

**JOINT BOARD MEETING
SOUTHEAST MICHIGAN CONSORTIUM BOARD
AND
MICHIGAN WORKS! SOUTHEAST
WORKFORCE DEVELOPMENT BOARD
March 13, 2019, 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 – KZ Bolton, Chair
2. Call to order –Michigan Works! Southeast Workforce Development Board – Marcus James, Chair
3. Roll Call – Southeast Michigan Consortium Board
4. Roll Call – Michigan Works! Southeast Workforce Development Board (WDB)
5. Introductions
6. Call to the Public (both boards) – KZ Bolton
7. Approval of the Agenda
 - KZ Bolton – Southeast Michigan Consortium Board
 - Marcus James – Michigan Works! Southeast Workforce Development Board
8. Approval of Minutes – KZ Bolton (Consortium Board) & Marcus James (WDB)
 - a. February 8, 2019 Southeast Michigan Consortium Board Minutes
 - b. January 9, 2019 Workforce Development Board Minutes
9. Consent Agenda Items –Marcus James (WDB)
 - a. **WDB RESOLUTION 18-54**
A RESOLUTION APPROVING MEMORANDUMS OF UNDERSTANDING (MOUS) FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAM
 - b. **WDB RESOLUTION 18-55**
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED \$7,864



c. WDB RESOLUTION 18-56

A RESOLUTION APPROVING MEMORANDUMS OF UNDERSTANDING (MOU) WITH THE WORKFORCE INTELLIGENCE NETWORK REGARDING MI BRIGHT FUTURE

d. WDB RESOLUTION 18-57

A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSAL FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH, SPECIALIZED BUSINESS SERVICES/TRADE ADJUSTMENT ASSISTANCE PROGRAMS

e. WDB RESOLUTION 18-58

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AIRMAN PRODUCTS, LLC IN AN AMOUNT NOT TO EXCEED \$9,235

f. WDB RESOLUTION 18-59

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR BRISKEY BROTHERS CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$450

g. WDB RESOLUTION 18-60

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR THAI SUMMIT AMERICA CORPORATION IN AN AMOUNT NOT TO EXCEED \$4,620

h. WDB RESOLUTION 18-61

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HILLSDALE HOSPITAL IN AN AMOUNT NOT TO EXCEED \$15,000

i. WDB RESOLUTION 18-62

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TOYODA GOSEI FLUID SYSTEMS, USA IN AN AMOUNT NOT TO EXCEED \$9,205

10. Presentations:

- Dan Furton, Bureau of Services for Blind Persons, Michigan Department of Licensing and Regulatory Affairs - LARA
- Michelle Wein, Senior Research Manager, Workforce Intelligence Network (WIN)- Report on Employee Career Readiness Survey
- Directors Balanced Scorecard Update – Bill Sleight

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





12. Resolutions for Consideration of the Southeast Michigan Consortium Board (CB) –

KZ Bolton

a. CB RESOLUTION 18-25

A RESOLUTION APPROVING THE LEASE/PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT IN THE AMOUNT OF \$159,600

b. CB RESOLUTION 18-27

A RESOLUTION APPROVING THE CREATION OF A REVIEW COMMITTEE TO REVIEW ENTERPRISE RESOURCE PLANNING SYSTEM REQUEST FOR QUOTATION RESPONSES AND MAKE A RECOMMENDATION ON A CONTRACT

c. CB RESOLUTION 18-28

A RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE MORAN FOR ONE YEAR IN AN AMOUNT NOT TO EXCEED \$30,450

13. Resolutions for Consideration by both the Consortium Board (CB) - KZ Bolton and the Workforce Development Board (WDB) - Marcus James

a. CB RESOLUTION 18-23

A RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER GRANT IN THE AMOUNT OF \$110,000

WDB RESOLUTION 18-63

A RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER GRANT IN THE AMOUNT OF \$110,000

b. CB RESOLUTION 18-24

A RESOLUTION APPROVING THE ACCEPTANCE OF VOCATIONAL VILLAGE GRANT FUNDING IN THE AMOUNT OF \$110,000

WDB RESOLUTION 18-64

A RESOLUTION APPROVING THE ACCEPTANCE OF VOCATIONAL VILLAGE GRANT FUNDING IN THE AMOUNT OF \$110,000

c. CB RESOLUTION 18-26

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2019 FOR MICHIGAN WORKS! SOUTHEAST

WDB RESOLUTION 16-65

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2019 FOR MICHIGAN WORKS! SOUTHEAST





d. WDB RESOLUTION 18-66

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

CB RESOLUTION 18-29

A RESOLUTION APPROVING THE FY 2018 MICHIGAN WORKS! SOUTHEAST BUDGET MODIFICATION

14. Committee Report

- a. Employer Services – Richard Currie, Chair
- b. Job Seeker Services – Rich Chang, Co-Chair & Dr. Rose Bellanca, Co-Chair
- c. Career and Educational Advisory Council (CEAC) – Kevin Oxley, Co-Chair
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
- e. Business Resource Networks – Leann Wilt, Chair

15. New Business – KZ Bolton Consortium Board

- a. Vacancy on Workforce Development Board (WDB):
 - i. Jackson County – Business Sector
Resignation from WDB
Mr. Phil Sponsler, President, Orbitform
– Accept Resignation

16. Discussion Items

- a. Michigan Future Talent Council–Marcus James
- b. February 6, 2019 and March 6, 2019 Executive Committee Minutes
Marcus James

17. Other Items

- a. Comments from Chairs
- b. Director's Report
- c. Summary of Grants
-Customer Relationship Management Grant –\$6, 131
- d. Summary of Policy Changes
-Inclement Weather
-Information Technology Policy

18. Public Comment –KZ Bolton (both boards)

19. Adjournment of the Joint Board Meeting of the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board

- KZ Bolton, Consortium Board
- Marcus James, Workforce Development Board



8. Approval of Minutes –KZ Bolton (Consortium Board) & Marcus James (WDB)
 - a. February 8, 2019 Southeast Michigan Consortium Board Minutes
 - b. January 9, 2019 Workforce Development Board Minutes

Southeast Michigan Consortium Board Meeting Minutes
 February 8, 2019, 9:30 am – 11:00 am
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

Present:	Shannon Beeman Karol Bolton, Chair Ruth Brown Dennis Dolan, Vice Chair William Green Julie Games Daniel Mahoney Darius Williams Chris Wittenbach	Washtenaw County Commissioner Lenawee County Commissioner Hillsdale County Commissioner Livingston County Commissioner Livingston County Commissioner Hillsdale County Commissioner Jackson County Commissioner Jackson County Commissioner Lenawee County Commissioner
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Absent:	Ruth Ann Jamnick	Washtenaw County Commissioner
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Staff:	Bill Sleight Shamar Herron Justin Al-Igoe Maggie Flaherty
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1. Call to Order
Karol Bolton, Chair, called the meeting to order at 9:30 am.
2. Roll Call
Quorum Present.
3. Introductions
4. Election of Chair
Call for Nominations for Chair of Southeast Michigan Consortium Board.

MOTION: Chris Wittenbach moved to nominate Karol KZ Bolton for Chair.
 SUPPORT: Dennis Dolan

Call for additional nominations for Chair of Southeast Michigan Consortium Board.
 Call for additional nominations for Chair of Southeast Michigan Consortium Board.
 No additional nominations for Chair of Southeast Michigan Consortium Board.
 Close nominations.
 MOTION CARRIED

5. Election of Vice-Chair

MOTION: William Green moved to nominate Dennis Dolan for Vice- Chair.

SUPPORT: Chris Wittenbach

Call for additional nominations for Vice-Chair of Southeast Michigan Consortium Board. Call for additional nominations for Vice-Chair of Southeast Michigan Consortium Board.

No additional nominations for Vice-Chair of Southeast Michigan Consortium Board.
Close nominations.

MOTION CARRIED

6. Approval of Agenda

KZ Bolton call for motion to approve the Agenda.

MOTION: Dennis Dolan moved to approve the Agenda

SUPPORT: Julie Games

MOTION CARRIED

7. Approval of Minutes

Karol KZ Bolton call for motion to approve the November 30, 2018 Consortium Board Meeting Minutes

MOTION: Dennis Dolan

SUPPORT: Darius Williams

MOTION CARRIED

8. Call to the Public

Karol KZ Bolton Call to the Public for Comment. Call to the Public. Call to the Public.
No Public Comment.

9. Consideration of Consent Agenda Items-None

10. Resolutions for Consideration of the Consortium Board

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 18-18
A RESOLUTION APPROVING THE CALENDAR YEAR (CY) 2019 MICHIGAN
WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2019 THROUGH 12/31/2019

Karol KZ Bolton call a motion to approve CB Resolution 18-18

MOTION: William Green moved to approve CB Resolution 18-18 the CY
2019 Michigan Works! System Plan for the time period January 1, 2019
through December 31, 2019

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION CB 18-19
A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSAL FOR
FISCAL AGENT SERVICES, ENTERPRISE RESOURCE PLANNING SYSTEM AND
BENEFITS ADMINISTRATOR SERVICES, AND BANKING SERVICES

Karol KZ Bolton call a motion to approve CB Resolution 18-19

MOTION: Ruth Brown moved to approve CB Resolution 18-19

the Release of Requests for Proposal for Fiscal Agent Services, Enterprise Resource Planning System, Benefits Administrator Services, and Banking Services

SUPPORT: Daniel Mahoney

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

- c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION CB 18-20
A RESOLUTION APPROVING THE CHAIR'S SIGNATURE ON THE MICHIGAN WORKS! SERVICE CENTER CERTIFICATION ASSURANCE FORM

Karol KZ Bolton call for a motion to approve CB Resolution 18-20

MOTION: Dennis Dolan moved to approve CB Resolution 18-20 the Chair's signature on the Michigan Works! Service Center Certification Assurance Form.

SUPPORT: Ruth Brown

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

- d. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION CB 18-21
A RESOLUTION ALLOWING THE DIRECTOR TO APPROVE CERTAIN POLICY UPDATES

Karol KZ Bolton call for a motion to approve CB Resolution 18-21

MOTION: Dennis Dolan moved to approve CB Resolution 18-21 allowing the Director to approve certain policy updates.

SUPPORT: William Green

Bill Sleight reviewed. Discussion.

MOTION CARRIED.

- e. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION CB 18-22
A RESOLUTION APPROVING THE WRITING OF A POLICY REGARDING SERVICE ANIMALS IN THE SERVICE CENTERS

Karol KZ Bolton call to approve CB Resolution 18-22

MOTION: Dennis Dolan moved to approve CB Resolution 18-22 the writing of a policy regarding service animals in the Service Centers.

SUPPORT: William Green

Bill Sleight reviewed the resolution. Discussion.

11. Unfinished Business

- a. Establish 2019 Southeast Michigan Consortium Board Meeting Schedule

Reviewed meeting times. Discussion.

- Confirmed - Wednesday, March 13, 2019, 10am-12noon, Joint meeting With Workforce Development Board, Chelsea Comfort Inn, Village Conference Center, Chelsea
- Confirmed - Tuesday, May 14, 2019, 2:00 pm – 3:30 pm, Chelsea Comfort Inn, Village, Conference Center, Chelsea
- Confirmed - Tuesday, June 25, 2019, 2:00pm - 3:30pm, Chelsea Comfort Inn, Village, Conference Center, Chelsea
- Confirmed - Wednesday, September 11, 2019, 10:00 am-12noon, Annual Meeting with Workforce Development Board, Chelsea Comfort Inn, Village Conference Center, Chelsea

- Confirmed - Tuesday, November 19, 2019, 2:00pm - 3:30pm, Chelsea Comfort Inn, Village Conference Center, Chelsea

Karol KZ Bolton call to approve the updated 2019 Southeast Michigan Consortium Board Meeting Schedule.

MOTION: Darius Williams moved to approve the updated 2019 Southeast Michigan Consortium Board Meeting Schedule

SUPPORT: William Green

MOTION CARRIED

12. New Business - None

13. Discussion Items

- a. Chair Report
- b. Director's Report - Bill Sleight reviewed. Discussion.

14. Comments from Consortium Board Members followed.

15. Adjournment

Meeting adjourned at 10:55 am.

Michigan Works! Southeast Workforce Development Board Meeting
 January 9, 2019
 Chelsea Comfort Inn Village Conference Center
 1645 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	
Kurtis Condon	Hillsdale Terminal	Alternate for Donald Germann
Richard Currie	Hitachi Automotive Systems	
Sean Duval	Golden Limousine International	via conference call
Jennifer Giannone	Thai Summit	
Steven Girardin	Michigan Rehabilitation Service	
Lee Graham	Operating Engineers 324	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Dr. Timothy Jackson	Washtenaw ISD	Alternate for Scott Menzel
Marcus James, Chair	Stable Inc LLC	
Derek Kirchner	DTE	
Lynn Matzen	Matrix Systems LLC	
Dr. Michelle Mueller	Washtenaw Community College	
Kevin Oxley	Jackson County ISD	
Shawn Planko	Expedia	via conference call
Deb Polich	The Arts Alliance	
Phil Sponsler	Orbitform	
Grace Trudell	IBEW 58	via conference call
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 Absent

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	Washtenaw Community College	Alternate Michelle Mueller attended
Jeremy Frew	Jackson College	
Donald Germann	County National Bank	Alternate Kurtis Condon attended
Steven Gulick	Huron Valley Area Labor Federation	
Dr. Scott Menzel	Washtenaw County ISD	alternate Dr. Tim Jackson attended
Sharon Miller, Vice Chair	Consumers Energy	
Phil Santer	Ann Arbor SPARK	

Staff Present

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT 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
Janet Myers, Service Center Manager	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast
Sandy Vallance, Program Manager	Michigan Works! Southeast
Misty Shulters, Service Center Manager	Michigan Works! Southeast
Angela Watkins, Service Center Manager	Michigan Works! Southeast

Others Present

Daniel Furton	Bureau of Services for Blind Persons/ LARA
Alex Gossage	Ann Arbor Center for Independent Living
Elizabeth White	BSBP/LARA

1. Call to order
 Marcus James, Chair, Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:03 a.m.
2. Roll Call
 Quorum Present
3. Introductions
 Board members, staff and visitors.
 Marcus James introduced newly name board member Derek Kirchner, Regional Manager – Corporate and Governmental Affairs, DTE Energy
4. Call to the Public
 Marcus James call to the Public. No Public Comment
5. Approval of Agenda
 Marcus James call for a motion to approve the Agenda with change in order of topics. Directors Report to follow Committee reports.
 MOTION: Lynn Matzen moved to approve the Agenda.
 SUPPORT: Richard Currie
 MOTION
6. Approval of November 14, 2018 Michigan Works! Southeast (MWSE) Workforce Development Board (WDB) Meeting Minutes
 Marcus James call for a motion to approve the November 14, 2018 MWSE WDB meeting minutes.
 MOTION: Michelle Mueller moved to approve the November 14, 2018 MWSE WDB meeting minutes.
 SUPPORT: Steven Girardin
 MOTION CARRIED
7. Approval of Consent Agenda
 Marcus James ask if any of the Consent Agenda Items move to the WDB Resolutions for Consideration. No request to move agenda items.
 Marcus James call for a motion to approve the Consent Agenda.
 MOTION: Leann Wilt moved to approve the Consent Agenda

SUPPORT: Lee Graham. Discussion.
MOTION CARRIED

a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 18-42
Resolution approving the Fiscal Year (FY) 2019 Refugee Program

b. WDB RESOLUTION 18-44

Resolution approving a MOU with the Section 107 Adult
Education Career Technical Program

c. WDB RESOLUTION 18-45

Resolution approving FY 2018 Workforce Innovation and Opportunity Act
(WIOA) Incumbent Worker Training Funds for JAC Products in an
amount not to exceed \$1,585

d. WDB RESOLUTION 18-47

Resolution approving the Fiscal Year 2019 Trade Adjustment
Assistance (TAA) Program for the delivery of Job Training Services
to eligible participants in the Southeast Michigan Consortium

e. WDB RESOLUTION 18-49

Resolution approving a modification to the TANF Refugee Program (TRP) Contract
with Jewish Family Services for Fiscal Year (FY) 18

f. WDB RESOLUTION 18-50

Resolution approving Workforce Innovation and Opportunity Act (WIOA)
Specialized Business Service contract modification with Robert Tebo and
Associates for FY 2018

g. WDB RESOLUTION 18-51

Resolution approving FY 2018 WIOA Incumbent Worker training funds for Vision
Marine in an amount not to exceed \$4,022

h. WDB RESOLUTION 18-53

Resolution approving FY 2018 WIOA Incumbent Worker Training funds for Rives
Manufacturing in an amount not to exceed \$6,515

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

a. WDB RESOLUTION 18-43

A Resolution approving a Memorandum of Understanding (MOU) with the
Washtenaw Intermediate School District – Head Start

Marcus James call for a motion to approve WDB Resolution 18-43

MOTION: Michele Mueller moved to approve WDB Resolution 18-43 MOU with
Washtenaw ISD – Head Start

SUPPORT: Grace Trudell

Bill Sleight reviewed the resolution. Discussion

Abstain: Steven Girardin

MOTION CARRIED

b. WDB RESOLUTION 18-46

A Resolution approving a MOU with the United Way of Jackson County

Marcus James call for a motion to approve WDB Resolution 18-46

MOTION: Kevin Oxley moved to approve WDB Resolution 18-46 a MOU with the
United Way of Jackson County

SUPPORT: Richard Currie
 Bill Sleight review the resolution. Discussion.
 MOTION CARRIED

c .WDB RESOLUTION 18-48

A Resolution approving a MOU with Jackson College and Hillsdale Community Schools

Marcus James call for a motion to approve WDB Resolution 18-48

MOTION: Leann Wilt moved to approve WDB Resolution 18-48 a MOU with Jackson College and Hillsdale Community Schools

SUPPORT: Lynn Matzen

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

9. Presentation – Mi STEM

Mi STEM presentation by Scott Heister, Mi STEM Region 2 Director, Washtenaw Intermediate School District. Discussion.

10. Committee Reports

Committee Chairs reviewed minutes and provided updates. Discussion.

- a. Employer Services - Rick Currie, Chair
- b. Job Seeker Services – Rose Bellanca and Rich Chang – Co-Chairs
- c. Career and Educational Advisory Council (CEAC) – Kevin Oxley, Co-Chair
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
- e. Business Resource Networks –Leann Wilt, Chair

Bill Sleight reviewed Directors Report. Discussion.

11. Discussion Items

- a. Michigan Future Talent Council (MFTC) Report (formerly known as the Governor's Talent Investment Board-GTIB). Marcus James provided update.
- b. Executive Committee Report - WDB Chair
 Marcus James stated Executive Committee topics discussed during the meeting.
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for December 5, 2018
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for January 2, 2019

12. Other Items

- a. Chair Update – WDB Chair

13. Adjourn

Meeting adjourned at 12:00 noon

9. Consent Agenda Items –Marcus James (WDB)

a. WDB RESOLUTION 18-54

A RESOLUTION APPROVING MEMORANDUMS OF UNDERSTANDING (MOUS) FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAM

b. WDB RESOLUTION 18-55

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED \$7,864

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A RESOLUTION APPROVING MEMORANDUMS OF UNDERSTANDING (MOUS) WITH THE WORKFORCE INTELLIGENCE NETWORK REGARDING MI BRIGHT FUTURE

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A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSAL FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH, SPECIALIZED BUSINESS SERVICES/TRADE ADJUSTMENT ASSISTANCE PROGRAMS

e. WDB RESOLUTION 18-58

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AIRMAN PRODUCTS, LLC IN AN AMOUNT NOT TO EXCEED \$9,235

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g. WDB RESOLUTION 18-60

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR THAI SUMMIT AMERICA CORPORATION IN AN AMOUNT NOT TO EXCEED \$4,620

h. WDB RESOLUTION 18-61

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HILLSDALE HOSPITAL IN AN AMOUNT NOT TO EXCEED \$15,000

i. WDB RESOLUTION 18-62

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TOYODA GOSEI FLUID SYSTEMS, USA IN AN AMOUNT NOT TO EXCEED \$9,205

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: February 6, 2019

Subject: Memorandums of Understanding (MOUs) with partner agencies for the Workforce Innovation and Opportunity Act (WIOA) Youth program

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandums of Understanding with the organizations below as partners with the WIOA Youth program:

Washtenaw Community College- Washtenaw County
 - Tutoring/Study skills

Washtenaw Literacy- Washtenaw County
 - Tutoring/Study Skills

Ozone House- Washtenaw County
 - Leadership Opportunities
 - Adult Mentoring

Jackson College- Men of Merit & Sisters of Strength- Jackson County
 - Leadership Opportunities
 - Adult Mentoring

Dawn Farms- Washtenaw County
 - Counseling (drug/alcohol rehabilitation)

Lifeways- Hillsdale and Jackson County
 - Counseling (drug/alcohol rehabilitation)

Parkside Counseling- Lenawee County
 - Counseling (drug/alcohol rehabilitation)

Community Mental Health of Livingston County- Livingston County
 - Counseling (drug/alcohol rehabilitation)

Additional organizations may be required as needs are identified. Staff are also requesting approval to enter into MOUs with these additional

organizations as partners with providing the required elements for the WIOA Youth program.

Discussion

The WIOA Youth program requires that 14 "elements" be available, if needed, to participants in the program. Most of the elements are provided directly by Michigan Works! Southeast staff. However, some of the elements in some counties require referrals to other organizations to provide services. Most commonly, these elements are:

- Tutoring/study skills
- Leadership Opportunities
- Adult mentoring
- Counseling (drug/alcohol rehabilitation)

The Talent Investment Agency would like MOUs in place around the referral and follow-up process. The organizations listed above have had discussions with Michigan Works! about providing the needed service and have agreed to enter into a MOU with Michigan Works! Southeast.

RESOLUTION APPROVED BY: NONE

Approval for these MOUs 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 18-54**

**A RESOLUTION APPROVING MEMORANDUMS OF UNDERSTANDING (MOUS)
FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH
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 WIOA Youth program requires that 14 "elements" be available to program participants; and
- WHEREAS, Many of the elements can be provided directly by Michigan Works! staff, but others require a referral to an outside agency; and
- WHEREAS, Partner agencies across the five counties have agreed to enter into MOUs with Michigan Works! Southeast to provide the needed elements; 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 Memorandums of Understanding with the organizations listed above.

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: February 6, 2019

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 \$7,864.

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 Leadership training in an amount not to exceed \$7,864 to train 10 employee from January 30, 2019 to September 30, 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 provided by GBACC Global Leadership Institute & LCC Corporate Training Solutions.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Work Skills Corporation	Not to exceed \$7,864	10	Livingston

RESOLUTION APPROVED BY: None

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 18-55**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED \$7,864

- 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 10 employees in Leadership Training from January 30, 2019 through September 30, 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 period 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: February 6, 2019

Subject: Memorandums of Understanding (MOU) with the Workforce Intelligence Network (WIN) regarding MI Bright Future (MBF).

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve Memorandums of Understanding with WIN regarding MBF.

Discussion

WIN is seeking to formalize an agreement(s) with Michigan Works! Southeast regarding the MBF program. MBF's mission is to build partnerships between businesses and the K-12 school system with the goal to grow employer engagement in career awareness and readiness activities statewide. This work requires a high level of engagement on the behalf of community partners, who can assist in growing the network of MBF companies, schools, and supporters.

The MOU will be focused on the communication, marketing and expectations of the partners in promoting MBF. The draft MOU presented is looking to formalize the work in Jackson County. In addition, staff are requesting approval to sign all MOUs with WIN regarding the MBF program.

RESOLUTION APPROVED BY: NONE

Approval for these MOUs 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 18-56**

**A RESOLUTION APPROVING MEMORANDUMS OF UNDERSTANDING (MOUS)
WITH THE WORKFORCE INTELLIGENCE NETWORK REGARDING MI BRIGHT
FUTURE**

- 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 Intelligence Network (WIN) is seeking to formalize the roles and expectations regarding the MI Bright Future program; and
- WHEREAS, A draft Memorandum of Understanding (MOU) describes the expectations of WIN and MWSE regarding communication, marketing and promotion of MBF; and
- WHEREAS, Staff are seeking approval to sign all MOUs with WIN regarding the MBF program; and
- WHEREAS, These MOUs require approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandums of Understanding with WIN regarding MBF.

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 MOUs, 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: February 6, 2019

Subject: Requests for Proposals (RFPs) Releases

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of Requests for Proposals (RFPs) for Workforce Innovation and Opportunity Act Youth, Specialized Business Services and Employment Services/Trade Adjustment Act contractors.

Discussion

As in previous fiscal years, staff are requesting that RFPs be released to solicit program and service proposals from agencies. Some workforce development programs require merit-based staffing (which current MWSE direct staff are not). Other programs, such as the In-School Youth program, make programmatic sense for other organizations to implement.

1. WIOA Youth- This RFP will solicit quotes from organizations to provide services to WIOA eligible Youth. Most of the focus will be on In-School Youth participants.
2. Specialized Business Services- This RFP will solicit quotes from organizations that provide a range of services to local employers. Past proposals include business consulting, economic development and program administration involving employer sponsorship.
3. Employment Services/Trade Adjustment Assistance- This RFP will solicit quotes from organizations that qualify as merit-based employers. MWSE direct staff do not currently qualify as merit-based employers so these services must be contracted out.

Release of these RFPs 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 18-57**

A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSAL FOR THE WIOA YOUTH, SPECIALIZED BUSINESS SERVICES AND EMPLOYMENT SERVICES/TRADE ADJUSTMENT ASSISTANCE PROGRAMS

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, To meet programmatic and legal requirements of various workforce development programs, several programs are contracted out to other organizations; and

WHEREAS, Requests for Proposals for WIOA Youth, Specialized Business Services and Employment Services/Trade Adjustment Act will be used to solicit proposals from qualified organizations; and

WHEREAS, Based on responses, a review committee will make recommendations on contracts to the Board.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board approves the publication and release of the RFPs.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 6, 2019

Subject: FY 2018 WIOA Incumbent Worker contract approval for AIRman Products, LLC

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 AIRman Products, LLC in an amount not to exceed \$9,235.

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. AIRman Products, LLC in Livingston County is requesting various training in an amount not to exceed \$9,235 to train 8 employee from March 25, 2019 to December 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 provided by MMTC and DASI.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
AIRman Products, LLC	Not to exceed \$9,235	8	Livingston

IW APPLICATION REVIEWED BY: 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 18-58**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AIRMAN PRODUCTS, LLC IN AN AMOUNT NOT TO EXCEED \$9,235

- 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 AIRman Products, LLC 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, AIRman Products, LLC is seeking to train 8 employees in various training from March 25, 2019 through December 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 period 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: March 6, 2019

Subject: FY 2018 WIOA Incumbent Worker contract approval for Briskey Brothers Construction

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 Briskey Brothers Construction in an amount not to exceed \$450.

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. Briskey Brothers in Lenawee County is requesting American Concrete Pumping Association Operator Safety Certification training in an amount not to exceed \$450 to train 2 employee from March 23, 2019 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 provided by the American Concrete Pumping Association.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Briskey Brothers Construction	Not to exceed \$450	2	Lenawee

IW APPLICATION REVIEWED BY: 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 18-59**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR BRISKEY BROTHERS CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$450

- 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 Briskey Brothers Construction in Lenawee County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Briskey Brothers Construction is seeking to train 2 employees in American Concrete Pumping Association Operator Safety Certification training from March 23, 2019 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 period 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: March 6, 2019

Subject: FY 2018 WIOA Incumbent Worker contract approval for Thai Summit America 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 Thai Summit America Corporation in an amount not to exceed \$4,620.

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. Thai Summit America Corporation in Livingston County is requesting leadership and project management training in an amount not to exceed \$4,620 to train 11 employee from March 7, 2019 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 provided by Lansing Community College- Business and Community Institute.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Thai Summit America Corporation	Not to exceed \$4,620	11	Livingston

IW APPLICATION REVIEWED BY: 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 18-60**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR THAI SUMMIT AMERICA CORPORATION IN AN AMOUNT NOT TO EXCEED \$4,620

- 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 Thai Summit America 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, Thai Summit America Corporation is seeking to train 11 employees in leadership and project management training from March 7, 2019 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 period 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: March 6, 2019

Subject: FY 2018 WIOA Incumbent Worker contract approval for Hillsdale Hospital

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 Hillsdale Hospital in an amount not to exceed \$15,000.

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. Hillsdale Hospital in Hillsdale County is requesting change management and customer services training in an amount not to exceed \$15,000 to train 10 employee from March 15, 2019 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 provided by The Jon Gordon companies.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Hillsdale Hospital	Not to exceed \$15,000	10	Hillsdale

IW APPLICATION REVIEWED BY: 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 18-61**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HILLSDALE HOSPITAL 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 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 Hillsdale Hospital 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, Hillsdale Hospital is seeking to train 10 employees in change management and customer services training from March 15, 2019 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 period 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: March 6, 2019

Subject: FY 2018 WIOA Incumbent Worker contract approval for Toyoda Gosei Fluid Systems, USA

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 Toyoda Gosei Fluid Systems, USA in an amount not to exceed \$9,205.

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. Toyoda Gosei Fluid Systems, USA in Livingston County is requesting leadership, gage control and other various training in an amount not to exceed \$9,205 to train 12 employee from March 7, 2019 to September 30, 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 provided by MMTC, LCC-BCI and PQ Systems.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Toyoda Gosei Fluid Systems, USA	Not to exceed \$9,205	12	Livingston

IW APPLICATION REVIEWED BY: 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 18-62**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TOYODA GOSEI FLUID SYSTEMS, USA IN AN AMOUNT NOT TO EXCEED \$9,205

- 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 Toyoda Gosei Fluid Systems, USA 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, Toyoda Gosei Fluid Systems, USA is seeking to train 12 employees in leadership, gage control and other various training from March 7, 2019 through September 30, 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 period 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.

12. Resolutions for Consideration of the Southeast Michigan Consortium Board (CB) –
KZ Bolton

- a. CB RESOLUTION 18-25
A RESOLUTION APPROVING THE LEASE/PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT IN THE AMOUNT OF \$159,600
- b. CB RESOLUTION 18-27
A RESOLUTION APPROVING THE CREATION OF A REVIEW COMMITTEE TO REVIEW ENTERPRISE RESOURCE PLANNING SYSTEM REQUEST FOR QUOTATION RESPONSES AND MAKE A RECOMMENDATION ON A CONTRACT
- c. CB RESOLUTION 18-28
A RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE MORAN FOR ONE YEAR IN AN AMOUNT NOT TO EXCEED \$30,450

MEMORANDUM

To: Southeast Michigan Consortium Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: March 13, 2019
Subject: Information Technology equipment lease/purchase approval

Board Action Requested

It is requested that the Southeast Michigan Consortium Board approve the lease/purchase of Information Technology (IT) equipment in the amount of \$159,600.

Discussion

Michigan Works! Southeast staff have proposed the following IT equipment leases/purchases:

1. Multi-functions device (printer/copier/scan/fax) for four Service Centers. Lease cost is \$2,700/month for 48 months. Total lease cost is \$129,600 with option to renew for multiple years after four year lease.
2. Door access and video surveillance system. Door access needs update/installation at three Service Centers and video surveillance for safety/security reasons in two Service Centers. Total \$30,000.

RESOLUTION APPROVED BY: None

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 18-25**

**RESOLUTION APPROVING THE LEASE/PURCHASE OF INFORMATION
TECHNOLOGY EQUIPMENT IN THE AMOUNT OF \$159,600.**

- 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 lease (for four years) multi-functions devices for general office work (copying, printing, etc...) and purchase door access and video surveillance equipment in the amount of \$159,600; 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 lease/purchase of IT equipment in the amount of \$159,600.

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: March 13, 2019

Subject: Enterprise Resource Planning system review committee and contract recommendation

Board Action Requested

It is requested that the Southeast Michigan Consortium Board approve the creation of a review committee to select an Enterprise Resource Planning (ERP) system for the agency and make a recommendation on a contract to be signed by the Consortium Board Chair.

Discussion

Previously, the Southeast Michigan Consortium Board approved the release of a Request for Quotation (RFQ) to solicit quotes for an Enterprise Resource Planning (ERP) system. An ERP system would be needed to bring fiscal operations under the direct administration and guidance of the Consortium.

The RFQ received eight responses from companies proposing an ERP system. Staff would like the Chairs of the Consortium Board and Workforce Development Board to select Board members to help with the grading of the proposals and viewing of demos for the software systems.

This review committee, made up of staff and Board members, would make recommendations on a contract for the Consortium Board Chair to sign. An update on the system reviews and/or contract will be presented at the May Consortium Board meeting.

RESOLUTION APPROVED BY: None

A Resolution is attached for your consideration.

SOUTHEAST MICHIGAN CONSORTIUM BOARD

RESOLUTION 18-27

RESOLUTION APPROVING THE CREATION OF A REVIEW COMMITTEE TO REVIEW ENTERPRISE RESOURCE PLANNING SYSTEM REQUEST FOR QUOTATION RESPONSES AND MAKE A RECOMMENDATION ON A CONTRACT

- 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 Southeast Michigan Consortium Board approved the Release of Quotation for an Enterprise Resource Planning (ERP) system; and
- WHEREAS, Eight responses were received and staff would like to form a review committee to grade the requests and view demos to make a recommendation; and
- WHEREAS, The recommended ERP system will lead to a contract to be signed by the Chair of the Consortium Board.

IT IS THEREFORE RESOLVED that a review committee comprising of staff and designees from the Consortium and Workforce Development Boards will be formed.

BE IT FURTHER RESOLVED that this review committee will make recommendations on an ERP system to be used by the Consortium when fiscal operations are brought under direct administration and control.

BE IT FURTHER RESOLVED that the Chair of the Southeast Michigan Consortium Board is authorized to sign a contract with the recommended organization, 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: March 13, 2019

Subject: Contract extension with Plante Moran to provide Audit services for the Consortium

Board Action Requested

It is requested that the Southeast Michigan Consortium Board extend a contract with Plante Moran to provide audit services for the Southeast Michigan Consortium in an amount not to exceed \$30,450. The contract will cover the audit for Fiscal Year 2018 (7/1/18 through 6/30/19) and is expected to be concluded by March 31, 2020.

Background

As the Southeast Michigan Consortium and Michigan Works! Southeast receives and expends Federal funds, super-circular 2 CFR 200 requires an audit of the funds expended. A Request for Proposal (RFP) was released to solicit organizations to provide these services.

Discussion

The Consortium Board selected Plante Moran for a contract to provide auditing services for the Consortium. Plante Moran conducted audits for FY 2016 and 2017 (total time period of 7/1/16 through 6/30/18). Based on satisfactory performance, staff are requesting the exercising of a one year extension to cover the audit for FY 2018 (7/1/18 through 6/30/19). This one year extension option is allowed in the RFP.

RESOLUTION APPROVED BY: None

Approval of the modification of the audit services contract with Plante Moran is contingent upon approval by the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

SOUTHEAST MICHIGAN CONSORTIUM BOARD**RESOLUTION 18-28****RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE MORAN FOR ONE YEAR IN AN AMOUNT NOT TO EXCEED \$30,450**

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 contract was awarded to Plante Moran to provide auditing services to the Consortium for FY 2016 and FY 2017 ; and

WHEREAS, The original Request for Proposal allows a one-year extension of the contract to include the audit for FY 2018; and

WHEREAS, Based on satisfactory performance, staff are requesting that this one-year option be exercised; and

WHEREAS, The extension will be for FY 2018 (7/1/18 through 6/30/19) and not exceed \$30,450.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby approves a modification to the audit services contract with Plante Moran.

BE IT FURTHER RESOLVED that the Chair of the Southeast Michigan Consortium Board or their designee is authorized to sign the negotiated contract, as well as any future amendments for monetary or lease language adjustments.

13. Resolutions for Consideration by both the Consortium Board (CB) - KZ Bolton and the Workforce Development Board (WDB) - Marcus James

d. CB RESOLUTION 18-23

A RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER GRANT IN THE AMOUNT OF \$1 10,000

WDB RESOLUTION 18-63

A RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER GRANT IN THE AMOUNT OF \$1 10,000

e. CB RESOLUTION 18-24

A RESOLUTION APPROVING THE ACCEPTANCE OF VOCATIONAL VILLAGE GRANT FUNDING IN THE AMOUNT OF \$1 10,000

WDB RESOLUTION 18-64

A RESOLUTION APPROVING THE ACCEPTANCE OF VOCATIONAL VILLAGE GRANT FUNDING IN THE AMOUNT OF \$1 10,000

f. CB RESOLUTION 18-26

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2019 FOR MICHIGAN WORKS! SOUTHEAST

WDB RESOLUTION 16-65

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2019 FOR MICHIGAN WORKS! SOUTHEAST

g. WDB RESOLUTION 18-66

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

CB RESOLUTION 18-29

A RESOLUTION APPROVING THE FY 2018 MICHIGAN WORKS! SOUTHEAST BUDGET MODIFICATION

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: March 13, 2019

Subject: FY 2018 Trade and Economic Transition Dislocated Worker grant allocation

Board Action Requested

It is requested that the Southeast Michigan Consortium Board accept funding for the FY 2018 Trade and Economic Transition Dislocated Worker grant (DWG) program from the Talent Investment Agency (TIA) State of Michigan for the period of October 1, 2018 through March 31, 2020 in the amount of up to \$110,000

Background

Economic Transition DWGs are intended to implement innovative training and employment services to help address dislocations that can be traced to broader workforce needs or economic changes that may reach across multiple sectors and that may not be limited to one employer, one industry or one geographic area.

Discussion

Michigan identified retail trade and financial services as two sectors undergoing a significant economic transition. A grant announcement was released to Michigan Works! Agencies to apply for funds to serve dislocated workers from the retail trade and financial services sectors.

Applications were accepted from interested Michigan Works! Agencies. Michigan Works! Southeast staff estimated that approximately \$110,000 could be expended to serve approximately 25 eligible participants. The application submitted was approved by the Talent Investment Agency.

RESOLUTION APPROVED BY: Executive Committee, Workforce Development Board

The FY 2018 Trade and Economic Transition Dislocated Worker 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.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD
RESOLUTION 18-23**

**RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE AND ECONOMIC
TRANSITION DISLOCATED WORKER GRANT IN THE AMOUNT OF \$110,000**

- 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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The Talent Investment Agency solicited applications from interested Michigan Works! Agencies for dislocated worker funds to assist job seekers laid off from the retail trade and financial services sectors; and
- WHEREAS, Michigan Works! Southeast's grant application was approved; and
- WHEREAS, The total grant allocation for the Michigan Works! Southeast is \$110,000 for use during the October 1, 2018 through March 31, 2020 time period; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the grant.

NOW THEREFORE BE IT RESOLVED that the Southeast Michigan Consortium Board hereby approves the FY 2018 (October 1, 2018 through March 31, 2020) Trade and Economic Transition Dislocated Worker grant funding in the amount of \$110,000.

BE IT FURTHER RESOLVED that the Chair of the Southeast Michigan Consortium 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

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 6, 2019

Subject: FY 2018 Trade and Economic Transition Dislocated Worker grant allocation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2018 Trade and Economic Transition Dislocated Worker grant (DWG) program from the Talent Investment Agency (TIA) State of Michigan for the period of October 1, 2018 through March 31, 2020 in the amount of up to \$110,000

Background

Economic Transition DWGs are intended to implement innovative training and employment services to help address dislocations that can be traced to broader workforce needs or economic changes that may reach across multiple sectors and that may not be limited to one employer, one industry or one geographic area.

Discussion

Michigan identified retail trade and financial services as two sectors undergoing a significant economic transition. A grant announcement was released to Michigan Works! Agencies to apply for funds to serve dislocated workers from the retail trade and financial services sectors.

Applications were accepted from interested Michigan Works! Agencies. Michigan Works! Southeast staff estimated that approximately \$110,000 could be expended to serve approximately 25 eligible participants. The application submitted was approved by the Talent Investment Agency.

RESOLUTION APPROVED BY: Executive Committee

The FY 2018 Trade and Economic Transition Dislocated Worker 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 18-63**

**RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE AND ECONOMIC
TRANSITION DISLOCATED WORKER GRANT IN THE AMOUNT OF \$110,000**

- 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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The Talent Investment Agency solicited applications from interested Michigan Works! Agencies for dislocated worker funds to assist job seekers laid off from the retail trade and financial services sectors; and
- WHEREAS, Michigan Works! Southeast's grant application was approved; and
- WHEREAS, The total grant allocation for the Michigan Works! Southeast is \$110,000 for use during the October 1, 2018 through March 31, 2020 time period; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2018 (October 1, 2018 through March 31, 2020) Trade and Economic Transition Dislocated Worker grant funding in the amount of \$110,000.

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

To: Southeast Michigan Consortium Board

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

Date: March 13, 2019

Subject: Vocational Village grant funding

Board Action Requested

It is requested that the Southeast Michigan Consortium Board accept funding for the Vocational Village grant through March 31, 2020 in the amount of up to \$110,000.

Background

The Talent Investment Agency (TIA) has an open invitation to Michigan Works! Agencies to submit proposals for innovative ideas to serve employers and/or job seekers. Michigan Works! Southeast staff submitted a proposal around supporting graduates from the Vocational Village program.

Discussion

The Vocational Village (VV) program in Jackson trains returning citizens with job training and job search skills. Graduates from VV will need specific assistance with job search. Michigan Works! Southeast staff proposed a funding request from the State for a grant to support VV with their job search and when needed, complete their training.

Several VV graduates will need some additional training, especially for CDL-A trainees. The grant funds from the State will be used to support this training. Graduates from VV will likely be from all across Southeast Michigan. Michigan Works! staff has confirmed a referral network across the region so that other MWAs can get these graduates assistance as soon as possible. The total grant request is for \$110,000 through March 31, 2020 and has been given preliminary approval.

RESOLUTION APPROVED BY: Executive Committee, Workforce Development Board

The Vocational Village 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.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD
RESOLUTION 18-24**

RESOLUTION APPROVING THE ACCEPTANCE OF VOCATIONAL VILLAGE GRANT FUNDING IN THE AMOUNT OF \$110,000

- 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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The Talent Investment Agency has an open solicitation for innovative projects to support employers and/or job seekers; and
- WHEREAS, Michigan Works! staff submitted a proposal to support approximately 25 graduates of Vocational Village with any needed, additional training and job placement; and
- WHEREAS, The total grant request is for \$110,000 for use through March 31, 2020 and has been given preliminary approval; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the grant.

NOW THEREFORE BE IT RESOLVED that the Southeast Michigan Consortium Board hereby approves acceptance of the Vocational Village grant funding in the amount of \$110,000.

BE IT FURTHER RESOLVED that the Chair of the Southeast Michigan Consortium 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

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: March 6, 2019
Subject: Vocational Village grant funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the Vocational Village grant through March 31, 2020 in the amount of up to \$110,000.

Background

The Talent Investment Agency (TIA) has an open invitation to Michigan Works! Agencies to submit proposals for innovative ideas to serve employers and/or job seekers. Michigan Works! Southeast staff submitted a proposal around supporting graduates from the Vocational Village program.

Discussion

The Vocational Village (VV) program in Jackson trains returning citizens with job training and job search skills. Graduates from VV will need specific assistance with job search. Michigan Works! Southeast staff proposed a funding request from the State for a grant to support VV with their job search and when needed, complete their training.

Several VV graduates will need some additional training, especially for CDL-A trainees. The grant funds from the State will be used to support this training. Graduates from VV will likely be from all across Southeast Michigan. Michigan Works! staff has confirmed a referral network across the region so that other MWAs can get these graduates assistance as soon as possible. The total grant request is for \$110,000 through March 31, 2020 and has been given preliminary approval.

RESOLUTION APPROVED BY: Executive Committee

The Vocational Village 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 18-64**

**RESOLUTION APPROVING THE ACCEPTANCE OF VOCATIONAL VILLAGE GRANT
FUNDING IN THE AMOUNT OF \$110,000**

- 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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The Talent Investment Agency has an open solicitation for innovative projects to support employers and/or job seekers; and
- WHEREAS, Michigan Works! staff submitted a proposal to support approximately 25 graduates of Vocational Village with any needed, additional training and job placement; and
- WHEREAS, The total grant request is for \$110,000 for use through March 31, 2020 and has been given preliminary approval; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves acceptance of the Vocational Village grant funding in the amount of \$110,000.

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

To: Southeast Michigan Consortium Board

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

Date: March 13, 2019

Subject: Fiscal Year (FY) 2019 Going PRO Talent Fund (GPTF)

Board Action Requested

It is requested that the Southeast Michigan Consortium Board approve acceptance of funding for FY 2019 Going PRO Talent Fund (GPTF).

Program Award Amount	\$ 2,411,215
Administrative Funds	\$ 168,785
Total Award Funding	\$ 2,580,000

Background

The 2019 Going PRO Talent fund (12/19/18 through 9/30/19) is an important part of the Business Services run in the five counties of the Michigan Works! Southeast.

Discussion

The GPTF provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers.

As a catalyst for talent development, the GPTF encourages increased collaboration between Michigan businesses, the workforce system and workforce training partners for the development and implementation of short-term training that place workers in long-term positions with opportunities for professional growth and economic advancement. Training is customized to meet employee skill requirements and is short-term in duration, preferably less than three months, with no training extending more than six months unless otherwise approved by the TIA.

RESOLUTION APPROVED BY: Executive Committee, Workforce Development Board

Approval of the FY 2019 GPTF grants and contracts is contingent upon approval by the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD
RESOLUTION 18-26**

**A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2019
FOR MICHIGAN WORKS! SOUTHEAST**

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 Consortium operates as "Michigan Works! Southeast"

WHEREAS, Michigan Works! staff have received Going PRO Talent Fund (GPTF) applications from local employers; and

WHEREAS, The GPTF provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby approves the Going PRO Talent Funds awarded for FY 19 in the amount of \$ 2,580,000

BE IT FURTHER RESOLVED that staff are authorized to negotiate GPTF contracts as necessary.

BE IT FURTHER RESOLVED the Chair of the or their designee is authorized to sign any necessary contract(s) or agreements, 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: March 6, 2019

Subject: Fiscal Year (FY) 2019 Going PRO Talent Fund (GPTF)

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve acceptance of funding for FY 2019 Going PRO Talent Fund (GPTF).

Program Award Amount	\$ 2,411,215
Administrative Funds	\$ 168,785
Total Award Funding	\$ 2,580,000

Background

The 2019 Going PRO Talent fund (12/19/18 through 9/30/19) is an important part of the Business Services run in the five counties of the Michigan Works! Southeast.

Discussion

The GPTF provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers.

As a catalyst for talent development, the GPTF encourages increased collaboration between Michigan businesses, the workforce system and workforce training partners for the development and implementation of short-term training that place workers in long-term positions with opportunities for professional growth and economic advancement. Training is customized to meet employee skill requirements and is short-term in duration, preferably less than three months, with no training extending more than six months unless otherwise approved by the TIA.

RESOLUTION APPROVED BY: Executive Committee

Approval of the FY 2019 GPTF grants and contracts is contingent upon approval by the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-65**

**A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2019
FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**

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 Consortium operates as "Michigan Works! Southeast"

WHEREAS, Michigan Works! staff have received Going PRO Talent Fund (GPTF) applications from local employers; and

WHEREAS, The GPTF provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Going PRO Talent Funds awarded for FY 19 in the amount of \$ 2,580,000

BE IT FURTHER RESOLVED that staff are authorized to negotiate GPTF contracts as necessary.

BE IT FURTHER RESOLVED the Chair of the or their designee is authorized to sign any necessary contract(s) or agreements, 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: March 13, 2019
Subject: Fiscal Year 2018 agency budget modification approval

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board recommend approval of 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 better projections of expenditures call for a modification of the currently approved budget. The largest increase in expenditures reflects an increase in the contractors. The new amount reflects actual contract caps as approved by the Workforce Development Board. A lower than project grant for the Going PRO Talent Fund is also reflected. The proposed budget modification is attached to this Memo and Resolution.

Official approval of the budget modification will require Consortium Board approval. A recommendation from the Workforce Development Board is requested. A Resolution is attached for your consideration.

**MWSE Budget Amendment #2
March 2019**

Revenues	
Federal funds	\$10,725,802
State funds	\$4,521,339
Local	\$15,000
	\$15,262,141

PY 2018-19 Proposed Budget - Expenses

Expense Line	Current Budget 9/2018	Revised Budget 3/2019	Comments
<i>Salary and Benefits</i>	\$4,899,075	\$4,937,965	Reflects projected need for additional staffing for Business Resource Networks
<i>E & T Subcontractors</i>	\$1,500,000	\$2,196,903	Reflects actual cost of contracts as approved by the board, including recent modifications.
<i>SEMCA</i>	\$500,000	\$501,591	Adjusted per contract to reflect increase in total budget
<i>Professional Services</i>	\$180,000	\$180,000	
<i>Travel</i>	\$100,000	\$113,452	Increase in travel and mileage rate increase
<i>Conference/Training (Staff)</i>	\$50,000	\$60,810	Projected needs through June. More staff attended Michigan Worksl Conference and other trainings than planned.
<i>Utilities</i>	\$105,000	\$110,000	Projected needs through June based on higher than planned utility bills this Winter
<i>Office Supplies</i>	\$40,000	\$50,000	Projected needs through June
<i>Insurance - Liability</i>	\$65,000	\$65,000	
<i>Facility Rental</i>	\$575,000	\$575,000	
<i>Technology</i>	\$250,000	\$265,516	Upgrade to newer Microsoft Office on recently purchased machines
<i>Maintenance</i>	\$30,000	\$40,000	
<i>Meeting Costs</i>	\$12,000	\$35,000	Some staff meetings were added after original budget was prepared; also reflects cost of meetings related to Business Resource Networks which were not part of original budget and changes in the way SEMCA classifies some costs.
<i>Equipment</i>	\$50,000	\$80,000	Some equipment that was ordered last May was actually delivered in July, and was booked as a current year expense even though it was budgeted to be included in last year's budget.
<i>Subscription/Memberships</i>	\$125,000	\$125,000	
<i>Advertising / Sponsorships</i>	\$120,000	\$120,000	
<i>Participant Training and Support</i>	\$6,233,852	\$5,805,905	Going Pro awards lower than originally budgeted, and change in program guidelines allows for some training to occur after June 30; also support services for Business Resource Networks is lower than planned.
Totals	\$14,834,927	\$15,262,141	

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-66**

**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 and better projections of expenditures warrant the need for a budget resolution; and
- WHEREAS, Official approval of the budget modification requires approval by the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby recommends approval of the modifications to the Fiscal Year 2018 budget for the Southeast Michigan Works! Agency for the time period July 1, 2018 through June 30, 2019.

MEMORANDUM

To: Southeast Michigan Consortium Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: March 13, 2019
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.

**MWSE Budget Amendment #2
March 2019**

Revenues	
Federal funds	\$10,725,802
State funds	\$4,521,339
Local	\$15,000
	\$15,262,141

PY 2018-19 Proposed Budget - Expenses

Expense Line	Current Budget 9/2018	Revised Budget 3/2019	Comments
<i>Salary and Benefits</i>	\$4,899,075	\$4,937,965	Reflects projected need for additional staffing for Business Resource Networks
<i>E & T Subcontractors</i>	\$1,500,000	\$2,196,903	Reflects actual cost of contracts as approved by the board, including recent modifications.
<i>SEMCA</i>	\$500,000	\$501,591	Adjusted per contract to reflect increase in total budget
<i>Professional Services</i>	\$180,000	\$180,000	
<i>Travel</i>	\$100,000	\$113,452	Increase in travel and mileage rate increase
<i>Conference/Training (Staff)</i>	\$50,000	\$60,810	Projected needs through June. More staff attended Michigan Works! Conference and other trainings than planned.
<i>Utilities</i>	\$105,000	\$110,000	Projected needs through June based on higher than planned utility bills this Winter
<i>Office Supplies</i>	\$40,000	\$50,000	Projected needs through June
<i>Insurance - Liability</i>	\$65,000	\$65,000	
<i>Facility Rental</i>	\$575,000	\$575,000	
<i>Technology</i>	\$250,000	\$265,516	Upgrade to newer Microsoft Office on recently purchased machines
<i>Maintenance</i>	\$30,000	\$40,000	
<i>Meeting Costs</i>	\$12,000	\$35,000	Some staff meetings were added after original budget was prepared; also reflects cost of meetings related to Business Resource Networks which were not part of original budget and changes in the way SEMCA classifies some costs.
<i>Equipment</i>	\$50,000	\$80,000	Some equipment that was ordered last May was actually delivered in July, and was booked as a current year expense even though it was budgeted to be included in last year's budget.
<i>Subscription/Memberships</i>	\$125,000	\$125,000	
<i>Advertising / Sponsorships</i>	\$120,000	\$120,000	
<i>Participant Training and Support</i>	\$6,233,852	\$5,805,905	Going Pro awards lower than originally budgeted, and change in program guidelines allows for some training to occur after June 30; also support services for Business Resource Networks is lower than planned.
Totals	\$14,834,927	\$15,262,141	

**SOUTHEAST MICHIGAN CONSORTIUM BOARD
RESOLUTION 18-29**

A RESOLUTION APPROVING 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 2018 budget for the Southeast Michigan Works! Agency for the time period July 1, 2018 through June 30, 2019.

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.

14. Committee Report

- a. Employer Services – Richard Currie, Chair
- b. Job Seeker Services – Rich Chang, Co-Chair & Dr. Rose Bellanca, Co-Chair
- c. Career and Educational Advisory Council (CEAC) – Kevin Oxley, Co-Chair
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
- e. Business Resource Networks – Leann Wilt, Chair

Employer Services Committee

3/4/19

2:00 PM

Phone Meeting

Meeting called by: Rick Currie **Type of meeting:** Committee Meeting
Facilitator: Rick Currie **Note taker:** Marsha Meadows

Attendees: Rick Currie, Bill Sleight, Jim Coutu, Deb Polich, Don Germann, Shamar Herron, Marsha Meadows
 Absent: JJ Hodshire, Phil Santer, Steven Gulick

Agenda Item:

- IWT Review
- Dashboard Review
- Going Pro / BRN / Salesforce Update
- Open Item Discussion

Discussion: IWT Approval Review

Livingston County – Airman Products, LLC -- \$9235.00 8 people, Green Belt Quality and Program Management, 129% employer contribution ratio. Training by MMTC the Center/DASI; outside normal guidelines

Lenawee County – Briskey Brothers Construction \$450.00 - 2 people, American Concrete Pumping Association Operator Safety Certification, 84% employer contribution ratio. Training by American Concrete Pumping Association (ACPA); residential only to add commercial

Livingston County –Thai Summit America Corporation - \$4620.00 11 people, AIAG Core Tools, Applied Problem Solving, A3 Training, Effective Leadership, Gage Control Training, & AIAG MSA, 71% employer contribution ratio. Training by Lansing Community College-Business & Community Institute; collaborative application

Hillsdale County – Hillsdale Hospital \$15,000.00 10 people, "The Energy Bus" (new healthcare delivery models), 114% employer contribution ratio. Training by The Jon Gordan Companies; BRN prospect; JJ would like 90 day free trial which is not possible at this time

Livingston County – TG Fluid Systems (Toyoda Gosei Fluid Systems) \$9205.00 12 people, Effective Leadership & Project Management, 150% employer contribution ratio. Training by MMTC, BCI and PQ Systems; worked with on OJT funding

Employer Services Dashboard

Information for Incumbent Worker Training (IWT) and On-the-Job training (OJT) for current Fiscal Year has been updated.

18 IWT contracts as of last month not including the 5 that were discussed in this meeting.

28 OJT contracts and 36 individuals trained this FY.

Going Pro Talent Fund has had no changes; the Business Services team are working on processing the approved grants.

Going Pro / BRN / Salesforce Update

A meeting is set up for 3/15/19 in the Saline area regarding the Business Resource Networks.

18 Employers are currently participating in four networks. Newest networks are in Lenawee and Hillsdale counties.

85 Employers attended information sessions

Jim questioned whether a separate dashboard would be needed for BRN information. Bill said the Business resource Network committee will be reviewing detailed information on the networks. Rick advised the dashboard as is should work for the purpose of this committee.

The transition to Salesforce as our CRM database for employer contacts and activities is continuing. Staff have been trained and the data has been imported from the old system. Because of the transition, staff has not entered since last November to track new jobs filled and employers. That data will be entered by 3/22/19 for the so the next dashboard should be accurate.

Open Discussion:

Before the IWT Review Deb Polich questioned attendance of other committee members and if was concern. Rick advised that it has been discussed in the past.

Jim mentioned that there were 7 different business closures in February. One manufacturing and the rest were finance or retail. Added a concern by Deb Polich if these closures are worrisome. Bill advised we have been in an expansion for 10 years and that in increase in layoff activity is often a leading indicator of economic downturn. However, the government does not determine that we are in recession until there has been two quarter of negative economic activity so we will be almost a year into a downturn before a recession is officially declared. We are watching this increased layoff activity but at this time the economy is still relatively strong.

Rick again asked about the aligning of initiatives to the basic objectives of the organization tying into the scorecards. Bill advised that was on the agenda for the Wednesday executive committee meeting as Marcus has done some work aligning the strategic plan to committee activity.

NEXT MEETING:

Phone April 1, 2019 2:00 PM - Deb Polich and Don Germann have prior commitments and will not be on this call.

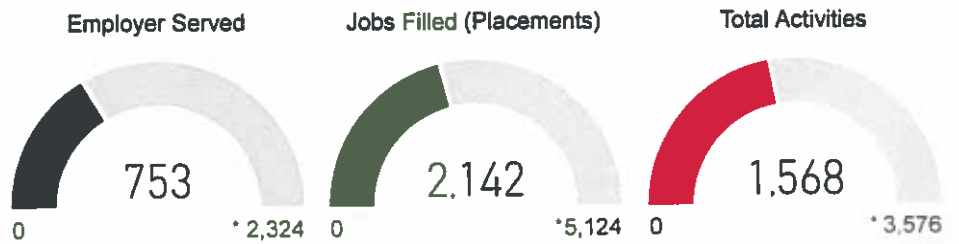
In Person meeting pushed to May 7, 2019 at Washtenaw Service Center 304 Harriet St., Ypsilanti, MI 48198, due to members availability.



EMPLOYER SERVICES COMMITTEE

This committee oversees the development and delivery of business services and sector initiatives. The committee studies local policies for demand driven training services such as incumbent worker training, customized training, apprenticeships, on-the-job training and the Skilled Trades Training Fund. Committed members review requests for incumbent worker funding, and make recommendations to the board.

MONTHLY DASHBOARD - DECEMBER 2018



*Baseline based on FY 17-18 Numbers

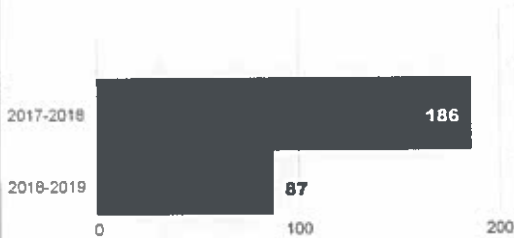
**Total Activities* pulled from BSC Staff Activity logs in G*Stars | Source G*Stars State Dashboard Report and Staff Activity Log Report, OSMS(APEX) IWT Report

Key Performance Indicators

INCUMBENT WORKER

FY17-18 Contracts: 34 | FY18-19 Contracts: 18

Individuals Trained



Dollar Value Spent



ON-THE-JOB TRAINING

FY18-19 Contracts: 28 | FY18-19 Individuals Trained: 36

Dollar Value Spent

\$89,423

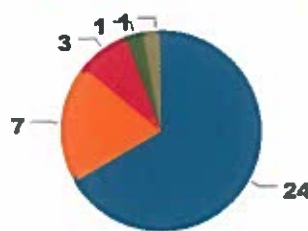
Total

\$2,309

Per Individual

OJT | Individuals Trained

Programs: Adult (24), DW (7), Youth (3), PATH (1), RESEA (1)



FY17-18 Contracts: 34 | FY17-18 Individuals Trained: 35

GOING PRO (STTF)

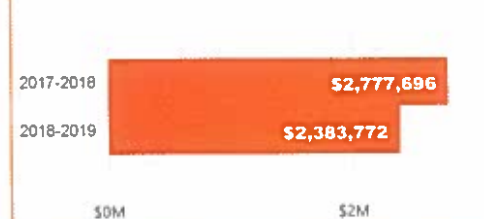
1st Year USDOL Apprentices = 218

Applications

● Applications Awarded ● Applications Submitted



Total Amount Awarded





BUSINESS RESOURCE NETWORKS

18

Employers participating in Business Resource Networks in our Region

85

Employers attended information sessions to learn more about this resource

DEFINITIONS

Employers Served: Any interaction after July 1 annual, that results in an activity (see below). Additional activities with the same employer are counted as duplicated.

Jobs Filled (Placements): Is calculated by the sum of MI Talent Reporting, state and federal program reporting, and Business Services direct employer reporting.

Total Activities: Any Activity is any interaction with an employer that results in the following: information session, job posting, site visit, grant application request, new hire screening or fee for service.

Job Seeker Committee

2/21/19

10:00 AM

Washtenaw Community College

Meeting called by: Rich Chang **Type of meeting:** Committee Meeting

Facilitator: Rich Chang and Rose Bellanca **Note taker:** Vicki Enriquez

Timekeeper: Rich Chang

Attendees: Rose Bellanca, Rich Chang, Bill Sleight, Marcus James, Shawn Planko, John Salyer, Steve Giradin, Sandy Vallance, Pam Gosla, Vicki Enriquez, and Alex Gossage
Via phone Angela Parth

Minutes

Agenda Items: Co-Chair Orientation/Vision for Committee, Career Pathways Job Aide, At-risk population mind map/ALICE Report, Committee Dashboard Review, BRN update, 2019 Committee Meeting Schedule

Discussion:

1. Reviewed Current Dashboard
2. WIN surveys
3. Metrics of the Committee
4. Who is a Job Seeker?
5. Strategic Plan

Conclusions:

1. Vicki will add another line to the individual county graphs that show repeat visitors, Rich will have his team look at the Labor Force graphs to see if there is a better way to display the information.
2. The preliminary results are 171 employers responded to the survey, 37% of those were manufacturing firms, 26 % operate in Jackson, 24% operate in Washtenaw and 49% hire five or fewer entry-level workers per year. The report will be sent ready by 3/1. WIN is also conducting a turnover study at the request of Michigan Works! agencies in southeast Michigan to identify causes and challenges of employee turnover. The data will be used to promote the need for retention strategies such as Business Resource Networks.
3. Committee would like to review data of target populations to help narrow down metrics, These could include the ALICE population and at-risk groups such as youth ages 18-24, returning citizens, individuals with disabilities, and workers age 55+. We should measure people coming into service centers and then obtaining employment.
4. A job seeker for the purpose of this committee is anyone unemployed or underemployed, looking for work. Business Resource Network(BRN) does a lot of work with the underemployed.
5. Marcus is developing a document to show the alignment of committee charges with the 3-5 year strategic plan. This will be discussed at the Executive Committee meeting.

NEXT MEETING:

The next meeting has been scheduled for 3/13, 12-2:30 in Chelsea.

CEAC Meeting | MINUTES

Date **2/25/19** | Time **1:30 – 3:30pm** | Location **WashtenawISD 1735 S Wagner Rd, Ann Arbor, MI 48103**

Meeting called by:	CEAC Committee	Attendees: CEAC Members Kevin Upton, Denise Teague, Tim Rodgers, Kevin Oxley, Scott Menzel, Bill Sleight, Jody Gielinski, Cari Bushinski, Sharron Miller, Marcus James, Shamar Herron, Bill Rayl, Jack Townsley, Valerie Jemerson, Tim Jackson, Michelle Radcliffe, Tanya Clark, Pam Gosla <i>Phone in: Matt Shane</i>
Type of meeting:	Scheduled Meeting	
Chair:	Kevin Oxley	
Minutes recorded by:	Heather Robidoux	
Meeting called to order:	1:40 pm	
Meeting adjourned:	3:42 pm	

AGENDA TOPICS

Agenda topic **MI STEM Region 2 Update** | Presenter **Scott Heister**

Information regarding MI STEM Region 2 is located on the website www.mistemregion2.org. Director, Scott Heister, has been convening information to submit to the state. Scott has asked that the CEAC encourage local stakeholders to participate in the needs assessment survey.

Action items	Person responsible	Deadline
<i>Encourage stakeholders to complete needs assessment survey</i>	CEAC Members	ASAP

Agenda topic **Region 2 Perkins Grant Review** | Presenter **Kevin Oxley**

CEAC members discussed how Perkins Grant monies are spent in Jackson County, Perkins money is used to support academic advisors. In Livingston and Washtenaw Counties, Perkins money supports para professionals. Some larger areas, outside of the region, also use Perkins money for funding CTE related fieldtrips and expenses. It was noted that Monroe County is part of Wayne RESA for Perkins Grants.

Perkins Grant submission due on April 1.

Action items**Person responsible Deadline****Agenda topic Region 9 Marshall Plan Update | Presenter Pam Gosla & Valerie Jemerson**

State is planning to do a webinar in the near future, which will be geared towards those applications that have already been started but were not originally funded. Processes and phases may change.

The CEAC recommends that consortiums use their original feedback from the State to review, reevaluate, and edit proposals.

Consortiums should continue to move forward while awaiting definitive directives.

Action items**Person responsible Deadline****Agenda topic Jackson County Marshall Plan Update | Presenter Carl Bushinski**

The Jackson County Career Readiness Talent Consortium was awarded \$500,000 from round one of the Marshall Plan. See presentation and handouts for more details of the components of the plan.

Main Components:

- 1) MI Bright Future
 - Sign up days for local businesses
 - Business representatives create their profiles right on the spot
 - 30 businesses in Jackson
 - Events are located in business locations rather than in schools
 - Onsite, work-based learning coordinator trained in each school
- 2) Employability P.A.C.T. (Personal Management, Adaptability, Communication, & Teamwork)
 - Soft skills scored using a rubric
 - Attendance requirement
 - Proficient seniors validate proficiency by participating in mock interviews
 - Interviewers will receive training on the criteria of a quality interview
 - Locally endorsed by business group and companies
- 3) Career Navigators
 - Partnering with College & Career Access Center for career navigation needs
- 4) Career Expo Opportunity
- 5) Career Resource Website
 - Talent Consortium hub
 - In collaboration with Enterprise Group and Lean Rocket Lab
 - A website that is accessible and informative for students, parents, and businesses on a local level

- 6) Teacher Training
- 7) Career Readiness at the Middle School Level
- 8) Leadership and Partnerships

CEAC members discussed how to duplicate. Group determined that the fundamentals of this type of talent consortium are repeatable, but that the framework in each county would be unique.

Action Items	Person responsible	Deadline
<i>Presentation and handouts emailed to CEAC members after meeting</i>	<i>Heather Robidoux</i>	<i>ASAP</i>

Agenda topic Review of Subcommittee Metrics | Presenter Tim Jackson, Jack Townsley, & Pam Gosla

Apprenticeship Subcommittee

Metrics:

- # DOL registered apprenticeship tracks available throughout Region 9
- # Employers participating in registered DOL apprenticeships in Region 9
- # Active registered apprentices (those making AYP)
- # Apprenticeship completers

Subcommittee has begun working to gather data, which has proven to be a difficult job. Data from the Department of Labor adds more questions than answers, but it is the only data available. Group recommends starting with aggregate data and looking for trends.

Subcommittee will present an annual report to the CEAC in August and with the WDB in September.

Adult Education

Metrics:

- # of participants
- Participant success rate (the same measures as WIOA)

AE has used local money from each provider to fund a regional marketing campaign for AE. State is also hoping to have an agreed upon plan for State marketing by early summer. AE plans to establish ways to reach hard to reach individuals, specifically by increasing programs in geographically underserved areas.

Career Pathways

After discussion at the previous CEAC meeting, subcommittee reevaluated the former selected metrics.

New Metrics:

- # of regional businesses in MI Bright Future
- % increase in participation in employability workshops
- # of businesses actively supporting work-based learning

Subcommittee grappled with how to determine outcomes on which the CEAC can actually have an impact.

Subcommittee discussed r plan to gather data. Career Cruising changing to Xello, which is much more interactive but is also creating new questions about how reporting data will work. Group discussion centered on data sources. Consensus is that data from MI Bright Future would have best reliability.

Action Items	Person responsible	Deadline

Special Notes**Next meeting:**

April 15th, 2019

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
January 28, 2019 12 pm Conference call

Board members attending

Lynn Matzen, Committee
Chair

Marcus James, WDB Board
Chair,

Staff Attending

Bill Sleight, Director

Cordelia Gonzalez, Fiscal
Manager,
Shamar Herron, Deputy
Director

Justin Al-Igoe, Polcy and
Planning Manager

Lisa McAllister, Human
Resource Manager

1. Compliance-

Annual Audit – The final audit report was presented to the Consortium board by Plante and Moran on November 30, 2018. The CFO committee discussed the single finding that the WDB non-profit account should be included in the MWSE Financial Statement. Since this is similar to a finding in last year's audit, the committee wants assurances that this is now happening. Cordelia provides a monthly report to SEMCA for the non-profit account and she will monitor the SEMCA financial statement to ensure that those costs are included.

State of Michigan Cycle III monitoring – reviewed the initial determination and final determination letters. There is one minor finding regarding cash management relating to the time of cash drawdowns from the state. Our response was accepted by the state and no additional action is required.

State of Michigan Cycle I monitoring – will begin the middle of February. The topics to be monitored are:

- I. Allowable Cost, Cost Allocation, and Cost Classification.
- II. Single Audit, Single Audit Resolution, and Debt Collection.
- III. Budgeting Systems and Internal Controls.
- IV. Financial Reporting.

2. Finance- The following reports were reviewed: December 2018 Income Statement, Schedule of Federal and State Funding, Budget vs. expenses, and the 5013c account.

3. **Operations-** Discussed the ongoing analysis of the costs and benefits of bringing HR and fiscal services in-house. There is currently a RFP issued for a Transitional Consultant to guide the process. Marcus and another board member will be reviewing the responses and make suggestions. The plan is to get the Consortium's approval to move along with the process for a possible July 1 implementation. (The meeting scheduled for January 29, is being re-schedule due to the weather). After the approval, other RFP's for Fiscal Services, an ERP system, and banking services will be issued.
4. **Metrics-** Discussed the dashboard for December 2018.

Meeting was adjourned at 1:30 pm.

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
February 25, 2019 12 pm

Board members attending

Lynn Matzen, Committee
Chair

Marcus James, WDB Board
Chair,

Staff Attending

Bill Sleight, Director

Cordelia Gonzalez, Fiscal
Manager,
Shamar Herron, Deputy
Director

Justin Al-Igoe, Policy and
Planning Manager

1. **Compliance-**

State of Michigan Cycle I monitoring – review is completed. There appears to be no findings. The Final Determination letter has not been received yet.

2. **Finance-** Reviewed a preliminary budget modification to be presented to the board. While the total budget did not change, Lynn asked why Employment and Training Sub-contractors budget increased significantly. Cordelia stated that during the budget review in August, some of the contracts had not been completed and others contracts had budget modifications.

3. **Operations-** Discussed the ongoing analysis of the costs and benefits of bringing HR and fiscal services in-house. The Request for Quotations (RFQ) for the Human Resources Transition Consultant resulted in 3 proposals. Justin gave copies for the committee to review so interviews could be set up. Also, the RFQ for the Enterprise Resource Planning System has been issued and the deadline to submit a proposal is March 5, 2019.

4. **Metrics-** Discussed the dashboard for January 2019. The Fiscal Dashboard will be revised to reflect Program expenses and Admin expenses to accurately reflect what staff costs are program costs.

Also reviewed the updated Balanced Scorecard.

Meeting was adjourned at 1:00 pm.

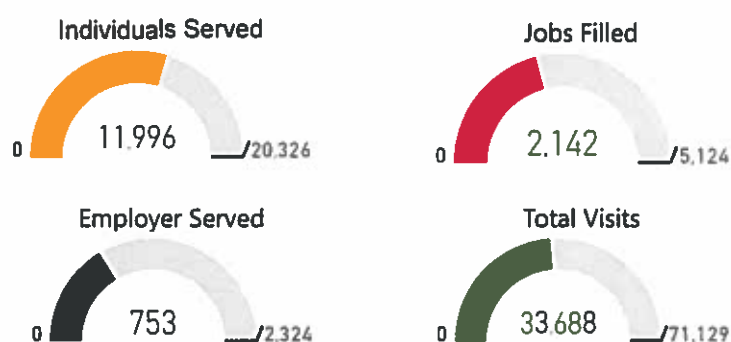


WORKFORCE DEVELOPMENT BOARD

Our mission is to develop today's workforce and tomorrow's economy by engaging employers, job seekers, and partners.

Our vision is a community which fosters and sustains a strong, diverse economy where people can live, work, and prosper.

MONTHLY DASHBOARD - DECEMBER 2018



KEY PERFORMANCE INDICATORS

Indicator (YTD)	Program	Trending	Q1	Q2	Q3	Q4	Target
Retained Employment (4th qtr after exit)	WIOA (Adult)	Exceeding Target	86.50%	85.90%			87.00%
Retained Employment (4th qtr after exit)	WIOA (DW)	Exceeding Target	95.00%	94.30%			87.00%
Retained Employment (4th qtr after exit)	WIOA (Youth)	Exceeding Target	80.60%	84.80%			78.00%
Retained Employment (2nd qtr after exit)	WIOA (Adult)	Exceeding Target	97.60%	92.50%			87.00%
Retained Employment (2nd qtr after exit)	WIOA (DW)	Exceeding Target	100.00%	98.80%			87.00%
Retained Employment (2nd qtr after exit)	WIOA (Youth)	Exceeding Target	87.10%	82.50%			78.00%
Credential Attainment	WIOA (Adult)	Exceeding Target	74.10%	81.60%			70.00%
Credential Attainment	WIOA (DW)	Exceeding Target	100.00%	89.50%			75.00%
Credential Attainment	WIOA (Youth)	Did Not Meet Target	35.30%	40.90%			70.00%
Indicator (YTD)	Program	Trending	Q1	Q2	Q3	Q4	Target
Median Earnings (2nd qtr after exit)	WIOA (Adult)	Within 80% of Target	\$7,830	\$7,462			\$7,629
Median Earnings (2nd qtr after exit)	WIOA (DW)	Exceeding Target	\$8,018	\$8,591			\$8,299
Median Earnings (2nd qtr after exit)	WIOA (Youth)	Exceeding Target	\$3,778	\$4,219			

*WIOA PY=7/1/2018 - 6/30/2019

LEGEND: ■ Exceeding Target ■ Did Not Meet Target ■ Within 80% of Target

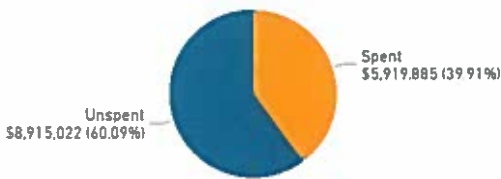
Michigan Works! Southeast is an Equal Opportunity Employer/Program | Auxiliary aids and other accommodations are available upon request to individuals with disabilities | Supported by the State of Michigan | Proud Partner of the American Job Center Network | Michigan Relay dial 7-1-1 | Toll-free telephone number 1-800-265-WORK (9675)



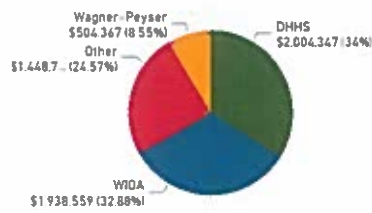
MONTHLY DASHBOARD - DECEMBER 2018

FISCAL - REVENUE VS. EXPENSES

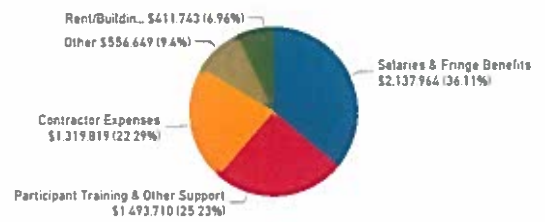
Budget and Expenses



Revenue YTD



Expenses YTD



4.00%

Michigan Jobless Rate

3.06%

Region 9 Jobless Rate

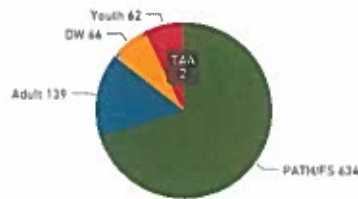
source: mlmi.org

PROGRAM UPDATES - YTD

New Enrollments

AS OF DEC 2018

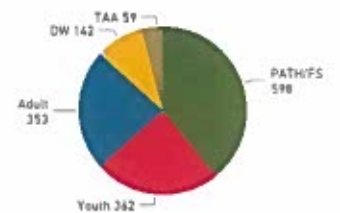
- PATH/FS
- Adult
- DW
- Youth
- TAA



PATH & Trade PY: 10/1/18 - 9/30/19

Total Participants

- PATH/FS
- Youth
- Adult
- DW
- TAA



15. New Business – KZ Bolton Consortium Board

- a. Vacancy on Workforce Development Board (WDB):
 - i. Jackson County – Business Sector
Resignation from WDB
Mr. Phil Sponsler, President, Orbitform
– Accept Resignation

Maggie Flaherty

Subject: FW: Phil Sponsler's Participation on the MWSE Board

From: Sponsler, Phil <psponsler@orbitform.com>
Sent: Tuesday, February 12, 2019 2:23 PM
To: Marcus James <marcusjames@comcast.net>; Bill Sleight <wsleight@mwse.org>
Subject: Phil Sponsler's Participation on the MWSE Board - Resignation

Marcus and Bill, it is with a deep level of regret that I have to inform you that I can no longer be on the MWSE Board or the MWSE Financial Committee. With the purchase of the Wardcraft conveyor company that is located in Spring Arbor I find myself consumed. I along with other investors coupled with Orbitform make up the Ownership Team.

I'm Chairman of the new board along with having a ton of direct involvement in the business. This involvement is on top of my current role as President of Orbitform. The time frame for my heavy involvement is projected to be 1 to 2 years.

I apologize for the short notice but we took ownership of the biz on Jan 1 and now we are working to grow the entity and pay off debt. No small mission. The amount of work was underestimated on my part.

I have to state that I've learned a lot about MWSE and the good work that you do for folks to find employment. I appreciate your help in and support in getting me to a workable understanding of MWSE.

Let me know if there is anything else I need to do related to my resignation.

God Bless,

Phil Sponsler - President
1600 Executive Drive
Jackson, Michigan 49203
517-787-9447

16. Discussion Items

- a. Michigan Future Talent Council–Marcus James
- b. February 6, 2019 and March 6, 2019 Executive Committee Minutes
Marcus James

Workforce Development Board
 Executive Committee Meeting Minutes
 February 6, 2019, 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive
 Chelsea, MI 48118

Present: Marcus James, Chair
 Richard Currie via conference call
 Donald Germann via conference call
 Lynn Matzen
 Sharon Miller, Vice Chair via conference call
 Leann Wilt

Absent: Rich Chang
 Scott Menzel
 Grace Trudell

Staff: Bill Sleight
 Shamar Herron
 Nicole Bell
 Daniel Childs
 Jim Coutu
 Maggie Flaherty
 Heather Robidoux
 Joshua Rose
 Sandy Vallance

1. Call to order
 Marcus James, Chair called the meeting to order at 2:05 pm.
2. Roll Call
 Quorum Present.
3. Approval of Agenda
 Marcus James request to change the order of Agenda topics.
 Discuss Topic 7. Chair Report. Alignment of BSC with Strategic Plan. Then Discuss
 Topic 6. Committee Reports.
 Marcus James Call for a motion to approve the Agenda with change.
 MOTION: Lynn Matzen moved to approve the Agenda with change.
 SUPPORT: Leann Wilt
 MOTION CARRIED

4. Consent Agenda

MOTION CARRIED

a. WDB RESOLUTION 18-55

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED \$7,864

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

MOTION: Leann Wilt moved to approve the Consent Agenda.

SUPPORT: Richard Currie

MOTION CARRIED

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

a. WDB RESOLUTION 18-54

A RESOLUTION APPROVING MEMORANDUMS OF UNDERSTANDING (MOUS) FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH program

Marcus James call for a motion to approve WDB Resolution 18-54

MOTION: Leann Wilt moved to approve WDB Resolution 18-54

The Memorandums of Understanding (MOUs) for the Workforce Innovation and Opportunity Act (WIOA) Youth Program

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-56

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH THE WORKFORCE INTELLIGENCE NETWORK (WIN) REGARDING MI BRIGHT FUTURE

Marcus James call for a motion to approve WDB Resolution 18-56

MOTION: Lynn Matzen moved to approve WDB Resolution 18-56

a MOU with WIN regarding MI Bright Future

SUPPORT: Donald Germann

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-57

A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSAL FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH, SPECIALIZED BUSINESS SERVICES AND EMPLOYMENT SERVICES/TRADE ADJUSTMENT ASSISTANCE PROGRAMS

Marcus James call for a motion to approve WDB Resolution 18-57

MOTION: Lynn Matzen moved to approve WDB Resolution 18-57
 Release of Requests for Proposal for the WIOA Youth, Specialized Business
 Services and Employment Services/Trade Adjustment Assistance Programs
 SUPPORT: Richard Currie
 Bill Sleight reviewed the resolution. Discussion.
 MOTION CARRIED

6. Chair Report

- a. Marcus James reviewed the Alignment of Director's
 Balanced Scorecard with Strategic Plan. Discussion.

7. Committee Reports

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

8. Director Report

- a. Committee and Board Dashboards Demonstration presentation by
 Joshua Rose and Nicole Bell. Discussion.
- b. Summary of Policy Changes Policy reviewed by Bill Sleight. Discussion.
- c. Other

Comments followed by committee members.

9. Public Comment

Marcus James call for Public Comment. No Public Comment.

10. Adjournment

Meeting Adjourned at 4:00 pm

Workforce Development Board
 Executive Committee Meeting Minutes
 March 6, 2019, 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive
 Chelsea, MI 48118

Present:	Rich Chang	via conference call
	Richard Currie	via conference call
	Donald Germann	via conference call
	Marcus James, Chair	
	Lynn Matzen	via conference call
	Sharon Miller, Vice Chair	
Absent:	Scott Menzel	
	Grace Trudell	
	Leann Wilt	
Staff:	Bill Sleight	
	Maggie Flaherty	
	Joshua Rose	

1. Call to order
 Marcus James, Chair called the meeting order at 2:00 pm
2. Roll Call
 Quorum Present
3. Approval of Agenda
 Marcus James call for a motion to approve the Agenda.
 MOTION: Lynn Matzen moved to approve the Agenda.
 SUPPPORT: Richard Currie
 MOTION CARRIED
4. Approval of February 6, 2019 Executive Committee Meeting Minutes
 Marcus James call for a motion to approve the February 6, 2019 Executive Committee Meeting Minutes.
 MOTION: Donald Germann moved to approve the February 6, 2019 Executive Committee Meeting Minutes
 SUPPORT: Lynn Matzen
 MOTION CARRIED

5. Consent Agenda

Marcus James ask if any of the Consent Agenda items require move to the Resolutions for Consideration by the WDB. No items requested.

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

MOTION: Sharon Miller moved to approve the Consent Agenda.

SUPPORT: Donald Germann

MOTION CARRIED

a. WDB RESOLUTION 18-58

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AIRMAN PRODUCTS, LLC IN AN AMOUNT NOT TO EXCEED \$9,235

b. WDB RESOLUTION 18-59

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR BRISKEY BROTHERS CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$450

c. WDB RESOLUTION 18-60

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR THAI SUMMIT AMERICA CORPORATION IN AN AMOUNT NOT TO EXCEED \$4,620

d. WDB RESOLUTION 18-61

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HILLSDALE HOSPITAL IN AN AMOUNT NOT TO EXCEED \$15,000

e. WDB RESOLUTION 18-62

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TOYODA GOSEI FLUID SYSTEMS, USA IN AN AMOUNT NOT TO EXCEED \$9,205

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

a. WDB RESOLUTION 18-63

A RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER GRANT IN THE AMOUNT OF \$110,000

Marcus James call for a motion to approve WDB Resolution 18-63

MOTION: Donald Germann moved to approve WDB Resolution 18-63 the Fiscal Year 2018 Trade and Economic Transition Dislocated Worker Grant for \$110,000

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-64

A RESOLUTION APPROVING THE ACCEPTANCE OF VOCATIONAL VILLAGE GRANT FUNDING IN THE AMOUNT OF \$110,000

Marcus James call for a motion to approve WDB Resolution 18-64
 MOTION: Lynn Matzen moved to approve WDB Resolution 18-64
 acceptance of the Vocational Village Grant Funding in the amount of
 \$110,000

SUPPORT: Sharon Miller

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-65

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR
 FISCAL YEAR (FY) 2019 FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE
 DEVELOPMENT BOARD

Marcus James call for a motion to approve WDB Resolution 18-65

MOTION: Donald Germann moved to approve WDB Resolution 18-65
 receipt of Going Pro Talent Funds for FY 2019 for the Michigan Works!
 Southeast Workforce Development Board

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

7. Committee Reports

Committee Chairs reviewed committee notes. Discussion.

- a. Employer Services - Richard Currie, Chair
- b. Job Seeker Services – Rich Chang, Co-Chair
- c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
 Marcus James and Bill Sleight reviewed notes. Discussion.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
 - Budget Amendment
 - Fiscal Agent Transition
- e. Business Resource Networks (BRN) – Leann Wilt
 Bill Sleight provided updates on BRN. Discussion.

8. Chair Report

- a. BSC Alignment and Strategic Plan
 Marcus James reviewed. Discussion.

9. Director Report

- a. Customer Relationship Management Grant
 Bill Sleight reviewed the Grant funding amount \$6,131. Discussion.

10. Draft March 13, 2019 Agenda for Joint Meeting of Michigan Works! Southeast
 Workforce Development Board and Southeast Michigan Consortium Board
 Reviewed and discussed.

11. Public Comment

Marcus James offered public comment. No public comment.

12. Adjournment

Meeting adjourned at 3:30 pm.

17. Other Items

- a. **Comments from Chairs**
- b. **Director's Report**
- c. **Summary of Grants**
 - Customer Relationship Management Grant – \$6,131
- d. **Summary of Policy Changes**
 - Inclement Weather
 - Information Technology Policy

TO: Workforce Development Center and Consortium Board

FROM: Bill Sleight

RE: March 2019 Director's Report

Date: March 7, 2019

Board Changes

Phil Sponsler, President of Orbitform, submitted his resignation from the Board last month. Orbitform recently purchased another company and Phil is chairman of that company in addition to his responsibilities at Orbitform. As a result, he is withdrawing from many of his community activities. We thank for his service to the board and to the community and wish him well with his new duties.

Impact Awards

Congratulations to Paragon Metals, Inc. of Hillsdale and MWSE participant and Paragon employee Cole Breault on receiving the Michigan Works! Association "Impact Award" on February 27 in Lansing. Rep. Eric Leutheuser presented the award along with Rep. Bronna Kahle. Several other members of our legislative delegation appeared at the event including Rep. Ronnie Peterson, Rep. Rebekah Warren, Rep. Sarah Lightner, and Rep. Ann Bollin. This ceremony honors one recipient from each Michigan Works! region and celebrates the economic impact of newly created jobs, transformational training and effective talent pipeline development within our communities. Our communications team prepared a video of our award winner which is available on our website (<https://www.mwse.org/impact-awards-paragon-metals/>) and on our YouTube channel.

Governor's Budget

Earlier this week Gov. Whitmer presented her budget proposal to the legislature. While most of our funding comes from the federal government, we do receive state funding in a number of areas. Here is a summary of some of the areas we are watching:

- I. Going Pro Talent Fund – (Competitive Grants to train new hires, apprentices, and incumbent workers) The Governor recommends \$27.9 million (FY 2019 is \$27.9 million). The Michigan Association will advocate for increased funding to better meet employer demand. More than \$50 million in grant applications were submitted last fall.
- II. PATH (Re-employment program for cash welfare recipients) It is unclear at this point the proposed level of funding for this program. We currently receive about \$4 million in PATH funds.
- III. Community Ventures. (This funding supports our Business Resource Networks) The Governor does not recommend funding this program in FY 2020. Last year this program was funded at \$4 million statewide. The Michigan Works! Association is seeking authority to carry forward unspent funds into next year.

- IV. At-Risk Youth Grants (This funding supports our Jobs for Michigan Graduates program)
The Governor's budget eliminates the line item of \$3 million for this program. The Michigan Works! Association supports continuation funding.

Legislative Event

You are invited to attend the Michigan Works! Southeast Legislative Event at 8:30 am on March 22 at the Chelsea Comfort Inn Conference Center. We will be highlighting our new Business Resource Networks to our legislative delegation. Please [click here](#) to register.

Workforce Pipeline Summit

Board members are invited to attend the 2019 Workforce Pipeline Summit sponsored by the Ann Arbor/Ypsilanti Chamber of Commerce. At the summit, attendees will develop strategies to strengthen our local workforce by focusing on the hidden talent pool in our community. The event will be held March 18 at Washtenaw Community College. Gov. Gretchen Whitmer is one of the keynote speakers. For more information and to register [click here](#).

Marshall Plan update

The state has opened up the application process for a second round of Marshall Plan funding and our staff is supporting several "talent consortiums" as they prepare to submit applications. New applications or "concept summaries" are due March 15. Promising new applications and all previously submitted applications that advanced beyond the concept summary stage will be invited to submit a "talent agreement" which is due April 11. The final stage of the application process ends May 9 for all successful applicants whose talent agreement scored high enough to be invited to submit a formal application. The state awarded about \$15 million in grants in December.

NAWB Conference

Deputy Director Shamar Herron and I will attend the annual conference of the National Association of Workforce Boards on March 24-26 in Washington. We will have the opportunity to learn about best practices from across the nation, and hear from policy makers. We will also visit members of our Congressional delegation.

Rep. Slotkin visit to Livingston Center

Congresswoman Elissa Slotkin will visit the Livingston Service Center in Howell on March 20. Rep. Slotkin was elected to her first term in Congress last November and represents Michigan's 8th district which includes all of Livingston and Ingham Counties and part of Oakland County.

WIN Report

The Workforce Intelligence Network recently completed the "Employee Career Readiness Survey" for our region which was commissioned by the Workforce Board's Job Seeker Committee. Key findings will be reviewed at our March 13 meeting, and the Job Seeker Committee will examine the implications of the findings at its next meeting. The entire survey will be posted on our website.

Dashboards

Our Communications staff will be posting all committee and board dashboards on our website. The dashboards will be interactive and automatically updated when new data is available. Board members will be able to access the dashboards at any time by logging into the board portal on the website. Staff will demonstrate how to access and use the dashboards at the March 13 meeting. Board members are encouraged to bring the laptops, tablets or mobile devices to future board meetings so they can access the dashboards during the meetings. The board portal is password protected so Maggie will send log-in instructions via e-mail to all board members.

Jobs for Michigan Graduates

Jobs for Michigan Graduates will celebrate its 10th anniversary from on March 21 at the Huntington Club in Spartan Stadium. We have a few tickets available for board members. Contact Nicole Bell if you are interested. Jobs For Michigan Graduates delivers employability and education services to nearly 3,000 youth across more than 40 Michigan cities. We operate a JMG program for out-of-school youth in each of our five counties, and an in-school JMG program in Jackson County.

In a separate event, some of our JMG youth attended the program's legislative day on February 26. Our youth had an opportunity to meet Sen. Dale Zorn, Rep. Bronna Kahle, and Rep. Eric Leutheuser. The event gives students the opportunity to demonstrate the communication, professionalism and employability skills they learn in the program.

MI Career Quest Capital Area

Capital Area Michigan Works! will hold a MI Career Quest event on April 26 at the Lansing Center. Jackson County Schools will be sending about 1,000 students to the event and we have offered to help cover the costs of transportation for those students. Mi Career Quest exposes students to dozens of growing occupations in the region. About 5,000 students are scheduled to attend the event. Last fall we participated in a similar event in Novi that attracted more than 8,000 students.

Updates from our Service Centers and Management Team

Community Connect Events

MWSE staff participate in three Community Connect events last month. At these events community residents have an opportunity to interact with a variety of local organizations to learn about and receive essential services. Hillsdale's Project Connect Event was held February 21st and served 80 families and 208 individuals. Livingston County's Community Connect was held February 2 and served over 600 individuals. Lenawee's Project Connect was held February 20.

Hillsdale

Staff helped high school seniors from Litchfield prepare résumés at the Litchfield Regional Training Center. They are also developing new outreach locations at the Family Treatment Court and food distribution centers.

Jackson

The Jackson Service Center partnered with Michigan Legal Help program to conduct four expungement information sessions. About 60 people attended the sessions in preparation for an expungement fair this month. Enrollment for Summer 19 will start April 8. The goal is to employ 50 youth for 10 weeks this summer.

Lenawee

The Lenawee office is continuing its STAR (Strategies That Achieve Results) program where community partners learn about each other's services in 9 modules. 26 individuals have attended the first 3 presentations, with more than half of them attending multiple weeks. Those attending are finding value in both the partner presentation and the employment focused peer networking that occurs with each module. The Center is also partnering with United Way to host tax preparation sessions at the Service Center and in other communities with our mobile unit.

Livingston

Service Center Manager Dawn Awrey and Program Manager Sandy Vallance presented to the county's Human Services Collaborative Body last month. Members include directors of the major human service organizations in the community. Staff also helped with the point-in-time census of homeless individuals in the County and presented to the graduating seniors of Pinckney High School. In addition, the Livingston Service Center is collaborating with several community organizations to host a job fair for deaf and hard of hearing individuals on March 21.

Washtenaw

Preparations are underway for Summer 19 program. More than 200 youth have signed up and soft skills workshops will begin on April 23. The Washtenaw Service Center is partnering with Coca Cola and Going Places Network for a six week Dress for Success training program for women. They also have a new partnership with Avalon Housing and Ozone House to coordinate services and referrals.

Business Services

Staff is busy preparing for our major spring hiring events. The 15th Annual Livingston Regional Job Fair will be held at Crystal Gardens Banquet Center on April 11. We expect 50+ employers and hundreds of job seekers will attend. The Fourth Annual MWSE Hiring Blitz will be held May 7th in our Lenawee Center, May 9th in Washtenaw and May 10th in Jackson. Also on May 7th we will hold our first Hiring Blitz for Hillsdale County graduating Seniors at Hillsdale High School. Seniors from all Hillsdale County schools will participate.

Dashboard and Performance Data

Our monthly dashboard for November is included with the CFO report. We are meeting or exceeding all required performance standards at this time for the Workforce Innovation and Opportunity Act programs.

Program outcome data for our major workforce funding sources appear in the charts below. Table 1 shows program specific data for the period July 1 to February 28, 2019 for our Workforce Innovation Opportunity Act (WIOA) programs. Table 2 breaks out that data by county. Table 3 shows Partnership, Accountability, Hope, Training (PATH) program outcomes for the period July 1, 2018 to February 28, 2018. Finally, Table 4 shows PATH data by county for the same period.

Table 1 – WIOA Enrollments and Outcomes by Program – July 1, 2018 to December 31, 2018

Program	Number Enrolled	Number Exited	Obtained employment	Placement rate	Average Wage at Placement
WIOA Adult	414	82	74	90%	\$18.60
WIOA Dislocated	156	21	20	95%	\$19.47
WIOA Youth	353	35	26	74%	\$11.71
Totals	923	138	120	87%	\$16.91

**Table 2 – WIOA Enrollments and Outcomes by County
July 1, 2018 to February 28, 2019**

County	Number Enrolled	Number Exited	Exited to Employment	Placement rate	Average Wage at Placement
Hillsdale	137	29	24	83%	\$18.94
Jackson	176	21	21	100%	\$18.00
Lenawee	192	32	27	84%	\$14.74
Livingston	152	22	19	86%	\$15.67
Washtenaw	266	34	29	85%	\$18.97
Total	923	138	120	87%	\$16.91

**Table 3 - Partnership. Accountability.Training.Hope (PATH) Program Outcomes
July 1, 2019 to February 28, 2019**

Total Participants	680
Number Attending Activity	658
Percent Attending Activity	96.8%
Number Employed	384
Number Exited	432
Average Wage	10.91
Employment Rate	88.9%

**Table 4 -PATH Enrollments and Outcomes by County
July 1, 2018 to February 28, 2019**

County	Number of PATH Participants	Number Exited	Number Employed*	Average Wage
Hillsdale	55	37	35	\$10.44
Jackson	221	157	146	\$10.50
Lenawee	121	65	82	\$10.46
Livingston	46	26	14	\$11.72
Washtenaw	237	147	107	\$11.86
Total	680	432	384	\$10.91

*It is not uncommon for PATH participants to obtain a job while they are still active in the program, as the income earned from the job may not be enough to close their cash assistance case.

MEMORANDUM

To: Southeast Michigan Consortium Board and Workforce Development Board

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

Date: March 13, 2019

Subject: Summary of new grants

Grant title and amount:

Customer Relationship Management grant \$6,131

Grant information

The funding is to be used to support existing Customer Relationship Management (CRM) systems or for the purchase or renewal of software licenses that will aid in the identification of and information gathering for potential layoffs or opportunities for layoff aversion. By using data systems to identify and gather information, it allows the local areas to provide assistance to employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address those needs. An electronic CRM system will allow for a more proactive approach to assist employers for those companies at risk of having a layoff or to identify where layoffs have already occurred.

Grant funds are available through June 30, 2019

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: February 6, 2019
Subject: Summary of Policy Changes

Policy that is updated:

Inclement Weather policy

Changes/updates with reasoning:

1. If the Service Center closes when an employee had previously approved Paid Time Off, the employee's PTO bank will be charged.

Reason: Administrative staff were asked to provide a clarification on how Paid Time Off is handled when Service Centers need to close due to Inclement Weather. It was decided that still charging the PTO bank, when the time off was previously approved, is a fair way to handle when Service Centers close.

MEMORANDUM

To: Southeast Michigan Consortium Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: March 13, 2019
Subject: Summary of Policy Changes

1. Policy that is updated:

Information Technology Policy

Changes/updates with reasoning:

Staff utilizing Michigan Works! Southeast-issued mobile phones and tablets are required to retain the location services setting in the "on" position at all times. This includes applications such as Find My iPhone, Find My iPad, and so forth. This setting is a default on mobile devices and IT Department staff verify it is on prior to assigning mobile devices to staff. Violation of these policies may result in discipline up to, and including, immediate discharge and, where appropriate, civil and/or criminal liability.

Reason: This clarification to keep the location services "on" was not in the previous policy. The need to be able to locate the phone, in case of being lost or stolen, is important to protecting company equipment.

2. Policy that is updated:

Compensation Policy

Changes/updates with reasoning:

A clarification is being added that staff will only receive Performance and/or Salary reviews if they have completed the 90 day Training/Probationary period before the end of the annual review period.

Reason: There was a lack of clarity on when recently hired staff should receive reviews.