational flyers and brochures, an FAQ sheet, and a slide show. Ann Arbor SPARK has been helpful in developing some of these materials. The committee members suggested reaching out to Chambers of Commerce, service clubs like the Rotary, and other business groups. We will also work closely with our economic development partners to promote the program.*
4. **Community partnerships** - *Review existing partnerships and identify other potential partners*  
–

*Our current networks have formed strong partnerships with local United Ways because of the emphasis on serving ALICE families. The local Chambers of Commerce in Livingston and Jackson Counties have been strong advocates for the networks. DHHS is also a partner in both networks. Potential partners include community action agencies and other human service agencies, financial institutions, economic developers and foundations.*

**5. Impact on organization**

**a. Staffing needs and Organizational Structure – Who will we need to deliver the program**

*At this time we are not looking at adding a management level staff person to oversee the program, but rather we think we can restructure existing positions. We are rewriting the job descriptions of our Program Services Manager and Policy and Planning Manager and expect that the Program Services Manager will have primary responsibility for day-to-day operations of the networks. The Business Services Manager and Communications Manager will also play a significant role. We are also developing job descriptions for Success Coaches.*

**b. Workforce Development Board committees – where does this service fit in the Council's committee structure? *The committee will continue to meet for a few months to monitor implementation of the networks and to address any policy questions that come up. However, once established, it is expected that the Job Seeker Committee will oversee this program. The Business services committee will likely assume some oversight of marketing and outreach efforts to employers.***

**6. Resource Network Metrics – *The committee thought the sample from the Livingston Network did a good job of showing the key metrics.***

**7. Policy questions – *Bill outlined some of the key policy questions. The committee recommends that support services and employer incentives be available to companies in Business Resource Networks, but that we have some flexibility for exceptions. The committee also believes that wherever possible, the networks should set their own policies regarding support services. Employer Incentives should be limited, but available as needed, with a target of \$1,500 per person so that it is consistent with our other programs.***

**16. Discussion Items** (both boards)

a. Governor's Talent Investment Board (GTIB) Update – Marcus James

b. Executive Committee Report-Marcus James

- July 11, 2018, Executive Committee Meeting Minutes
- August 8, 2018, Executive Committee Meeting Minutes
- September 5, 2018, Executive Committee Meeting Minutes

Workforce Development Board - Executive Committee Meeting  
 July 11 2018, 2018, 2:00 pm – 4:00 pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118

Present: Richard Currie, Vice-Chair  
 Sean Duval via conference call  
 Marcus James, Chair  
 Scott Menzel  
 Grace Trudell via conference call  
 Leann Wilt

Absent: Donald Germann  
 Lynn Matzen  
 Sharon Miller

Staff Bill Sleight  
 Shamar Herron  
 Dan Childs  
 Jim Coutu  
 Maggie Flaherty  
 Joshua Rose

1. Call to order  
 Marcus James, Chair called the meeting to order at 2:00 pm
2. Roll Call  
 Quorum Present
3. Approval of Agenda  
 Scott Menzel call for a motion to approve the Agenda.  
 MOTION: moved to approve the Agenda.  
 SUPPORT: Grace Trudell  
 MOTION APPROVED
4. Consent Agenda  
 Marcus James call for any Consent Agenda items to be considered for discussion. No requests.  
 Marcus James call for a motion to approve the Consent Agenda.  
 MOTION: Richard Currie moved to approve the Consent Agenda.  
 SUPPORT: Leann Wilt  
 MOTION CARRIED
  - a. WDB RESOLUTION 18-07  
 A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DIVERSIFIED ENGINEERING AND PLASTICS IN AN AMOUNT NOT TO \$9,365
  - b. WDB RESOLUTION 18-08  
 A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MARTINREA INTERNATIONAL IN AN AMOUNT NOT TO EXCEED \$4,180



c. WDB RESOLUTION 18-09

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR KRT PRECISION TOOL AND MANUFACTURING IN AN AMOUNT NOT TO EXCEED \$1,490

d. WDB RESOLUTION 18-10

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED \$3,000

5. RESOLUTIONS FOR CONSIDERATION BY THE WORKFORCE DEVELOPMENT BOARD (WDB)

a. WDB RESOLUTION 18-01

A RESOLUTION ACCEPTING FUNDING FOR THE FAMILY FORWARD DEMONSTRATION PROJECT

Marcus James call for a motion to approve WDB Resolution 18-01

MOTION: Scott Menzel moved to approve WDB Resolution 18-01 accepting funding for the Family Forward Demonstration Project

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-02

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$57,446

Marcus James call for a motion to approve WDB Resolution 18-02

MOTION: Leann Wilt moved to approve WDB Resolution 18-02 the receipt of funds for FY 2018 Capacity Building and Professional Development Grant in the amount of \$57,466

SUPPORT: Scott Menzel

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-03

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 MICHIGAN ADVANCED TECHNICAL TRAINING GRANT IN THE AMOUNT OF \$21,000

Marcus James call for a motion to approve WDB Resolution 18-03

MOTION: Scott Menzel moved to approve WDB Resolution 18-03 the receipt of funds for FY 2018 Michigan Advanced Technical Training Grant in the amount of \$21,000.

SUPPORT: Rick Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 18-04

A RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE CY 2018 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION

Marcus James call for a motion to approve WDB Resolution 18-04

MOTION: Rick Currie moved approve WDB Resolution 18-04 for the Plan and Signature of the Chairperson of the CY 2018 Reemployment Services and Eligibility Assessment (RESEA) Program Grant Application

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

e. WDB RESOLUTION 18-05

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE TELAMON CORPORATION

Marcus James call for a motion to approve WDB Resolution 18-05

MOTION: Scott Menzel moved approve WDB Resolution 18-05 the MOU with the Telamon Corporation

SUPPORT: Sean Duval

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

f. WDB RESOLUTION 18-06

A RESOLUTION APPROVING THE FISCAL YEAR 2018 SERVICE CENTER OPERATIONS GRANT FUNDS

Marcus James call for a motion to approve WDB Resolution 18-06

MOTION: Leann Will moved to approve WDB Resolution 18-06 the Fiscal Year 2018 Service Center Operations Grant Funds

SUPPORT: Rick Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

g. WDB RESOLUTION 18-11

A RESOLUTION ACCEPTING FUNDING FOR THE COMMUNITY VENTURES PROGRAM

Marcus James call for a motion to approve WDB Resolution 18-11

MOTION: Scott Menzel moved to approve WDB Resolution 18-11 accepting funds for the Community Ventures Program

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

h. WDB RESOLUTION 18-12

A RESOLUTION APPROVING A COMMUNITY VENTURES SERVICE CONTRACT WITH OAKLAND LIVINGSTON HUMAN SERVICE AGENCY FOR FY 2018 IN AN AMOUNT NOT TO EXCEED \$15,000

Marcus James call for a motion to approve WDB Resolution 18-12

MOTION: Rick Currie moved to approve WDB Resolution 18-12 a Community Ventures Contract with Oakland Livingston Human Services Agency for FY 2018 in an amount not to exceed \$15,000

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

6. Committee Reports
  - a. Employer Services - Rick Currie, Chair, reviewed committee minutes. Discussion.
  - b. Job Seeker Services – Leann Wilt, Chair, reviewed committee minutes. Discussion.
  - c. Career and Educational Advisory Council (CEAC) – Scott Menzel provided report on July 10 CEAC meeting. Discussion.
  - d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
Marcus James provided updates. Discussion.
  
7. Chair Report  
No report – topics discussed during the meeting
  
8. Director Report - Bill Sleight reviewed following topics. Discussion.
  - a. One-Stop Operator Meeting Summaries –June 13– 14, 2018, Thomas P. Miller
  - b. Driver Responsibility Fees
  - c. Medicaid Work Requirements
  - e. Infrastructure Funding Agreements
  - f. Summer 18 – Shamar Herron provided update. Discussion.
  
10. Public Comment  
Marcus James offered public comment. No public comment.
  
11. Adjournment  
Meeting Adjourned at 3:45 p.m.

Workforce Development Board - Executive Committee Meeting  
 August 8, 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	via conference call
	Scott Menzel	via conference call
	Grace Trudell	via conference call
	Leann Wilt	via conference call
Absent:	Richard Currie, Vice-Chair	
	Sharon Miller	
Staff	Bill Sleight	Director
	Shamar Herron	Deputy Director
	Nicole Bell	Communications Manager
	Dan Childs	Network Systems Administrator
	Jim Coutu	Business Services Manager
	Aaron Cunningham-Frechette	Summer 18 - Jackson
	Maggie Flaherty	Administrative Services Manager
	Josh Rose	Intern Assistant

1. Call to order  
 Marcus James, Chair called the meeting to order at 2:00 pm.
2. Roll Call  
 Quorum Present
3. Approval of Agenda  
 Marcus James commented the Agenda is approved if no one objects.
4. Consent Agenda  
 Marcus James call for any Consent Agenda items to be considered for discussion. No requests.  
 Marcus James call for a motion to approve the Consent Agenda.  
 MOTION: Sean Duval moved to approve the Consent Agenda.  
 SUPPORT: Leann Wilt  
 MOTION CARRIED
  - a. WDB Resolution 18-13  
 A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CASTER CONCEPTS, INC IN AN AMOUNT NOT TO EXCEED \$6,440

b. WDB Resolution 18-14

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CRANKSHAFT MACHINE GROUP IN AN AMOUNT NOT TO EXCEED \$5,655

c. WDB Resolution 18-15

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR OUR FAMILY FRIEND IN AN AMOUNT NOT TO EXCEED \$3,200

d. WDB Resolution 18-16

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR SUMMIT ORTHODONTICS IN AN AMOUNT NOT TO EXCEED \$1,790

4. RESOLUTIONS FOR CONSIDERATION BY THE WORKFORCE DEVELOPMENT BOARD (WDB)

a. WDB Resolution 18-17

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE ALLIANCE FOR DEAF SERVICES

Marcus James call for a motion to approve WDB Resolution 18-17

MOTION: Leann Wilt moved to approve WDB Resolution 18-17 the MOU with the Alliance for Deaf Services

SUPPORT: Grace Trudell

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB Resolution 18-18

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON COLLEGE AND HILLSDALE CONSOLIDATED schools

Marcus James call for a motion to approve WDB Resolution 18-18

MOTION: Sean Duval moved to approve WDB Resolution 18-18 the MOU with Jackson College and Hillsdale Consolidated Schools

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB Resolution 18-19

A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR COMMUNITY VENTURES- SUCCESS coaches

Marcus James call for a motion to approve WDB Resolution 18-19

MOTION: Scott Menzel moved to approve WDB Resolution 18-19 the release of Request for Proposal for Community Ventures Success Coaches

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

d. WDB Resolution 18-20

A RESOLUTION REQUESTING APPROVAL OF A POLICY MODIFICATION TO THE COMPENSATION POLICY

Marcus James call for a motion to approve WDB Resolution 18-20

MOTION: Grace Trudell moved to approve WDB Resolution 18-20 the policy modification to the Compensation Policy

SUPPORT: Sean Duval

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

e. WDB Resolution 18-21

A RESOLUTION APPROVING A COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK SERVICE CONTRACT WITH JAMES VANDER HULST IN AN AMOUNT NOT TO EXCEED \$10,000

Marcus James call for a motion to approve WDB Resolution 18-21

MOTION: Sean Duval moved to approve WDB Resolution 18-21 the Community Ventures/Business Resource Network Service contract with James Vander Hulst in an amount not to exceed \$10,000

SUPPORT: Sean Duval

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

5. Committee Reports

a. Employer Services - Rick Currie, Chair

Jim Coutu provided update. Discussion.

b. Job Seeker Services – Leann Wilt, Chair

Leann Wilt provided update. Discussion.

c. Career and Educational Advisory Council (CEAC) – Scott Menzel

Scott Menzel provided update. Discussion.

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

Lynn Matzen provided update. Discussion.

6. Closed Session

a. Review Director's 2017/2018 Evaluation/Balanced Scorecard and 360 degree feedback

Bill Sleight stated approval of Executive Committee to go into closed session for the purpose of his performance evaluation.

MOTION: Donald Germann moved to go to closed session.

SUPPORT: Lynn Matzen

MOTION CARRIED

Executive Committee and Bill Sleight - into Closed Session:

2:58 pm

Executive Committee and Bill Sleight - closed Session ended:

3:18 pm

7. Director Report

a. Summer 18

Shamar Heron provide update.

Presentation by Shamar Herron, Joshua Rose and Aaron Cunningham-Frechette regarding the Community Resource Map application developed and now on the Michigan Works! Southeast website. Discussion

b. Business Resource Network

Bill Sleight provided update. Business Resource Network Committee meeting is scheduled. Discussion

c. Director's Report

Executive Committee to review and grade award nominations submitted.

Annual MWSE Awards Celebration date is October 26, 2018,

8:00 am-10:30 a.m. at Weber's Inn Restaurant & Boutique Hotel. Discussion.

8. Public Comment

Marcus James offered public comment. No public comment.

9. Adjournment

MOTION: Scott Menzel moved to adjourn.

SUPPORT:

MOTION CARRIED.

Meeting adjourned at 3:53 pm.

WORKFORCE DEVELOPMENT BOARD  
 EXECUTIVE COMMITTEE MEETING MINUTES  
 September 5, 2018 2:00pm – 4:00pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI

Present: Richard Currie, Vice-Chair           via conference call  
 Sean Duval                                       via conference call  
 Marcus James, Chair  
 Lynn Matzen  
 Scott Menzel  
 Sharon Miller  
 Grace Trudell  
 Leann Wilt

Absent: Donald German

Staff: Bill Sleight  
 Shamar Herron  
 Dan Childs  
 Maggie Flaherty

1. Call to order  
 The meeting was called to order at 2:00 p.m.
2. Roll Call  
 Quorum present
3. Approval of August 8, 2018 Executive Committee Meeting Minutes  
 Marcus James call for a motion to approve the August 8, 2018 Executive Committee Meeting Minutes.

MOTION: Leann Wilt moved to approve the August 8 2018 Executive Committee Meeting Minutes.

SUPPORT: Scott Menzel

MOTION CARRIED

4. Approval of August 8, 2018 Executive Committee Minutes for Closed Session to Discuss Director's Evaluation  
 Marcus James call for a motion to approve the August 8, 2018 Executive Committee Minutes for Closed Session to Discuss Director's Evaluation.

MOTION: Leann Wilt moved to approve the August 8, 2018 Executive Committee Minutes for Closed Session to Discuss Director's Evaluation.

SUPPORT: Richard Currie

MOTION CARRIED



5. Approval of Agenda

Marcus James call for a motion to approve the Agenda.

MOTION: Scott Menzel moved to approve the Agenda

SUPPORT: Leann Wilt

MOTION CARRIED

6. Consent Agenda - None

7. Resolutions for Consideration by the Workforce Development Board (WDB):

a. WDB RESOLUTION 18-22

A RESOLUTION APPROVING THE FISCAL YEAR 2019 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS

Marcus James call for a motion to approve WDB Resolution 18-22

MOTION: Lean Wilt moved to approve WDB Resolution 18-22 the Fiscal Year 2019 FAE&T Plan for able bodied adults without dependents.

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-23

A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 BUDGET MODIFICATION

Marcus James call for a motion to approve WDB Resolution 18-23

MOTION: Lynn Matzen moved to approve WDB Resolution 18-23 the FY 2018 Budget Modification.

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion

MOTION CARRIED

c. WDB RESOLUTION 18-24

A RESOLUTION APPROVING THE FISCAL YEAR 2019 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

Marcus James call for a motion to approve WDB Resolution 18-24

MOTION: Richard Currie moved to approve WDB Resolution 18-24 the Fiscal Year 2019 PATH Plan for the delivery of Job Training services to public assistance participants in the Southeast Michigan Consortium.

SUPPORT: Lynn Matzen

Bill Sleight reviewed the resolution. Discussion

MOTION CARRIED

## 8. Committee Reports

- a. Employer Services - Richard Currie, Chair  
Richard Currie provided update. Discussion.
- b. Job Seeker Services – Leann Wilt, Chair  
Leann Wilt provided update. Discussion.
- c. Career and Educational Advisory Council (CEAC) – Scott Menzel  
Scott Menzel provided update. Discussion.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
Lynn Matzen provided update. Discussion.

## 9. Chair Report

- a. Update on 2017/2018 BSC's (Executive Director and Staff)-  
Discussed the timeline for BSCs for staff and performance evaluations.
- b. Discuss election of board officers and committee chairs -  
Election of 2019 WDB Chair, Vice Chair and WDB Executive Committee  
scheduled at the November 14, 2018 on WDB.  
MOTION: Scott Menzel moved to designate Sean Duval past WDB Chair to  
lead a nominating committee for slate of candidates for the election of 2019  
WDB Chair, WDB Vice Chair and WDB election of Executive Committee  
members.  
SUPPORT: Leann Wilt  
Discussion.  
MOTION CARRIED

## 10. Director Report

- a. Business Resource Networks (BRN)  
Bill Sleight provided updates on the two conference call meetings. Discussion.  
Bill Sleight will provide a BRN Committee report during the September 12 WDB  
meeting.
- b. Awards Event – October 26, 2018  
The Michigan Works! Southeast Awards Event take place on Friday, October  
26, 2018, 8:00 am – 10:30 am at the Weber's Restaurant | Boutique Hotel, Ann  
Arbor.  
Award Nominations reviewed and scored by Executive Committee Meeting
- c. Connected and Automated Vehicle Travel Guide  
Review of the Connected and Automated Vehicle Travel Guide – copies of  
the guide distributed at September 12 meeting.
- d. Reviewed the draft 2019 Meeting Schedules for Workforce Development  
Board and Executive Committee meeting. Location of the meetings are the  
Comfort Inn, Village Conference Center, 1645 Commerce Park Drive,  
Chelsea, 48118. Discussion.

**Draft 2019 Michigan Works! Southeast Workforce Development Board Meeting Schedule**

<b>Date</b>	<b>Time</b>
Wednesday, January 9, 2019	10am-12pm
Wednesday, March 13, 2019	10am-12pm
Wednesday, May 8, 2019	10am-12pm
Wednesday, June 12, 2019	10am-12pm
Wednesday, September 11, 2019	10am-12pm
Wednesday, November 13, 2019	10am-12pm

**Draft 2019 Michigan Works! Southeast Workforce Development Board – Executive Committee Meeting Schedule**

<b>Date</b>	<b>Start Time</b>
Wednesday, January 2, 2019	2pm-4pm
Wednesday, February 6, 2019	2pm-4pm
Wednesday, March 6, 2019	2pm-4pm
Wednesday, April 3, 2019	2pm-4pm
Wednesday, May 1, 2019	2pm-4pm
Wednesday, June 5, 2019	2pm-4pm
Wednesday, July 10, 2019	2pm-4pm
Wednesday, August 7, 2019	2pm-4pm
Wednesday, September 4, 2019	2pm-4pm
Wednesday, October 2, 2019	2pm-4pm
Wednesday, November 6, 2019	2pm-4pm
Wednesday, December 4, 2019	2pm-4pm

11. Agenda For September 12, 2018 Joint Meeting of Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board

Reviewed the draft September 12, 2018 Meeting Agenda. Discussion.

12. Public Comment

Marcus James offered Public Comment. No Public Comment.

13. Comments by Executive Members followed.

14. Adjournment

MOTION: Scott Menzel moved to adjourn the meeting.

SUPPORT: Leann Wilt

MOTION CARRIED

Meeting adjourned at 3:48 p.m.

**17. Other Items**

- a. Comments from Chair (both boards)
- b. Comments from Director
  - Directors Report



## CREATIVE INNOVATION TEAM WORK

# THE LINK

Keeping you connected

Vol. 2 Issue 2

## 01 celebrating success.

Melling is a manufacturer of fluid pumps who serve original equipment and aftermarket customers. With 35% of their employees close to retirement age and an influx of new hires, a training initiative became critical.

Melling sought the assistance of Michigan Works! Southeast, who awarded them a grant in an effort to upskill their employees.



Pictured: Ron Smagacz

The training not only taught workers new tools, it allowed them to adapt this knowledge to everyday tasks. This resulted in increased efficiency and productivity. Employees benefited as well: Ron Smagacz enjoyed a substantial salary increase due to his increased skill.

## 02 our impact.

Our goal at Michigan Works! Southeast is to develop today's workforce and tomorrow's economy by engaging employers, job seekers, and partners. Since the start of our fiscal year in July, over 300 employers and 200 job seekers were served.

- p 273 Jobs were filled since July 1st, 2018
- p 331 Employers were served since July 1st, 2018
- p 4,917 Individuals were served across our 5 counties
- p 10,694 Total visitors came to our One-Stop Service Centers

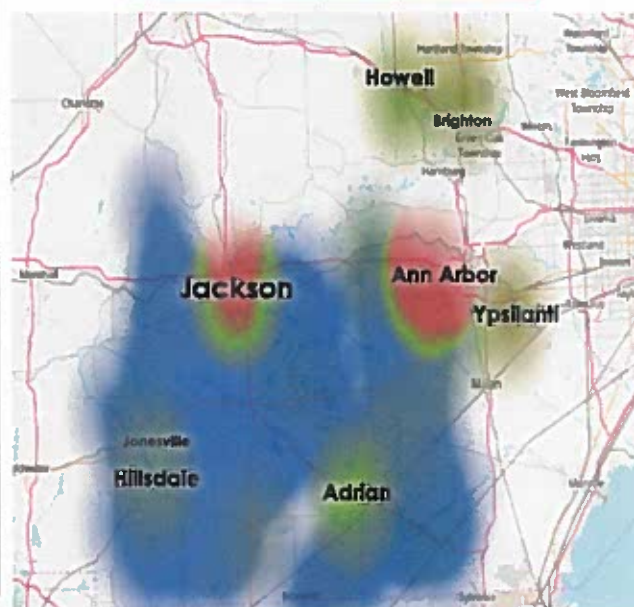
## 03 What's Trending: Where the jobs are

According to our friends at the Workforce Intelligence Network, most job postings in our region are for Truck Drivers, Nurses, and Retail, but where are these jobs located?

### AT A GLANCE

Number of Job Postings

- 200  2,000+



We understand that finding work can be challenging if transportation is an issue, especially if you live outside hot areas such as Jackson and Ann Arbor. Ask your Career Advisor about transportation assistance and learn how we can help you start your career!