

**MINUTES APPROVED ON NOVEMBER 14, 2018**

Joint Meeting of  
Michigan Works! Southeast Workforce Development Board  
And  
Southeast Michigan Consortium Board  
September 12, 2018 10:00 a.m.  
Chelsea Comfort Inn Village Conference Center  
1 645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Present

Mindy Bradish-Orta	Jackson Chamber of Commerce	via conference call
Rich Chang	NewFoundry	
Jolene Chapman	Jackson College	Alternate for Jeremy Frew
Kurtis Condon	Hillsdale Terminal	Alternate for Donald Germann
Richard Currie, Vice Chair	Hitachi Automotive Systems	
Sean Duval	Golden Limousine International	via conference call
Steven Girardin	Michigan Rehabilitation Service	
Marcus James, Chair	Stable Inc LLC	
Sharon Miller	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	
John Salyer	AAEJATC	Alternate for Lee Graham
Grace Trudell	IBEW 58	
James Van Doren	Lenawee Now	
Ambrose Willbanks, Jr.	Washtenaw CVB	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	Washtenaw Community College	
Jeremy Frew	Jackson College	Alternate Jolene Chapman attended
Paul Ganz	DTE Energy	
Jennifer Giannone	Thai Summit	
Donald Germann	County National Bank	Alternate Kurtis Condon attended
Lee Graham	Operating Engineers 324	Alternate John Salyer attended
Steven Gulick	Huron Valley Area Labor Federation	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Lynn Matzen	Matrix Systems LLC	
Dr. Scott Menzel	Washtenaw County ISD	
Angela Parth	Livingston Family Center	
Shawn Planko	Expedia	
Phil Santer	Ann Arbor SPARK	
Phil Sponsler	Orbitform	

Southeast Michigan Consortium Board Present:

Ruth Brown	Hillsdale County Commissioner
Julie Games	Hillsdale County Commissioner
Sarah Lightner	Jackson County Commissioner
Daniel Mahoney	Jackson County Commissioner
Karol Bolton, Chair	Lenawee County Commissioner
William Green	Livingston County Commissioner
Ruth Ann Jamnick	Washtenaw County Commissioner

Southeast Michigan Consortium Board Absent:

Chris Wittenbach	Lenawee County Commissioner
Dennis Dolan, Vice-Chair	Livingston County Commissioner
Conan Smith	Washtenaw County Commissioner

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
Nicole Bell, Communications Manager	Michigan Works! Southeast
Dan Childs, Network Systems Administrator	Michigan Works! Southeast
Jim Coutu, Business Services Manager	Michigan Works! Southeast
Johnny Epps, Service Center Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast
Janet Myers, Service Center Manager-Hillsdale	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast
Sandy Vallance, Programs Manager	Michigan Works! Southeast

Others Present

Dan Fortin	
Marsha	Ann Arbor SPARK
Niko Dawson	Washtenaw Community College

1. Call to order  
KZ Bolton, Chair, Southeast Michigan Consortium Board called the meeting to order at 10:09 a.m.
2. Call to order  
Marcus James, Chair, Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:09 a.m.
3. Roll Call  
Quorum present for the Southeast Michigan Consortium Board.
4. Roll Call  
Quorum present for the Michigan Works! Southeast Workforce Development Board.

5. Introductions
6. Call to the Public  
KZ Bolton call to the public. No Public Comment
7. Approval of the Agenda
  - a. KZ Bolton call for the Consortium Board to approve the Agenda.  
MOTION: William Green moved to approve the Agenda.  
SUPPORT: Julie Games  
MOTION APPROVED
  - b. Marcus James call for the Workforce Development Board to approve the Agenda.  
MOTION: Grace Trudell moved to approve the Agenda.  
SUPPORT: Leann Wilt  
MOTION CARRIED
8. Approval of Minutes for Consortium Board  
KZ Bolton call for a motion to approve the July 23, 3018 Consortium Board Meeting Minutes.
  - a. MOTION: Sarah Lightner moved to approve the July 23, 2018 Southeast Michigan Consortium Board Minutes  
SUPPORT: William Green  
MOTION CARRIED
9. Approval of Minutes for Workforce Development Board  
Marcus James call for a motion to approve the June 13, 2018 Workforce Development Board Meeting Minutes.
  - a. MOTION: Kevin Oxley to approve the June 13, 2018 Michigan Works! Southeast Board Minutes  
SUPPORT: James Van Doren  
MOTION CARRIED
10. Approval of Consent Agenda Items for Workforce Development Board  
Marcus James request for any of the Consent Agenda Items be moved to the WDB Resolutions for Consideration. No request to move agenda items.  
Marcus James call for a motion to approve the Consent Agenda.  
MOTION: James Van Doren  
SUPPORT: Grace Trudell  
Discussion.  
MOTION CARRIED

- 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  
\$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  
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 18-18  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON COLLEGE AND HILLSDALE CONSOLIDATED SCHOOLS
- r. WDB Resolution 18-19  
A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR COMMUNITY VENTURES- SUCCESS COACHES
- s. WDB Resolution 18-20  
A RESOLUTION REQUESTING APPROVAL OF A POLICY MODIFICATION TO THE COMPENSATION POLICY
- t. 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, Pamela Gosla, Research and Education Manager. Discussion.
- b. Update on Michigan Works! Southeast: Employers & Jobseekers Email Recap, Nicole Bell, Communications Manager. Discussion.
- c. Update on Skill Trade Training Funds, Jim Coutu, Business Services Manager. Discussion.

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

Marcus James call for a motion to approve WDB Resolution 18-25

MOTION: Rich Chang moved to approve WDB Resolution 18-25 the Contract with Washtenaw County Community Corrections and Jail

SUPPORT: Grace Trudell

Bill Sleight explained the resolution. Discussion

MOTION APPROVED

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

KZ Bolton call for a motion to approve CB Resolution 18-06

MOTION: Sarah Lightner moved to approve CB Resolution 18-06 the Modification to the signatory authority policy for use in the Southeast Michigan Consortium

SUPPORT: Ruth Brown

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-07  
A RESOLUTION APPROVING THE PURCHASE OF SOFTWARE IN THE AMOUNT OF \$93,374.25

KZ Bolton call for a motion to approve CB Resolution 18-07

MOTION: Daniel Mahoney moved to approve CB Resolution 18-07 approving the purchase of software in the amount of \$93,374.25

SUPPORT: Julie Games

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

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

KZ Bolton call for a motion to approve Consortium Board (CB) Resolution 18-03  
MOTION: William Green moved to approve CB Resolution 18-03 the Fiscal  
Year 2019 Food Assistance Employment & Training (FAE&T) Plan for Able  
Bodied Adults without Dependents  
SUPPORT: Daniel Mahoney  
Bill Sleight reviewed the resolution. Discussion.  
MOTION CARRIED

- 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 Workforce Development Board (WDB)  
Resolution 18-22  
MOTION: Grace Trudell moved to approve WDB Resolution 18-22 the  
Fiscal Year 2019 Food Assistance Employment & Training (FAE&T) Plan for  
Able Bodied Adults without Dependents  
SUPPORT: Richard Currie  
MOTION CARRIED

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

KZ Bolton call for a motion to approve Consortium Board (CB) Resolution 18-04  
MOTION: Sarah Lightner moved to approve CB Resolution 18-04 the FY  
2018 Michigan Works! Southeast Budget Modification.  
SUPPORT: Ruth Brown  
Bill Sleight reviewed the resolution. Discussion.  
MOTION APPROVED

- WDB RESOLUTION 18-23  
A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 MICHIGAN  
WORKS! SOUTHEAST BUDGET MODIFICATION

Marcus James call for a motion to approve Workforce Development Board (WDB)  
Resolution 18-23  
MOTION: Sharon Miller moved to approve WDB Resolution 18-23 the FY  
2018 Michigan Works! Southeast Budget Modification.  
SUPPORT: Grace Trudell  
MOTION CARRIED.

- 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  
KZ Bolton call for a motion to approve Consortium Board (CB) Resolution 18-05  
MOTION: Sarah Lightner moved to approve CB Resolution 18-05 the Fiscal  
Year 2019 Partnership, Accountability, Training and Hope (PATH) Plan for  
the delivery of job training service to public assistance participants in the  
Southeast Michigan Consortium.  
SUPPORT: Julie Games  
Bill Sleight reviewed the resolution. Discussion.  
MOTION CARRIED

- 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 Workforce Development Board (WDB)  
Resolution 18-24  
MOTION: John Salyer moved to approve WDB Resolution 18-24  
Fiscal Year 2019 Partnership, Accountability, Training and Hope (PATH)  
Plan for the delivery of job training service to public assistance  
participants in the Southeast Michigan Consortium.  
SUPPORT: Kevin Oxley  
MOTION CARRIED

#### 15. Committee Reports

Updates and minutes reviewed by Committee Chairs.

- 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  
Update provided by Marcus James.
- e. Business Resource Networks (BRN) – Bill Sleight

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

- a. Governor's Talent Investment Board (GTIB) Update – Marcus James
- b. Executive Committee Report-Marcus James  
Marcus James reported discussion during the board meeting included  
Executive Committee topics and action.
  - 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
  - Director's Report – Bill Sleight reviewed Director's Report.

18. Public Comment

Karol KZ Bolton offered public comment. No public comment.  
Comments by board members followed.

19. Adjourn Southeast Michigan Consortium Board

Karol KZ Bolton call for a motion to adjourn the Consortium Board meeting.  
MOTION: Sarah Lightner moved to adjourn the Consortium Board meeting.  
SUPPORT: Daniel Mahoney  
MOTION APPROVED

20. Adjourn Michigan Works! Southeast Workforce Development Board meeting.

Marcus James call for a motion to adjourn the Workforce Development Board meeting.  
MOTION: Sharon Miller moved to adjourn the Workforce Development Board meeting.  
SUPPORT: Grace Trudell  
MOTION CARRIED

The joint meeting of the Southeast Michigan Consortium Board and Michigan Works!  
Southeast Workforce Development Board adjourned at 12:02 pm.

Workforce Development Board  
Executive Committee Meeting  
October 3, 2018 2:00pm – 4:00pm  
Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

Present: Sean Duval via conference call  
Donald German via conference call  
Marcus James, Chair  
Lynn Matzen  
Scott Menzel  
Sharon Miller  
Grace Trudell via conference call  
Leann Wilt

Absent: Richard Currie, Vice-Chair

Staff: Bill Sleight  
Shamar Herron  
Justin Al-Igoe  
Dan Childs  
Jim Coutu  
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 Agenda  
Marcus James call for a motion to approve the Agenda.  
  
MOTION: Scott Menzel moved to approve the Agenda  
SUPPORT: Lynn Matzen  
MOTION CARRIED
4. Consent Agenda – Resolutions by the Workforce Development Board (WDB):  
Marcus James ask for Consent Agenda Resolutions items to be sent for review to the Resolutions for Consideration. There were none.  
Marcus James call for a motion to approve the Consent Agenda.  
MOTION: Lynn Matzen moved to approve the Consent Agenda.  
SUPPORT: Leann Wilt  
MOTION APPROVED
  - a. WDB RESOLUTION 18-29

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR VERSACUT INDUSTRIES IN AN AMOUNT NOT TO EXCEED \$1,500

b. WDB RESOLUTION 18-30

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CLASSIC METAL FINISHING, INC IN AN AMOUNT NOT TO EXCEED \$4,500

c. WDB RESOLUTION 18-31

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREAT LAKES INDUSTRY IN AN AMOUNT NOT TO EXCEED \$3,000

5. Resolutions for Consideration by the Workforce Development Board (WDB):

a. WDB RESOLUTION 18-21 change 1

A RESOLUTION APPROVING A COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK SERVICE CONTRACT MODIFICATION WITH JAMES VANDER HULST IN AN AMOUNT NOT TO EXCEED \$25,000 (\$15,000 increase)

Marcus James call for a motion to approve WDB Resolution 18-21, change 1

MOTION: Scott Menzel moved to approve WDB Resolution 18-21, change 1 the Community Ventures/Business Resource Network Service Contract Modification with James Vander Hulst in an amount not to exceed \$25,000 (\$15,000 increase)

SUPPORT: Leann Will

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-26

A RESOLUTION APPROVING THE CALENDAR YEAR 2019 MEETING SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD AND WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

Marcus James call for a motion to approve WDB Resolution 18-26

MOTION: Leann Wilt moved to approve Resolution 18-26 the Calendar Year 2019 Meeting Schedule for the Michigan Works! Southeast Workforce Development Board and Workforce Development Board Executive Committee

SUPPORT: Lynn Matzen

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-27

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON PUBLIC SCHOOLS

Marcus James call for a motion to approve WDB Resolution 18-27

MOTION: Leann Wilt move to approve WDB Resolution 18-27 the MOU with Jackson Public School

SUPPORT: Scott Menzel

Bill Sleight reviewed the resolution. Discussion.  
MOTION CARRIED

d. WDB RESOLUTION 18-28

A RESOLUTION APPROVING A COMMUNITY VENTURES SERVICE CONTRACTS  
WITH THE DEPARTMENT OF HUMAN SERVICES

Marcus James call for a motion to approve WDB Resolution 18-28

MOTION: Sharon Miller moved to approve WDB Resolution 18-28

The Community Ventures Service Contracts with the Department of  
Human Services

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

6. 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.

7. Chair Report

a. Discussed 2017/2018 BSC performance results / 2018- 2019 Balanced  
Scorecard (BSC) plans.

Discussed the timeline for BSCs for staff and performance evaluations.

b. Board Leadership positions update – Sean Duval

Updates provided. Discussion.

8. Director Report

a. Awards Event

Scheduled on October 26 Weber's Restaurant and Boutique Hotel. Discussion

b. One Stop Operator September 2018 Report (Thomas P. Miller &  
Associates).

Bill Sleight reviewed. Discussion.

c. Other

9. Public Comment

Marcus James offered Public Comment. No Public Comment.

Comments by committee members followed.

10. Adjournment

MOTION: Sharon Miller moved to adjourn the meeting.

SUPPORT: Scott Menzel

MOTION CARRIED

Meeting adjourned at 3:48 p.m.

Workforce Development Board  
Executive Committee Meeting  
November 7, 2018 2:00pm – 4:00pm  
Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

Present: Richard Curie, Vice-Chair  
Sean Duval  
Donald German via conference call  
Marcus James, Chair  
Lynn Matzen via conference call  
Scott Menzel  
Grace Trudell via conference call  
Leann Wilt

Absent: Sharon Miller

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

1. Call to order  
The meeting was called to order at 2:00 p.m.
2. Roll Call  
Quorum present
3. 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
4. Approval of October 3, 2018 Executive Committee Meeting Minutes  
Marcus James call for a motion to approve the October 3, 2018 Executive Committee meeting minutes.  
MOTION: Leann Wilt moved to approve the October 3, 2018 Executive Committee meeting minutes.  
SUPPORT: Grace Trudell  
MOTION CARRIED

5. Consent Agenda

Marcus James ask for Consent Agenda items to be reviewed under Resolutions for Consideration. There were none.

Marcus James call for a motion to approve the Consent Agenda.

MOTION: Scott Menzel moved to approve the Consent Agenda.

SUPPORT: Grace Trudell

MOTION APPROVED

a. WDB RESOLUTION 18-37

A Resolution approving Fiscal Year (FY) 2018 Workforce Investment and Opportunity Act (WIOA) Incumbent Worker Training (IWT) funds for General Automotive Machine Products Company (GAMPCO) in an amount not to exceed \$9,500

b. WDB RESOLUTION 18-38

A Resolution approving FY 2018 WIOA IWT funds for Datapak Services in the amount not to exceed \$7,565

c. WDB RESOLUTION 18-39

A Resolution approving FY 2018 WIOA IWT funds for Adrian Steel in an amount not to exceed \$12,180

d. WDB RESOLUTION 18-40

A Resolution 18-40 approving FY 2018 WIOA IWT funds for W2 Fuel in an amount not to exceed \$16,925

6. Resolutions for Consideration by the Workforce Development Board (WDB):

a. WDB RESOLUTION 18-32

A Resolution approving the FY 2018 Statewide Activities Employer Engagement Funding for the time period October 1, 2018 through September 30, 2019 in the amount of \$20,000

Marcus James call for a motion to approve WDB Resolution 18-32

MOTION: Leann Wil moved to approve WDB Resolution 18-32 the FY 2018 Statewide Activities Employer Engagement Funding for the time period October 1, 2018 through September 30, 2019 in the amount of \$20,000

SUPPORT: Richard Currie

Bill reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-33

A Resolution approving FY 2018 Career Exploration and Experience Event funding for the time period October 1, 2018 through March 31, 2020 in the amount of \$25,000

Marcus James call for a motion to approve WDB Resolution 18-33

MOTION: Scott Menzel moved to approve WDB Resolution the FY 2018 Career Exploration and Experience Event funding for the time period October 1, 2018 through March 31, 2020 in the amount of \$25,000

SUPPORT: Grace Trudell

Bill reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-34

A Resolution approving the FY 2019 Work Based Training for Special Populations funding for the time period October 1, 2018 through September 30, 2019 in the amount of \$25,000

Marcus James call for a motion to approve WDB Resolution 18-34

MOTION: Leann Wilt moved to approve WDB Resolution 18-34 the FY 2019 Work Based Training for Special Populations funding for the time period October 1, 2018 through September 30, 2019 in the amount of \$25,000

SUPPORT: Donald Germann

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 18-35

A Resolution approving the FY 2018 Statewide Activities (SWA) Integrated and Education Training Funding for the time period October 1, 2018 through March 31, 2020 in the amount of \$25,000

Marcus James call for a motion to approve WDB Resolution 18-35

MOTION: Grace Trudell moved to approve WDB Resolution 18-35 the FY 2018 Statewide Activities (SWA) Integrated and Education Training Funding for the time period October 1, 2018 through March 31, 2020 in the amount of \$25,000

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

e. WDB RESOLUTION 18-36

A Resolution approving Memorandum of Understanding (MOU) with all local DHHS offices

Marcus James call for a motion to approve WDB Resolution 18-36

MOTION: Scott Menzel moved to approve WDB Resolution 18-36 the Memorandum of Understanding (MOU) with all local DHHS offices

SUPPORT: Grace Trudell

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

- f. WDB Resolution 18-41  
A Resolution approving an additional member to the Career and Educational Advisory Council (CEAC) membership for Michigan Works! Southeast

Marcus James call for a motion to approve WDB Resolution 18-41

MOTION: Leann Wilt moved to approve WDB Resolution 18-41 the additional member to the Career and Educational Advisory Council (CEAC) membership for Michigan Works! Southeast

SUPPORT: Richard Currie

Bill Sleight reviewed resolution. Discussion.

MOTION CARRIED

## 7. Committee Reports

- a. Employer Services - Richard Currie, Chair  
Richard Currie provided update. Discussion.
- b. Job Seeker Services – Leann Wilt, Chair  
Leann Wilt reviewed minutes. Discussion.
- c. Career and Educational Advisory Council (CEAC) – Scott Menzel  
Scott Menzel reviewed minutes. Discussion.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
Lynn Matzen provided update. Discussion.
- e. Business Resource Networks (BRN) – Bill Sleight provided update.  
Discussion.

## 8. Chair Report

- a. Discussion of 2017/2018 Balanced Scorecards (BSC) and performance results 2018/ 2019 Balanced  
Staff Performance results 2017/2018 completed. Finalized Directors 2018/2019 BSC on November 5.
- b. Board Leadership positions update – Sean Duval  
Sean Duval provided report. Discussion. Election of Officers and Executive Committee planned at November 14, 2018 Workforce Board Meeting.

## 9. Director Report

- a. Awards Event  
Successful Event on October 26 Weber's Restaurant and Boutique Hotel,
- b. Board Member – Committee Assignments  
Review the board member Committee Assignments during the WDB meeting on November 14.
- c. Michigan Works! Legislative Committee update.  
Presentation by Bill Sleight during the November 14 WDB meeting to include updates from the Michigan Works! Association Legislative Committee meeting.



10. November 14, 2018 Agenda for Michigan Works! Southeast Workforce Development Board Meeting  
Reviewed and discussed the Agenda.

11. Public Comment

Marcus James offered Public Comment. No Public Comment.

Comments by committee members followed.

12. Adjournment

Meeting adjourned at 3:46 p.m.