

**MICHIGAN WORKS! SOUTHEAST  
 WORKFORCE DEVELOPMENT BOARD MEETING  
 May 8, 2019, 10:00 a.m. – 12:00 noon  
 Chelsea Comfort Inn Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118**

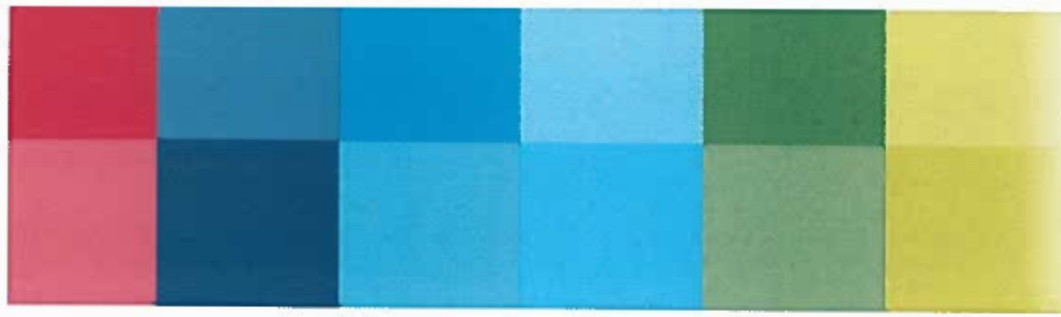
**AGENDA**

Pages

- 1. Call to order
- 2. Roll Call
- 3. Introductions
- 4. Call to the Public
- 5. Approval of the Agenda
- 6. Approval of March 13, 2019 Michigan Works! Southeast Workforce Development Board/Southeast Michigan Consortium Joint Meeting Minutes ..... 6 - 12
- 7. Approval of Consent Agenda ..... 14 -39
  - a. **WDB RESOLUTION 18-68**  
 A Resolution approving Incumbent Worker Training (IWT) contracts for the following companies
 

-FlexDex Surgical, Inc.	\$ 9,600.00
-Refrigeration Sales, Inc.	\$ 3,945.00
-F. P. Miller Company	\$ 3,300.00
-Elm Plating Company	\$11,459.94
-Hatch Stamping Company	\$11,701.00
-Uccle Health and Nutrition	\$ 9,593.00
-Gyro Enterprises	\$ 579.95
  - b. **WDB RESOLUTION 18-69**  
 A Resolution approving a Memorandum of Understanding (MOUS) with the Southeast Michigan Community Alliance (SEMCA)

- c. **WDB RESOLUTION 18-70**  
A Resolution approving One-Stop Operator Service Contract Extension with Thomas P. Miller and Associates
- d. **WDB RESOLUTION 18-71**  
A Resolution accepting funding for the FY 2019 Family Forward Demonstration Project
- e. **WDB RESOLUTION 18-72**  
A Resolution approving a Memorandum of Understanding (MOUS) with Michigan Automotive Compressor, Inc. (MACI)
- f. **WDB RESOLUTION 18-73**  
A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH HARTLAND CONSOLIDATED SCHOOLS
- g. **WDB RESOLUTION 18-79**  
A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH BOB TEBO, LLC FOR FY 2019
- h. **WDB RESOLUTION 18-80**  
A RESOLUTION APPROVING A TANF REFUGEE PROGRAM (TRP) AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT EXTENSION WITH JEWISH FAMILY SERVICES THROUGH JUNE 30, 2020
- i. **WDB RESOLUTION 18-82**  
A RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE CY 2019 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION AUTHORITY FOR FY 2019
- j. **WDB RESOLUTION 18-85**  
A RESOLUTION APPROVING THE FISCAL YEAR 2019 WAGNER-PEYSER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE
- k. **WDB RESOLUTION 18-86**  
A RESOLUTION APPROVING THE FISCAL YEAR 2019 WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FOR THE SOUTHEAST MICHIGAN CONSORTIUM
- l. **WDB RESOLUTION 18-87**  
A RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE APPRENTICESHIP SUCCESS COORDINATOR PROGRAM



- 8. **Resolutions for Consideration of the Workforce Development Board (WDB)** ..... 41 -58
  - a. **WDB RESOLUTION 18-67**  
A Resolution approving Infrastructure Funding Agreements (IFAs) for Workforce Investment Opportunity and Innovation Act required partners for 2019
  - b. **WDB RESOLUTION 18-74**  
A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH THE LIVINGSTON EDUCATIONAL SERVICES AGENCY (LESA)
  - c. **WDB RESOLUTION 18-75**  
A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH WORK SKILLS CORPORATION
  - d. **WDB RESOLUTION 18-76**  
A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH KEY OPPORTUNITIES
  - e. **WDB RESOLUTION 18-77**  
A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH ANN ARBOR SPARK FOR FY 2019
  - f. **WDB RESOLUTION 18-78**  
A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH THE SMALL BUSINESS DEVELOPMENT CENTER (WASHTENAW COMMUNITY COLLEGE) FOR FY 2019
  - g. **WDB RESOLUTION 18-81**  
A RESOLUTION RECOMMENDING A CONTRACT EXTENSION WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVE AS THE FISCAL AGENCY FOR THE CONSORTIUM FOR UP TO 12 MORE MONTHS (THROUGH JUNE 30, 2020)
  - h. **WDB RESOLUTION 18-83**  
A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH WASHTENAW COMMUNITY COLLEGE FOR FY 2019
  - i. **WDB RESOLUTION 18-84**  
A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY FOR FY 2019



**9. Presentation**

- a. One Stop Operator Report – Thomas P. Miller & Associates – Brittany Dougherty, Senior Project Consultant
- b. Apprenticeship Program Update - Jim Coutu, Business Services Manager and Steven Billington, Business Services Coordinator

**10. Committee Reports ..... 60 - 69**

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

**11. Discussion Items ..... 71 - 84**

- a. **Michigan Future Talent Council Report (formerly GTIB ) - Marcus James**
- b. **Executive Committee Report - WDB Chair**
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes - April 3, 2019
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes – May 1, 2019

**12. Other Items**

- a. **Chair Update – WDB Chair**
- b. **Director’s Update – Bill Sleight**

**13. Adjournment**

6. **Approval of March 13, 2019 Michigan Works! Southeast Workforce Development Board/Southeast Michigan Consortium Joint Meeting Minutes**

Joint Meeting  
Southeast Michigan Consortium Board  
and  
Michigan Works! Southeast Workforce Development Board  
March 13, 2019  
Chelsea Comfort Inn Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

Southeast Michigan Consortium Board Present:

Ruth Brown	Hillsdale County Commissioner
Daniel Mahoney	Jackson County Commissioner
Karol KZ Bolton, Chair	Lenawee County Commissioner
Chris Wittenbach	Lenawee County Commissioner
Dennis Dolan, Vice-Chair	Livingston County Commissioner
William Green	Livingston County Commissioner
Shannon Beeman	Washtenaw County Commissioner
Ruth Ann Jamnick	Washtenaw County Commissioner

Southeast Michigan Consortium Board Absent:

Julie Games	Hillsdale County Commissioner
Darius Williams	Jackson County Commissioner

Michigan Works! Southeast Workforce Development Board of Directors Present

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	Washtenaw Community College	
Rich Chang	NewFoundry	
Richard Currie	Hitachi Automotive Systems	via conference call
Sean Duval	Golden Limousine International	
Donald Germann	County National Bank	via conference call
Lee Graham	Operating Engineers 324	
Dr. Timothy Jackson	Washtenaw ISD Alternate for Scott Menzel	via conference call
Marcus James, Chair	Stable Inc LLC	
Lynn Matzen	Matrix Systems LLC	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	
Phil Santer	Ann Arbor SPARK	
Grace Trudell	IBEW 58	via conference call
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Mindy Bradish-Orta	Jackson Chamber of Commerce
Jeremy Frew	Jackson College
Jennifer Giannone	Thai Summit
Steven Girardin	Michigan Rehabilitation Service
Steven Gulick	Huron Valley Area Labor Federation
Jeremiah "JJ" Hodshire	Hillsdale Hospital
Derek Kirchner	DTE
Dr. Scott Menzel	WISD alternate Dr. Tim Jackson attended via conference call

Sharon Miller, Vice Chair Consumers Energy  
 Shawn Planko Expedia  
 James Van Doren Lenawee Now  
 Ambrose Willbanks, Jr. Washtenaw CVB

Staff Present

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT Manager	Michigan Works! Southeast
Justin Al-Igoe, Policy and Planning Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Dan Childs, Network Systems Administrator	Michigan Works! Southeast
Jim Coutu, Business Services Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast
Sandy Vallance, Program Manager	Michigan Works! Southeast

Others Present

Daniel Furton	Bureau of Services for Blind Persons(BSBP)/LARA
Darold Gholston	Ann Arbor Center for Independent Living (CIL)
Alex Gossage	Ann Arbor CIL
Paige Lloyd	BSBP/LARA
Karley Thurston	Workforce Intelligent Network (WIN)
Michelle Wein	WIN

1. Call to order – Southeast Michigan Consortium Board  
 KZ Bolton, Chair called the Southeast Michigan Consortium Board to order at 10:00 am
2. Call to order –Michigan Works! Southeast Workforce Development Board  
 Marcus James, Chair the Michigan Works! Southeast Workforce Development Board to order at 10:00 am
3. Roll Call – Southeast Michigan Consortium Board  
 Quorum Present
4. Roll Call – Michigan Works! Southeast Workforce Development Board (WDB)  
 Quorum Present at 10:12 am
5. Introductions  
 Board, visitors and staff
6. Call to the Public  
 KZ Bolton call to the Public for Comment. Call to the Public. Call to the Public. No Public Comment.

7. Approval of the Agenda

- a. KZ Bolton – Southeast Michigan Consortium Board  
KZ Bolton call for a motion to approve the Agenda.  
MOTION: Dennis Dolan moved to approve the Agenda.  
SUPPORT: William Green  
MOTION CARRIED
- b. Marcus James – Michigan Works! Southeast Workforce Development Board  
Marcus James call for a motion to approve the Agenda  
MOTION: Rich Chang moved to approve the Agenda  
SUPPORT: Kevin Oxley  
MOTION CARRIED

8. Approval of Minutes – KZ Bolton (Consortium Board) & Marcus James (WDB)

- a. February 8, 2019 Southeast Michigan Consortium Board Minutes  
KZ Bolton call for a motion to approve the February 8, 2019 Southeast Michigan Consortium Board Meeting Minutes.  
MOTION: William Green moved approve the February 8, 2019 Consortium Board meeting minutes.  
SUPPORT: Dennis Dolan  
MOTION CARRIED
- b. January 9, 2019 Workforce Development Board (WDB) Minutes  
Marcus James call for a motion to approve the January 8, 2019 WDB meeting minutes.  
MOTION: Rich Chang moved to approve the January 9, 2019 WDB meeting minutes.  
SUPPORT: Kevin Oxley  
MOTION CARRIED

9. Consent Agenda Items – Marcus James (WDB)

Marcus James reviewed the Consent Agenda Items. Marcus James ask if an Agenda Item moved for review under the Resolutions for Consideration by WDB. No request. Marcus James call for a motion to approve the Consent Agenda.  
MOTION: Sean Duval moved to approve the Consent Agenda.  
SUPPORT: Lee Graham  
MOTION CARRIED

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 (MOUS) 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  
No Resolutions.

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 \$1 59,600

KZ Bolton call for a motion to approve CB Resolution 18-25.

MOTION: Ruth Ann Jamnick moved to approve CB Resolution 18-25 the Lease/Purchase of information Technology in the amount of \$1 59, 600

SUPPORT: Daniel Mahoney

Bill Sleight reviewed the proposal. Discussion.

MOTION CARRIED

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

KZ Bolton call for a motion to approve CB Resolution 18-27

MOTION: Dennis Dolan moved to approve CB Resolution 18-27 the creation of a review committee to review Enterprise Resource Planning System Request for Quotation responses and make a recommendation on a contract.

SUPPORT: Chris Wittenbach  
 Bill Sleight reviewed the resolution. Discussion.  
 MOTION CARRIED

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

KZ Bolton call for a motion to approve CB Resolution 18-28

MOTION: Dennis Dolan moved to approve CB Resolution 18-28 the modification of the Audit Services Contract with Plante Moran for One Year in the amount to exceed \$30,450

SUPPORT: William Green  
 Bill Sleight reviewed the resolution. Discussion.  
 MOTION CARRIED

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 (FY) 2018 TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER GRANT IN THE AMOUNT OF \$110,000

KZ Bolton call for a motion to approve CB Resolution 18-23

MOTION: Daniel Mahoney moved to approve CB Resolution 18-23 the FY 2018 Trade and Economic Transition Dislocated Worker Grant in the amount of \$110,000

SUPPORT: William Green  
 Bill Sleight reviewed the Resolution. Discussion.  
 MOTION CARRIED

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 18-63

MOTION: Phil Santer moved to approve WDB 18-63 the FY 2018 Trade and Economic Transition Dislocated Worker Grant in the amount of \$110,000

SUPPORT: Kevin Oxley  
 MOTION CARRIED

b. CB RESOLUTION 18-24

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

KZ Bolton call for a motion to approve CB Resolution 18-24

MOTION: Ruth Brown moved to approve CB Resolution 18-24 acceptance of Vocational Village Grant funding in the amount of \$110,000

SUPPORT: Dennis Dolan  
 Bill Sleight reviewed the resolution. Discussion.  
 MOTION CARRIED

## 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 the acceptance of Vocational Village Grant funding in the amount of \$110,000.

SUPPORT: Lee Graham

MOTION CARRIED

## c. CB RESOLUTION 18-26

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

KZ Bolton call for a motion to approve CB Resolution 18-26

MOTION: Ruth Ann Jamnick moved to approve CB Resolution 18-26 the receipt of Going Pro Talent Funds for FY 2019 for Michigan Works! Southeast

SUPPORT: Dennis Dolan

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

## WDB RESOLUTION 16-65

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

Marcus James call for a motion to approve WDB Resolution 16-65

MOTION: Kevin Oxley moved to approve WDB Resolution 16-65 the receipt of Goring Pro Talent Funds for FY 2019 for Michigan Works! Southeast

SUPPORT: Leann Wilt

MOTION CARRIED

## d. WDB RESOLUTION 18-66

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

KZ Bolton call for a motion to approve WDB Resolution 18-66

MOTION: Ruth Brown moved to approve WDB Resolution 18-66 the FY 2018 Michigan Works! Southeast Budget Modification

SUPPORT: Daniel Mahoney

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

## CB RESOLUTION 18-29

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

Marcus James call for approve of CB Resolution 18-29

MOTION: Tim Jackson moved to approve CB Resolution 18-29 the FY 2018 Michigan Works! Southeast Budget Modification

SUPPORT: Sean Duval

MOTION CARRIED

#### 14. Committee Reports

- 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 reviewed Phil Sponsler, Orbitform resignation letter from the Workforce Development Board (WDB).

KZ Bolton call for a motion to accept Phil Sponsler resignation from the WDB.

MOTION: Ruth Brown moved to accept with regrets Phil Sponsler resignation from the WDB.

SUPPORT: William Green

MOTION CARRIED

#### 16. Discussion Items

- a. Michigan Future Talent Council  
Marcus James reported the Council has not met since a newly name council (formerly GTIB)
- b. February 6, 2019 and March 6, 2019 Executive Committee Minutes  
Marcus James reported Executive Committee actions discussed during the meeting.

#### 17. Other Items

- a. Comments from Chairs
- b. Director's Report  
Bill Sleight reviewed Director's Report. Discussion.
- 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 offered public comment. No public comment.

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

- KZ Bolton, Consortium Board call to adjourn the Consortium board meeting.  
Moved by Daniel Mahoney
- Marcus James, Workforce Development Board call to adjourn WDB board meeting. Moved by Rose Bellanca.

Meeting adjourned at 12:12 pm.

## 7. Approval of Consent Agenda

### a. WDB RESOLUTION 18-68

A Resolution approving Incumbent Worker Training (IWT) contracts for the following companies

-FlexDex Surgical, Inc.	\$ 9,600.00
-Refrigeration Sales, Inc.	\$ 3,945.00
-F. P. Miller Company	\$ 3,300.00
-Elm Plating Company	\$11,459.94
-Hatch Stamping Company	\$11,701.00
-Uccle Health and Nutrition	\$ 9,593.00
-Gyro Enterprises	\$ 579.95

### b. WDB RESOLUTION 18-69

A Resolution approving a Memorandum of Understanding (MOUS) with the Southeast Michigan Community Alliance (SEMCA)

### c. WDB RESOLUTION 18-70

A Resolution approving One-Stop Operator Service Contract Extension with Thomas P. Miller and Associates

### d. WDB RESOLUTION 18-71

A Resolution accepting funding for the FY 2019 Family Forward Demonstration Project

### e. WDB RESOLUTION 18-72

A Resolution approving a Memorandum of Understanding (MOUS) with Michigan Automotive Compressor, Inc. (MACI)

### f. WDB RESOLUTION 18-73

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH HARTLAND CONSOLIDATED SCHOOLS

### g. WDB RESOLUTION 18-79

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH BOB TEBO, LLC FOR FY 2019

### h. WDB RESOLUTION 18-80

A RESOLUTION APPROVING A TANF REFUGEE PROGRAM (TRP) AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT EXTENSION WITH JEWISH FAMILY SERVICES THROUGH JUNE 30, 2020

### i. WDB RESOLUTION 18-82

A RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE CY 2019 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION AUTHORITY FOR FY 2019

### j. WDB RESOLUTION 18-85

A RESOLUTION APPROVING THE FISCAL YEAR 2019 WAGNER-PEYSER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE

### k. WDB RESOLUTION 18-86

A RESOLUTION APPROVING THE FISCAL YEAR 2019 WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FOR THE SOUTHEAST MICHIGAN CONSORTIUM

### l. WDB RESOLUTION 18-87

A RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE APPRENTICESHIP SUCCESS COORDINATOR PROGRAM

## MEMORANDUM

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

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

**Date:** April 3, 2019

**Subject:** FY 2018 WIOA Incumbent Worker contract approvals

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve Incumbent Worker contracts for the following companies:

- FlexDex Surgical, Inc. \$9,600
- Refrigeration Sales, Inc. \$3,945
- F. P. Miller Company \$3,300
- Elm Plating Company \$11,459.94
- Hatch Stamping Company \$11,701
- Uckele Health and Nutrition \$9,593
- Gyro Enterprises \$579.95

### **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. 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.

### **Discussion**

Seven Incumbent Worker applications have been received in the last month. The Employer Services Committee has reviewed them and approved the applications. Below is a summary of the applications.

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

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained and area</b>	<b>County</b>
FlexDex Surgical, Inc	Not to exceed \$9,600	6- Value stream mapping	Livingston
Refrigeration Sales	Not to exceed \$3,945	3- FANUC, Internal Auditor	Jackson

F.P. Miller Company	Not to exceed \$3,300	3- Electrical trouble shooting	Jackson
Elm Plating Company	Not to exceed \$11,459.94	16- Intermediate Electricity; various others	Jackson
Hatch Stamping Company	Not to exceed \$11,701	20- GD&T; VISI	Washtenaw
Uckele Health and Nutrition	Not to exceed \$9,593	12- Lean/Supervisory	Lenawee
Gyro Enterprises	Not to exceed \$579.95	1- Accounting	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 18-68**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR VARIOUS COMPANIES**

- 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 Incumbent Worker (IW) training requests from seven different companies as described in the attached Memorandum; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, The applications have been reviewed and approved by the Employer Services Committee; 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 applications listed above and as approved by the Employer Services Committee.

**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:** April 3, 2019

**Subject:** Memorandums of Understanding (MOU) with the Southeast Michigan Community Alliance (SEMCA) regarding the sharing of Resource Coach

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with SEMCA to share a Resource Coach for the Lenawee Business Resource Network.

**Discussion**

As Business Resource Networks (BRNs) are established, Resource Coaches are needed to meet with employees at the member companies to provide case management and support services. A BRN has been established in Lenawee County. But due to its current size and at the request of the local Department of Health and Human Services (DHHS) office, they would like to have one Resource Coach cover the small networks in Lenawee and Monroe (part of SEMCA Michigan Works!) so that employers can begin receiving services.

SEMCA will sign an agreement with the DHHS office which covers Lenawee and Monroe County. MWSE will reimburse SEMCA based on the share of time the Resource Coach spends with Lenawee BRN members.

**RESOLUTION APPROVED BY: NONE**

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-69**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)  
WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE**

- 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 Business Resource Network (BRN) in Lenawee County has been established; and
- WHEREAS, A Resource Coach through the local Department of Health and Human Services (DHHS) office will be splitting their time between the Lenawee BRN and a BRN in Monroe County which is part of The Southeast Michigan Community Alliance (SEMCA); and
- WHEREAS, Staff are requesting a Memorandum of Understanding to clarify the payment methods and amounts for the sharing of the Resource Coach; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

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

**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:** April 3, 2019

**Subject:** Contract extension to Thomas P. Miller and Associates to continue as the agency's One-Stop Operator

**Board Action Requested**

It is requested that Michigan Works! Southeast Workforce Development Board approve a contract with Thomas P. Miller and Associates to serve as the One-Stop Operator for the Southeast Michigan Consortium in an amount not to exceed \$45,000 from July 1, 2019 through June 30, 2020.

**Background**

The Workforce Innovation and Opportunity Act (WIOA) requires that One-Stop Operators be competitively procured for each Workforce area. The Talent Investment Agency and U.S. Department of Labor has provided guidance on the expected roles of One-Stop Operators.

**Discussion**

A request for proposal (RFP) was released in 2017 to procure a One-Stop Operator and Thomas P. Miller and Associates was awarded a contract. The RFP has two, one-year extension options and the current agreement expires on June 30, 2019.

Thomas P. Miller and Associates has worked well with Michigan Works! Southeast. Besides organizing quarterly meetings with partner agencies, they have provided feedback on interviews with staff and provided guidance on improving internal processes and procedures. Staff would like to extend their contract and keep them as the One-Stop Operator for another year.

Approval of the One-Stop Operator contract extension with Thomas P. Miller and associates is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**Michigan Works! Southeast Workforce Development Board  
RESOLUTION 18-70**

**RESOLUTION APPROVING ONE-STOP OPERATOR SERVICE CONTRACT EXTENSION WITH THOMAS P. MILLER AND ASSOCIATES**

- 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 to serve as the One-Stop Operator for Michigan Works! Southeast was awarded to Thomas P. Miller and Associates for the time period July 1, 2017 through June 30, 2019; and
- WHEREAS, Based on satisfactory performance, staff would like to exercise the option in the Request for Proposal extending the contract for one year through June 30, 2020; and
- WHEREAS, The contract extension for Thomas P. Miller and Associates will be from July 1, 2019 through June 30, 2020 at a cost not to exceed \$45,000; and

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves a One-Stop Operator contract extension with Thomas P. Miller and Associates through June 30, 2020.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contract, 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:** April 3, 2019  
**Subject:** Family Forward Demonstration project grant

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2019 Family Forward project grant in the amount of \$311,706.

**Discussion**

The State of Michigan is continuing implementation of the "Family Forward Demonstration (FFD)" project. This program focuses on assisting non-custodial parents with training to secure higher paying employment and allow them to meet requirements for child support payments.

Within Michigan Works! Southeast, the program is only available in Jackson County. Referrals are received from the Friend of the Court and training in high demand areas is conducted with area training institutions such as Jackson College.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-71**

**A RESOLUTION ACCEPTING FUNDING FOR THE FY 2019 FAMILY FORWARD  
DEMONSTRATION PROJECT**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A pilot program known as the "Family Forward Demonstration" project was implemented Jackson County with the aim to assist non-custodial parents with securing employment or higher paying employment; and
- WHEREAS, FFD will be implemented as a study and if successful, will be used as a model for implementation across the State; and
- WHEREAS, Michigan Works! Southeast will receive \$311,706 during FY 2019 (10/1/18 through 9/30/19) for case management, training and support services; and
- WHEREAS, Michigan Works! Southeast will receive referrals from the Friend of the Court; and
- WHEREAS, Acceptance of these funds will require approval from the Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of funds for the FY 2019 Family Forward Demonstration project in the amount of \$311,706.

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

**MEMORANDUM**

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

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

**Date:** April 3, 2019

**Subject:** Memorandums of Understanding (MOU) with Michigan Automotive Compressor, Inc.

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with Michigan Automotive Compressor, Inc.

**Discussion**

Michigan Automotive Compressor, Inc. (MACI) is willing to partner with Michigan Works! Southeast on Adult Education services. Michigan Works! Southeast will be providing full adult education services which will include an instructor for six hours a week to offer assessment services, academic courses inclusive of Adult Basic Education, English as a Second Language, High School equivalency and High School Completion as well as supporting post-secondary remediation skill development.

MACI will be supplying the space, computer support system access, internal marketing and external marketing support (ability to use their name in external marketing efforts), equipment needs and ancillary support if needed for expansion of material supplies, such as purchase of software licenses if needed or other equipment needs to support classroom operation and instruction.

**RESOLUTION APPROVED BY: NONE**

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-72**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOUS)  
WITH MICHIGAN AUTOMOTIVE COMPRESSOR, INC.**

- 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 Automotive Compressor, Inc. (MACI) is willing to partner with Michigan Works! Southeast to expand adult education services; and
- WHEREAS, MACI will provide space, equipment and promotional support while Michigan Works! Southeast provide staffing and the curriculum; and
- WHEREAS, Staff are requesting a Memorandum of Understanding to clarify the roles and responsibilities of the partnership; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

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

**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:** May 1, 2019

**Subject:** Specialized Business Services Contract extensions for Program Year 2019

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve one-year contract extensions with the following organizations:

- Ann Arbor SPARK (as the lead agency for the Greater Ann Arbor Region) in an amount not to exceed \$220,476 for 7/1/19 through 6/30/20
- Small Business Development Center – Washtenaw Community College, in an amount not to exceed \$76,980 for 7/1/19 through 6/30/20
- Bob Tebo, LLC, in an amount not to exceed \$40,000 for 8/1/2019 through 7/31/20

**Discussion**

In May of 2018, The Michigan Works! Southeast Workforce Development Board approved Specialized Business Service contracts with Ann Arbor SPARK (lead agency for the Greater Ann Arbor Region), the Small Business Development Center (with Washtenaw Community College) and Bob Tebo, LLC. The RFP allows for a one-year extension on these contracts and staff are recommending that this option be exercised.

The Ann Arbor SPARK and Small Business Development Center contract extensions will be for the time period 7/1/19 through 6/30/20 and the Bob Tebo, LLC contract will be for 8/1/19 through 7/31/20.

Approval of these contract extensions is contingent upon approval by the Workforce Development Council.

**MEMORANDUM**

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

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

**Date:** May 1, 2019

**Subject:** Specialized Youth Services Contract extensions for Program Year 2019

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve contract extensions with the following organizations for specialized youth services for the period July 1, 2019 to June 30, 2020:

Hartland Consolidated Schools (Livingston County) – Not to exceed \$37,000  
Key Opportunities (Hillsdale County) – Not to exceed \$117,480  
Work Skills Corporation (Washtenaw County) – Not to exceed \$110,000  
Livingston Educational Service Agency – Not to exceed \$70,000

**Discussion**

In May of 2018, The Workforce Development Board approved WIOA Specialized Youth Services contracts with the organizations listed above. The Request for Proposal release as that time allowed for a one-year extension of contracts. Staff are recommending that this option be exercised for all four of the Specialized Youth Services contracts.

Budget requests for FY 2019 (July 1, 2019 through June 30, 2020) are roughly the same as last year. There is a slight increase in the request from Hartland Consolidated Schools due to the fact they plan to enroll more students into the program. Their budget increase request is \$6,000. Staff are recommending that all budget increases be allowed.

Approval of the contract extensions is contingent on approval from the Michigan Works! Southeast Workforce Development Board.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD****RESOLUTION 18-73****RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT  
EXTENSION WITH HARTLAND CONSOLIDATED SCHOOLS**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the 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, In May of 2018, a WIOA Specialized Youth Services contract was awarded to Hartland Consolidated Schools for the time period July 1, 2018 through June 30, 2019; and
- WHEREAS, Staff are recommending that the one-year extension allowed in the Request for Proposal be exercised, and
- WHEREAS, The new contract will be in the amount of \$37,000 for the time period July 1, 2019 through June 30, 2020.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Youth services contract extension with Hartland Consolidated in an amount not to exceed \$37,000 for period July 1, 2019 through June 30, 2020.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD****RESOLUTION 18-79****RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH BOB TEBO, LLC FOR FY 2019**

- 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, In May, 2018, a Specialized Business Services contract was awarded to the Bob Tebo, LLC for the time period 7/1/18 through 6/30/19; and
- WHEREAS, The contract was later extended through 7/31/19 to better align with the program year as implemented by Bob Tebo, LLC; and
- WHEREAS, The Request for Proposal allowed for a one-year extension on the contract and staff are recommending that this option be exercised, and
- WHEREAS, The new contract will be in the amount of \$40,000 for the time period 8/1/19 through 7/31/20, and
- WHEREAS, Extension of the contract extension is contingent on approval from the Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves a WIOA Specialized Business services contract extension with Bob Tebo, LLC in an amount not to exceed \$40,000 for the period August 1, 2019 through July 31, 2020.

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

**MEMORANDUM**

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

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

**Date:** May 1, 2019

**Subject:** Contract Extension with Jewish Family Services (JFS) to provide TANF Refugee Program and English as a Second Language services

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board (WDB) approve a contract extension with Jewish Family Services to provide TANF Refugee Program (TRP) and English as a Second Language (ESL) services for Michigan Works! Southeast for one additional year, through June 30, 2020 in the amount of \$394,801

**Background**

The Department of Health and Human Services (DHHS) refers refugees to Michigan Works! agencies to participate in services similar to the PATH program. Funding is provided to areas projected to have a large number of refugees. Specific agencies are procured by the Michigan Office of New Americans (MONA) and Jewish Family Services is one of a handful of agencies in Michigan selected.

**Discussion**

In Resolution WDB 16-39 the Michigan Works! Southeast Workforce Development Board approved a contract with Jewish Family Services from January 1, 2017 through June 30, 2018. This was later extended through June 30, 2019. Due to the "sole source" nature of the services and this contract, a competitive bid process was not required by the Talent Investment Agency.

Approval of the TRP and ESL contract extension with Jewish Family Services is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-80**

**RESOLUTION APPROVING A TANF REFUGEE PROGRAM (TRP) AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT EXTENSION WITH JEWISH FAMILY SERVICES THROUGH JUNE 30, 2020**

- 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, Jewish Family Services (JFS) has been providing TANF Refugee Program (TRP) and English as a Second Language (ESL) services for the Consortium since January 1, 2017; and
- WHEREAS, The Michigan Office of New Americans (MONA) has selected JFS as an organization to provide such services to refugees across the State of Michigan; and
- WHEREAS, Based on satisfactory performance and the "sole source" nature of the program's procurement, staff are recommending an extension of the contract through June 30, 2020.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves a contract extension for the TRP and ESL program contract with Jewish Family Services for the time period July 1, 2019 through June 30, 2020 in the amount of \$394,801.

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

**MEMORANDUM**

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

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

**Date:** May 1, 2019

**Subject:** CY 2019 Reemployment Services and Eligibility Assessment (RESEA) Program

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the CY 2019 Reemployment Service and Eligibility Assessment (RESEA) program in the amount of \$1,628,890 for the time period January 1, 2019 through December 31, 2019.

**Background**

Reemployment Services and Eligibility Assessment (RESEA) Program has replaced the Unemployment Insurance Agency's (UIA) mandatory profiling program. Under the RESEA, Unemployment Insurance (UI) applicants deemed as "likely to exhaust their unemployment" will receive a letter from UIA instructing them to make an appointment for the RESEA program.

**Discussion**

The MWAs must deliver all the RESEA activities listed below:

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

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

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-82**

**A RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE CY 2019 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Reemployment Services and Eligibility Assessment (RESEA) Program will be replacing the Unemployment Insurance Agency's (UIA) mandatory profiling program; and
- WHEREAS, UI applicants receiving these benefits must participate in certain services through a Michigan Works! agency (MWA); and
- WHEREAS, These are available to RESEA services provided to referred people from January 1, 2019 through December 31, 2019; and
- WHEREAS, The plan must be approved by both the Southeast Michigan Consortium Board and the Southeast Michigan Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the grant and plan for the CY 2019 Reemployment Services and Eligibility Assessment (RESEA) Program for the time January 1, 2019 through December 31, 2019 in the amount of \$162,890.

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



**MEMORANDUM**

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

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

**Date:** May 1, 2019

**Subject:** FY 2019 Wagner-Peyser Employment Services program plan

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the Wagner-Peyser Employment Services program from the Talent Investment Agency for the period of July 1, 2019 through June 30, 2021 in the amount of up to \$960,000.

**Background**

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

**Discussion**

The draft allocation for PY 2019 is \$960,000. The official allocation will likely not be released until June. Approval of grant fund acceptance and requires the approval of the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board.

Attached is the FY 2019 Employment Services resolution for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-85**

**RESOLUTION APPROVING THE FISCAL YEAR 2019 WAGNER-PEYSER  
EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The federal Wagner-Peyser Act establishes the United States Employment Service (USES) to provide a nationwide labor exchange system and establishes State Employment Security Agencies (SESA's) to administer the system in each state and;
- WHEREAS, The Workforce Innovation and Opportunity Act of 2014 mandates that Employment Services continue to be part of the "One-Stop" system; and
- WHEREAS, The Talent Investment Agency requires the Southeast Michigan Consortium to submit an application for Wagner-Peyser funds for the period from July 1, 2019 through June 30, 2021; and
- WHEREAS, The Southeast Michigan Consortium's Wagner-Peyser employment service draft allocation is \$960,000.

**IT IS THEREFORE RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of grant funds for the period of July 1, 2019 to June 30, 2021 in the amount of \$960,000 to the Talent Investment Agency.

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

## MEMORANDUM

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

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

**Date:** May 1, 2019

**Subject:** FY 2019 Workforce Innovation and Opportunity Act funding

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the Workforce Innovation and Opportunity Act (WIOA) program from the Talent Investment Agency for the period of July 1, 2019 through June 30, 2021 in the amount of up to \$4,400,302.

### **Background**

The Workforce Innovation and Opportunity Act (WIOA) of 2014 replaced the Workforce Investment Act (WIA) as the main authorizing legislation for Workforce Development programs in the nation. WIOA has a stronger emphasis on in-demand training, work-based training/learning and out-of-school youth in addition to regional planning and partnering with other human service agencies. WIOA is broken into three pots of money: Adult, Dislocated Worker and Youth.

### **Discussion**

Funding for WIOA is distributed partially in July and the balance in October. As of now, only a "planning allocation" has been released the Talent Investment Agency, with the official allocations expected in mid to late June. WIOA allocations are as follows (July distribution and October distribution combined):

Adult	\$ 1,494,351
Dislocated Worker	\$ 1,171,321
Youth	\$ 1,734,630
<b>TOTAL</b>	<b>\$ 4,400,302</b>

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

**Michigan Works! Southeast Workforce Development Board  
RESOLUTION 18-86**

**RESOLUTION APPROVING THE FISCAL YEAR 2019 WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FOR THE SOUTHEAST MICHIGAN CONSORTIUM**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Planning allocations for the FY 2019 Workforce Innovation and Opportunity Act (WIOA) have been released by the Talent Investment Agency; and
- WHEREAS, WIOA has a strong emphasis on in-demand training, work-based training/learning and out-of-school youth; and
- WHEREAS, WIOA funding is available to Adults, Dislocated Workers and Youth; and
- WHEREAS, The Southeast Michigan Consortium's total WIOA allocation is \$4,400,302.

**IT IS THEREFORE RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the submission of the PY 2019 Workforce Innovation and opportunity Act grant for the period of July 1, 2019 to June 30, 2021 in the amount of \$4,400,302 to the Talent Investment Agency

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

## MEMORANDUM

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

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

**Date:** May 1, 2019

**Subject:** Apprenticeship Success Coordinator grant award and plan submission

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding in an amount not to exceed \$40,095 and approve the plan for the Apprenticeship Success Coordinator program. The program is projected to run from January 1, 2019 through July 31, 2020.

### **Background**

The Talent Investment Agency (TIA) is allocating funds from various funding sources to support the increased use of Registered Apprenticeships (RAs) throughout Michigan's workforce development system. MWAs are to use the funding to support activities of one or more staff members who will function as Apprenticeship Success Coordinators (ASC). ASC will assist employers with local projects to effectively launch, register, conduct, report on and ensure successful completion of new RA.

### **Discussion**

Apprenticeship Success Coordinator duties will include the following:

- Foster and establish sustainable RA programs in their areas;
- Assist employers and employer-led collaboratives from varying sectors in expanding RA programs, starting new programs, and working together to create a pipeline of skilled workers;
- Identify, develop and disseminate tools and strategies that increase access, entry, and retention in RA for underrepresented populations;
- Increase the diversity of workers entering and successfully completing RA programs through the development, implementation, and scaling of diversity and inclusion plans and practices;

- Facilitate workforce development system customers' placement into RA opportunities;
- Help to coordinate and/or become involved in a wrap-around approach across workforce development systems to address multiple employment and training needs for RA participants and sponsors;
- Act as intermediaries between job-seekers and employers providing job-coaching, mentoring, and conflict-resolution, as needed;

Approval of the Apprenticeship Success Coordinator grant funding acceptance and plan approval is contingent upon approval by the Workforce Development Board and Consortium Board. A Resolution is attached for your consideration.

## MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

### RESOLUTION 18-87

#### RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE APPRENTICESHIP SUCCESS COORDINATOR 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, A grant known as the "Apprenticeship Success Coordinator" grant has been made available to expand the use of Registered Apprenticeships across the State of Michigan; and
- WHEREAS, Michigan Works! Southeast will use the funding to help fund a staff person to promote Apprenticeships, work with State and Federal organizations and assist the Business Service team; and
- WHEREAS, Funding will be in the amount of \$40,095; and
- WHEREAS, The funding is available from January 1, 2019 through July 31, 2020.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves submission of the plan and grant acceptance in an amount not to exceed \$40,095 for the Apprenticeship Success Coordinator program.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the Approval Request form and any other documents necessary for implementation of this program.

**8. Resolutions for Consideration of the Workforce Development Board (WDB)****a. WDB RESOLUTION 18-67**

A Resolution approving Infrastructure Funding Agreements (IFAs) for Workforce Investment Opportunity and Innovation Act required partners for 2019

**b. WDB RESOLUTION 18-74**

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH THE LIVINGSTON EDUCATIONAL SERVICES AGENCY (LESA)

**c. WDB RESOLUTION 18-75**

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH WORK SKILLS CORPORATION

**d. WDB RESOLUTION 18-76**

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH KEY OPPORTUNITIES

**e. WDB RESOLUTION 18-77**

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH ANN ARBOR SPARK FOR FY 2019

**f. WDB RESOLUTION 18-78**

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH THE SMALL BUSINESS DEVELOPMENT CENTER (WASHTENAW COMMUNITY COLLEGE) FOR FY 2019

**g. WDB RESOLUTION 18-81**

A RESOLUTION RECOMMENDING A CONTRACT EXTENSION WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVE AS THE FISCAL AGENCY FOR THE CONSORTIUM FOR UP TO 12 MORE MONTHS (THROUGH JUNE 30, 2020)

**h. WDB RESOLUTION 18-83**

A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH WASHTENAW COMMUNITY COLLEGE FOR FY 2019

**i. WDB RESOLUTION 18-84**

A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY FOR FY 2019



**MEMORANDUM**

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

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

**Date:** April 3, 2019

**Subject:** Infrastructure Funding Agreements (IFAs) for Workforce Innovation and Opportunity Act (WIOA) required partners for Fiscal Year (FY) 2019

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signatures on IFAs for FY 2019 (July 1, 2019 through June 30, 2020).

**Discussion**

WIOA requires that other federally funded programs that have workforce or job training activities support the local American Job Centers (Michigan Works! Service Centers). This support can be either cash, non-cash or third-party in-kind support. The amount of support required from each partner is dependent on either their physical presence in the Service Centers or their "relative benefit" of the services from the local American Job Center. "Relative benefit" data is provided by the Talent Investment Agency.

To document the required support, IFAs are established. These documents are valid for one year (July 1, 2019 through June 30, 2020) and must be reconciled quarterly.

**RESOLUTION APPROVED BY: NONE**

Approval for these IFAs 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 18-67**

**A RESOLUTION APPROVING INFRASTRUCTURE FUNDING AGREEMENTS FOR  
WIOA REQUIRED PARTNERS FOR FY 2019**

- 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 requires other federally funded workforce program to support the local American Job Centers; and
- WHEREAS, The amount of support is based on the partner's physical presence in the Service Centers or their "relative benefit" from the Service Center; and
- WHEREAS, An Infrastructure Funding Agreement (IFA) is established to described the partner's benefit and the amount of support required; and
- WHEREAS, These IFAs require approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the IFAs for FY 2019.

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

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the IFAs, 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:** May 1, 2019

**Subject:** Specialized Youth Services Contract extensions for Program Year 2019

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve contract extensions with the following organizations for specialized youth services for the period July 1, 2019 to June 30, 2020:

Hartland Consolidated Schools (Livingston County) – Not to exceed \$37,000  
Key Opportunities (Hillsdale County) – Not to exceed \$117,480  
Work Skills Corporation (Washtenaw County) – Not to exceed \$110,000  
Livingston Educational Service Agency – Not to exceed \$70,000

**Discussion**

In May of 2018, The Workforce Development Board approved WIOA Specialized Youth Services contracts with the organizations listed above. The Request for Proposal release as that time allowed for a one-year extension of contracts. Staff are recommending that this option be exercised for all four of the Specialized Youth Services contracts.

Budget requests for FY 2019 (July 1, 2019 through June 30, 2020) are roughly the same as last year. There is a slight increase in the request from Hartland Consolidated Schools due to the fact they plan to enroll more students into the program. Their budget increase request is \$6,000. Staff are recommending that all budget increases be allowed.

Approval of the contract extensions is contingent on approval from the Michigan Works! Southeast Workforce Development Board.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD****RESOLUTION 18-74****RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH THE LIVINGSTON EDUCATIONAL SERVICES AGENCY**

- 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, In May of 2018, a WIOA Specialized Youth Services contract was awarded to the Livingston Education Service Agency for the time period July 1, 2018 through June 30, 2019; and
- WHEREAS, Staff are recommending that the one-year extension allowed in the Request for Proposal be exercised, and
- WHEREAS, The new contract will be in the amount of \$70,000 for the time period July 1, 2019 through June 30, 2020.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Youth services contract extension with the Livingston Educational Service Agency in an amount not to exceed \$70,000 for period July 1, 2019 through June 30, 2020.

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

**MEMORANDUM**

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

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

**Date:** May 1, 2019

**Subject:** Specialized Youth Services Contract extensions for Program Year 2019

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve contract extensions with the following organizations for specialized youth services for the period July 1, 2019 to June 30, 2020:

Hartland Consolidated Schools (Livingston County) – Not to exceed \$37,000  
Key Opportunities (Hillsdale County) – Not to exceed \$117,480  
Work Skills Corporation (Washtenaw County) – Not to exceed \$110,000  
Livingston Educational Service Agency – Not to exceed \$70,000

**Discussion**

In May of 2018, The Workforce Development Board approved WIOA Specialized Youth Services contracts with the organizations listed above. The Request for Proposal release as that time allowed for a one-year extension of contracts. Staff are recommending that this option be exercised for all four of the Specialized Youth Services contracts.

Budget requests for FY 2019 (July 1, 2019 through June 30, 2020) are roughly the same as last year. There is a slight increase in the request from Hartland Consolidated Schools due to the fact they plan to enroll more students into the program. Their budget increase request is \$6,000. Staff are recommending that all budget increases be allowed.

Approval of the contract extensions is contingent on approval from the Michigan Works! Southeast Workforce Development Board.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD****RESOLUTION 18-75****RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT  
EXTENSION WITH WORK SKILLS CORPORATION**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the 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, In May of 2018, a WIOA Specialized Youth Services contract was awarded to Work Skills Corporation for the time period July 1, 2018 through June 30, 2019; and
- WHEREAS, Staff are recommending that the one-year extension allowed in the Request for Proposal be exercised, and
- WHEREAS, The new contract will be in the amount of \$110,000 for the time period July 1, 2019 through June 30, 2020.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Youth services contract extension with Work Skills Corporation in an amount not to exceed \$110,000 for period July 1, 2019 through June 30, 2020.

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

## MEMORANDUM

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

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

**Date:** May 1, 2019

**Subject:** Specialized Youth Services Contract extensions for Program Year 2019

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve contract extensions with the following organizations for specialized youth services for the period July 1, 2019 to June 30, 2020:

Hartland Consolidated Schools (Livingston County) – Not to exceed \$37,000  
Key Opportunities (Hillsdale County) – Not to exceed \$117,480  
Work Skills Corporation (Washtenaw County) – Not to exceed \$110,000  
Livingston Educational Service Agency – Not to exceed \$70,000

### **Discussion**

In May of 2018, The Workforce Development Board approved WIOA Specialized Youth Services contracts with the organizations listed above. The Request for Proposal release as that time allowed for a one-year extension of contracts. Staff are recommending that this option be exercised for all four of the Specialized Youth Services contracts.

Budget requests for FY 2019 (July 1, 2019 through June 30, 2020) are roughly the same as last year. There is a slight increase in the request from Hartland Consolidated Schools due to the fact they plan to enroll more students into the program. Their budget increase request is \$6,000. Staff are recommending that all budget increases be allowed.

Approval of the contract extensions is contingent on approval from the Michigan Works! Southeast Workforce Development Board.

## MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

### RESOLUTION 18-76

#### RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH KEY OPPORTUNITIES

- 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, In May of 2018, a WIOA Specialized Youth Services contract was awarded to Key Opportunities for the time period July 1, 2018 through June 30, 2019; and
- WHEREAS, Staff are recommending that the one-year extension allowed in the Request for Proposal be exercised, and
- WHEREAS, The new contract will be in the amount of \$117,480 for the time period July 1, 2019 through June 30, 2020.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Youth services contract extension with Key Opportunities in an amount not to exceed \$117,480 for period July 1, 2019 through June 30, 2020.

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



## MEMORANDUM

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

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

**Date:** May 1, 2019

**Subject:** Specialized Business Services Contract extensions for Program Year 2019

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve one-year contract extensions with the following organizations:

- Ann Arbor SPARK (as the lead agency for the Greater Ann Arbor Region) in an amount not to exceed \$220,476 for 7/1/19 through 6/30/20
- Small Business Development Center – Washtenaw Community College, in an amount not to exceed \$76,980 for 7/1/19 through 6/30/20
- Bob Tebo, LLC, in an amount not to exceed \$40,000 for 8/1/2019 through 7/31/20

### **Discussion**

In May of 2018, The Michigan Works! Southeast Workforce Development Board approved Specialized Business Service contracts with Ann Arbor SPARK (lead agency for the Greater Ann Arbor Region), the Small Business Development Center (with Washtenaw Community College) and Bob Tebo, LLC. The RFP allows for a one-year extension on these contracts and staff are recommending that this option be exercised.

The Ann Arbor SPARK and Small Business Development Center contract extensions will be for the time period 7/1/19 through 6/30/20 and the Bob Tebo, LLC contract will be for 8/1/19 through 7/31/20.

Approval of these contract extensions is contingent upon approval by the Workforce Development Council.

## MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

### RESOLUTION 18-77

#### **RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH ANN ARBOR SPARK FOR FY 2019**

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, In May, 2018, a Specialized Business Services contract was awarded to Ann Arbor SPARK (lead agency for the Greater Ann Arbor Region) for the time period 7/1/18 through 6/30/19; and

WHEREAS, The Request for Proposal allowed for a one-year extension on the contract and staff are recommending that this option be exercised, and

WHEREAS, The new contract will be in the amount of \$220,476 for the time period 7/1/19 through 6/30/20, and

WHEREAS, Extension of the contract extension is contingent on approval from the Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves a WIOA Specialized Business services contract extension with Ann Arbor SPARK in an amount not to exceed \$220,476 for the period July 1, 2019 through June 30, 2020.

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

**MEMORANDUM**

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

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

**Date:** May 1, 2019

**Subject:** Specialized Business Services Contract extensions for Program Year 2019

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve one-year contract extensions with the following organizations:

- Ann Arbor SPARK (as the lead agency for the Greater Ann Arbor Region) in an amount not to exceed \$220,476 for 7/1/19 through 6/30/20
- Small Business Development Center – Washtenaw Community College, in an amount not to exceed \$76,980 for 7/1/19 through 6/30/20
- Bob Tebo, LLC, in an amount not to exceed \$40,000 for 8/1/2019 through 7/31/20

**Discussion**

In May of 2018, The Michigan Works! Southeast Workforce Development Board approved Specialized Business Service contracts with Ann Arbor SPARK (lead agency for the Greater Ann Arbor Region), the Small Business Development Center (with Washtenaw Community College) and Bob Tebo, LLC. The RFP allows for a one-year extension on these contracts and staff are recommending that this option be exercised.

The Ann Arbor SPARK and Small Business Development Center contract extensions will be for the time period 7/1/19 through 6/30/20 and the Bob Tebo, LLC contract will be for 8/1/19 through 7/31/20.

Approval of these contract extensions is contingent upon approval by the Workforce Development Council.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD****RESOLUTION 18-78****RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH THE SMALL BUSINESS DEVELOPMENT CENTER (WASHTENAW COMMUNITY COLLEGE) FOR FY 2019**

- 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, In May, 2018, a Specialized Business Services contract was awarded to the Small Business Development Center (through Washtenaw Community College) for the time period 7/1/18 through 6/30/19; and
- WHEREAS, The Request for Proposal allowed for a one-year extension on the contract and staff are recommending that this option be exercised, and
- WHEREAS, The new contract will be in the amount of \$76,980 for the time period 7/1/19 through 6/30/20, and
- WHEREAS, Extension of the contract extension is contingent on approval from the Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves a WIOA Specialized Business services contract extension with the Small Business Development Center in an amount not to exceed \$76,980 for the period July 1, 2019 through June 30, 2020.

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

## MEMORANDUM

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

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

**Date:** May 1, 2019

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

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board recommend a contract extension with SEMCA to serve as fiscal agent for the Consortium for up to twelve months from July 1, 2019 through June 30, 2020.

### **Background**

As the merger of the Southeast Michigan Consortium began to take shape, it was decided to explore the possibility of contracting out fiscal agent services to another agency. Having another agency handle the funds, bill paying and human resource functions would help smooth the transition and allow staff to focus more on program and staff integration. After a Request for Proposal (RFP) was released, a strong bid from the Southeast Michigan Community Alliance (SEMCA) was received. A committee reviewed their bid and negotiated an outline to an agreement. An agreement has been in place with SEMCA since July 1, 2016.

### **Discussion**

Staff are requesting an extension of the agreement for up to twelve months potentially through 6/30/2020. The extension for this contract is to help cover the transition time period of the fiscal and human resources duties coming under the direct control of the Consortium. The exact cost of this contract is currently unknown since the amount of time needed from SEMCA staff to assist with the transition and support audits after the transition is unknown. Staff are asking for the flexibility to negotiate this issue after further discussions.

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

**Michigan Works! Southeast Workforce Development Board  
RESOLUTION 18-81**

**A RESOLUTION RECOMMENDING A CONTRACT EXTENSION WITH THE  
SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVE AS THE  
FISCAL AGENCY FOR THE CONSORTIUM FOR UP TO 12 MORE MONTHS  
(THROUGH JUNE 30, 2020)**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide fiscal and human resource services to the Consortium; and
- WHEREAS, A bid was received and a contract awarded to The Southeast Michigan Community Alliance (SEMCA); and
- WHEREAS, Based on the strength of their work, staff are recommending an extension of the current contract up to twelve months through June 30, 2020; and
- WHEREAS, The cost of the contract will be negotiated by staff pending further discussions and clarity on the transition of fiscal and human resources services from SEMCA to the Consortium.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby recommends extension of the fiscal agent contract with SEMCA for the time period July 1, 2019 through June 30, 2020.

**MEMORANDUM**

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

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

**Date:** May 1, 2019

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

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board (WDB) approve a contract with Washtenaw Community College to provide Wagner-Peyser Employment Services and Trade Adjustment Act services for Michigan Works! Southeast in an amount not to exceed \$967,302 from July 1, 2019 through June 30, 2020. These services would be provided in Washtenaw, Jackson, Lenawee and Hillsdale counties.

**Background**

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

**Discussion**

Washtenaw Community College's bid is to cover the counties of Washtenaw, Jackson, Lenawee and Hillsdale. Washtenaw Community College has been providing Employment Services and Trade Adjustment Act services for these counties since the founding of Michigan Works! Southeast

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-83**

**RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT  
WITH WASHTENAW COMMUNITY COLLEGE FOR FY 2019**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide Merit-Based Staff program services to Michigan Works! Southeast; and
- WHEREAS, Bids were received from Washtenaw Community College (WCC) and Livingston County Community Mental Health Authority (CMH); and
- WHEREAS, Based on the strength of their proposal, WCC has been selected to provide Wagner-Peyser and TAA (Merit-Based Staff programs) services for Washtenaw, Jackson, Lenawee and Hillsdale counties; and
- WHEREAS, The contract for WCC is capped at \$967,302 for the period July 1, 2019 through and June 30, 2020.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves Wagner-Peyser and TAA program services contract with WCC in an amount not to exceed \$967,302 for the period July 1, 2019 to June 30, 2020, pending contract and budget negotiations between Michigan Works! Southeast staff and WCC staff.

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



## MEMORANDUM

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

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

**Date:** May 1, 2019

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

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board (WDB) approve a contract with Livingston County Community Mental Health Authority (LCCMHA) to provide Wagner-Peyser Employment Services and Trade Adjustment Act services for Michigan Works! Southeast in an amount not to exceed \$226,507 from July 1, 2019 through June 30, 2020. These services would be provided in Livingston County.

### **Background**

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

### **Discussion**

LCCMHA's bid is to cover Livingston County. LCCMHA has been providing Employment Services and Trade Adjustment Act services for Livingston County since before the founding of Michigan Works! Southeast.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 18-84**

**RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY FOR FY 2019**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide Merit-Based Staff program services to Michigan Works! Southeast; and
- WHEREAS, Bids were received from Washtenaw Community College (WCC) and Livingston County Community Mental Health Authority (LCCMHA); and
- WHEREAS, Based on the strength of their proposal, LCCMHA has been selected to provide Wagner-Peyser and TAA (Merit-Based Staff programs) services for Livingston County; and
- WHEREAS, The contract for LCCMHA is capped at \$226,507 for the period July 1, 2019 through and June 30, 2020.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves Wagner-Peyser and TAA program services contract with LCCMHA in an amount not to exceed \$226,507 for the period July 1, 2019 to June 30, 2020, pending contract and budget negotiations between Michigan Works! Southeast staff and WCC staff.

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

**10. Committee Reports**

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



**Going Pro / BRN / Salesforce / Vocational Village and MWSE! Committee Charter Update**

Going Pro just discussed.

BRN - 19 Employers participating and 85 Employers attended information sessions

Saline meeting on 3/15/19 had 10-12 attendees and looks promising. Sandy navigating most of the outreach.

No new BRN funds for next year but the current year funds unspent will move to next year for availability.

Sales force data to be entered by BSC for past four months.

MWSE! Committee Charter attachment an overview to be addressed in detail at the next meeting on 5/6/2019.

Vocational Village Jim is working with Justin and Angela on referral process in Jackson. \$100,000.00 grant to Jackson for CDLA Training. Shamar Herron advised that we will work as an intermediary for the DTE Parnell \$100,00.00 grant for Tree Trimmers.

Huron Valley rollout early 2020.

**Open Discussion:**

JJ Hodshire thanked everyone for supporting The Hillsdale Hospital IWT.

Phil Santer asked for clarification on the FY dates on the dashboard.

**NEXT MEETING:**

In Person meeting May 6, 2019 at Washtenaw Service Center 304 Harriet St., Ypsilanti, MI 48198

# Job Seeker Committee

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**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, Marcus James, Shamar Herron, Justin Al-Igoe, Steve Girardin, Sandy Vallance, Vicki Enriquez and Alex Gossage

## Minutes

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**Agenda Items:** Strategic Plan, Employee Readiness/Career Pathways Survey, Performance Standard discussion, Discuss Metrics, Meeting Schedule

### Discussion:

1. Strategic Plan
2. Employer Services Committee
3. Career Readiness Survey
4. Vision statement for committee
5. Thomas P. Miller
6. Next Meeting

### Conclusions:

1. Strategic plan was discussed at great length with discussion determining one element "anticipating and responding to needs" is being met with the committee itself and the WIN survey. Another element "Implementation" is met with the Job Aide that the committee is working on creating.
2. WCC is working on a program with employers, it was discussed to bring in Jim Coutu to help with employers for this program. This committee would like to meet with the Employer Services Committee in about 6 months to compare and combine efforts where possible.
3. Justin will send out the survey results and request feedback and 2 actionable items from the survey. It was also discussed several other ways to help customers meet their career goals, one way is to make sure staff is trained in motivational interviewing techniques. Job clubs in the centers to help fill soft skills gaps as needed. BRN's also will help with barriers after person is working.
4. There will be a vision exercise at the next meeting to help come up with a vision for the committee.
5. Thomas P. Miller helps our one stop be more engaged with Partners, but a potential charge is to define exactly what we want them to get for us for reporting and feedback.
6. Board members want a clearer understanding of our programs. It was discussed for them to come to the service centers and talk to the career advisor as a new customer as one way. PATH and WIOA are the 2 main funding sources but there are several others. Justin is going to give Program 101 at the next meeting to help them understand the programs better. Also learn what has already been done to not repeat.

### NEXT MEETING:

The next meeting to be determined

# CEAC Meeting | MINUTES

Date **4/15/19** | Time **1:30 – 3:30pm** | Location **WISD 1735 S Wagner Rd, Ann Arbor, MI 48103**

Meeting called by:	<i>CEAC Committee</i>	<i>Attendees: CEAC Members</i>
Type of meeting:	<i>Scheduled Meeting</i>	<i>Josh Rose, John Austin, Shamar Herron, Bill Sleight, Tim Jackson, Amy Cell, Valerie Jemerson, Scott Menzel, Frank Norton, Marcus James, Tim Rodgers, Kevin Oxley, Jeremy Frew, Denise Teague, Jonathan Tobar, Jack Townsley, Nicole Bell, Pam Gosla, Heather Robidoux, Scott Heister, Matt Shane, Kevin Upton, Sarah Hierman</i>
Chair:	<i>Kevin Oxley</i>	
Minutes recorded by:	<i>Heather Robidoux</i>	
Meeting called to order:	<b>1:33 pm</b>	
Meeting adjourned:	<b>3:30 pm</b>	

*Phone: Grace Trudell, Michelle Radcliffe, Bill Rayl*

## AGENDA TOPICS

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

Marketing materials and strategic plan progress guide shared with group.

Heister stated that he has been spending the majority of his time working with partners (school/business) in the region. They have created the Michigan Advancing STEM regional team to determine and address barriers preventing students from being successful in STEM fields.

The current focus of MI STEM Region 2 is to create a cultural shift that reframes and values the STEM skills needed to be successful in the future. The task of the CEAC will be to advocate for legislative change to the educational policies which help us to make this shift.

Other notes: Michigan Construction Days in Howell will be held on May 1<sup>st</sup> and 2<sup>nd</sup>.

Action items

Person responsible    Deadline

n/a

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**Agenda topic** *Region 9 Marshall Plan Update* | **Presenter** *Pam Gosla*

One new Marshall Plan concept has been submitted in the region along with two additional applications that are revisions from the first round.

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**Agenda topic** *MCAN Presentation* | **Presenter** *John Austin*

*Austin described the State of Michigan as unique in that there is no one entity in charge of overseeing postsecondary credentials and talent attainment. Efforts to improve talent in Michigan have been ongoing, but are now in a point of emphasis.*

*Compared to other states, Michigan has an above average percentage of the population of working age with a secondary credential, but with no additional credential. This population is most at risk of their job disappearing within the next 20 years. In addition, large gaps exist in the ability to achieve a postsecondary credential for different racial/socioeconomic groups. Overall in Region 9, our statistics follow statewide trends, despite the stark variances between counties.*

*Whitmer's State of the State goal: 60% of population with a postsecondary credential by 2030*

*Two new programs are being implemented to help us reach this goal:*

- **Michigan Reconnect** – Funds for adults to gain in-demand certificates/credentials
- **Michigan Opportunity Scholarship** – Funds for high school graduates

*(See attachments for additional details.)*

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**Agenda topic** *MiCareerQuest Discussion* | **Presenter** *Bill Sleight & Shamar Herron*

*MWSE is asking the CEAC for assistance in determining if we should host a regional MiCareerQuest, which is a hands-on, career awareness opportunity for high school students. ROI and feedback from students, staff, schools, and businesses in regard to other MiCareerQuest events have been positive.*

*As a region, we need to decide whether or not we are willing to dedicate the time, resources, and money to organize and host an event. Regional commitment is needed to move forward, including support of our schools, businesses, and other stakeholders. We want to determine if this is an actionable item by no later than the end of this school year. If we do chose to host an event, it will occur in Spring of 2020.*



Action items	Person responsible	Deadline
<i>Survey stakeholders to determine levels of support for a local MiCareerQuest event</i>	<i>All members</i>	<i>6/17/19 (Next CEAC meeting)</i>

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### Agenda topic *Subcommittee Progress | Presenter Subcommittee Chairs*

#### Apprenticeships

*Knowledge of apprenticeships (DOL definition, what qualifies as an apprenticeship, RIO, etc.) is generally is unclear and the Apprenticeship Subcommittee is tasked with outreach and education. We are going to concentrate on DOL registered apprenticeships because that allows for a clearer, more communicable definition.*

#### Adult Education

*Regional AE has recently received consolidated data. In comparison with statewide performance, all of our providers are performing above the statewide goal and statewide average.*

#### Career Pathways

*The Career Pathways Subcommittee is working on a checklist that is meant to help ensure our career pathways are functioning at a high level.*

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### Special Notes

17/21 Members present

Next meeting:

June 17<sup>th</sup>, 2019

Compliance, Finance and Operations (CFO) Committee Meeting Minutes  
April 29, 2019 2:30 pm

Board members attending

Staff Attending

Lynn Matzen, Committee Co-Chair (On Phone)

Bill Sleight, Director

Mindy Bradish-Orta, Co-Chair

Cordelia Gonzalez, Fiscal Manager,

Jim Van Doren, Committee Member

Justin Al-Igoe, Policy and Planning Manager

Marcus James, WDB Board Chair,

**1. Compliance-**

State of Michigan Cycle I monitoring – review is completed. The Final Determination letter was received and there were no findings.

Cycle II will monitor one of our sub-contractors. This year they will monitor Jewish Family Services. This has been scheduled for early June.

**2. Finance-** Reviewed financial reports for Quarter ending March 31, 2019.

Income Statement –Expenses should be about 75% , total expenses are only about 60% of the budget, due to Going Pro training just getting started during this quarter and lower than planned support payments for Business Resource Networks. Spending will pick up in the current quarter.

Grant Budget vs. Expenses reports. On track to expend all of our grant funding. Bill indicated we were notified of our PY 19 allocations for our federal programs these will be reviewed at the May 8 Board meeting.

**3. Operations-** Discussed the ongoing analysis of the costs and benefits of bringing HR and fiscal services in-house. We hired a HR Transition Consultant – Jose Reyes to help us obtain a benefits administrator and other HR related functions.

Three different vendors/four different systems (one vendor with two demos) were selected to demonstrate their Enterprise Resource Planning systems. Cordelia, Bill, and Lisa were at the demos and recommended that we purchase Financial Edge NXT system for our financial system. The recommendation was discussed with and approved

by KZ Bolton, Chair of the Consortium Board; Marcus James, Chair of the Workforce Board, and Lynn Matzen, Chair of the CFO Committee. This software has all the tools needed to manage our financial reporting, tracking, and monitoring and the cost was lower than the other systems. We will still need to purchase a Human Resource management system which includes payroll.

The committee voted to recommend to the executive board to support the purchase. The plan would be to bring Fiscal Services in house by October 1, 2019, Human Resource(staff) activities January 1, 2020 and Contractor staff July 1, 2020. We would like to run the systems concurrently for a couple of months prior to going "live".

The committee would like the executive board to recommend to the Consortium board to support the transition.

4. **Metrics-** Discussed the Fiscal dashboard for March 2019. The Fiscal Dashboard was revised to accurately reflect administrative and program costs.

We will look at the Balanced Scorecard in June or July to set benchmarks for the next Fiscal Year.

5. **Other-** Due to Memorial Day holiday on May 27<sup>th</sup>, the next meeting will be on Monday June 3<sup>rd</sup>. Cordelia will send out a meeting notice scheduling meetings for the last Monday of each month at 2 pm.

The meeting was adjourned at 3:30pm

Southeast Michigan Consortium  
 Consolidated Income Statement  
 For Period Ending March 31, 2019

Revenues	March 2019		March 2018		March 2019 Actual YTD	Annual Budget - Revised #2 February 2019		% of Budget Received/Expensed S/b @ 75%	Comments
	Actual	YTD	Actual	YTD					
Federal Grant	\$ 807,715	\$ 7,773,291	\$ 7,773,291	\$ 7,404,698	\$ 10,725,802	69.04%			
State Grant	208,773	1,538,317	1,538,317	1,380,168	4,521,339	30.53%			
Local Grant	-	1,833	1,833	12,083	15,000	80.56%		Community Corrections	
Infrastructure Funding Agreements	7,232	-	-	91,595					
Contract Revenue	5,000	-	-	32,500				Business Resource Network Income	
Professional Services									
Miscellaneous Revenue	13,875	42,479	42,479	43,183					
Transfer In/(Out)	(7,232)	-	-	(91,595)				Lenawee Transportation Grant	
<b>Total Revenues</b>	<b>1,035,363</b>	<b>9,355,920</b>	<b>9,355,920</b>	<b>8,872,633</b>	<b>15,262,141</b>				
<b>Expenses</b>									
Salaries	273,245	2,373,129	2,373,129	2,521,226	3,703,474	68.08%			
Fringe Benefits	85,634	758,909	758,909	716,419	1,234,491	58.03%			
E&T Contractors	187,746	1,607,688	1,607,688	1,594,772	2,196,903	72.59%			
SEMCA Professional Services	50,922	292,131	292,131	343,752	501,591	68.53%			
Professional Fees	18,829	122,342	122,342	91,186	180,000	50.66%			
Professional Services Subtotal	69,751	414,473	414,473	434,937	681,591				
Travel	11,692	80,315	80,315	84,626	113,452	74.59%			
Conferences/Training (Staff)	7,308	53,880	53,880	56,558	60,810	93.01%		Most training has already occurred	
Utilities	12,287	85,497	85,497	115,548	110,000	105.04%		This line includes lawn care and snow removal. Snow removal and heating costs were much higher than planned last winter.	
Office Supplies	2,074	29,171	29,171	35,773	50,000	71.55%			
Insurance - Liability	4,792	56,403	56,403	48,990	65,000	75.37%			

Southeast Michigan Consortium  
 Consolidated Income Statement  
 For Period Ending March 31, 2019

Revenues	March 2019	March 2018	March 2019	Annual Budget -	% of Budget	Comments
	Actual	Actual YTD	Actual YTD	Revised #2 February 2019	Received/Expensed S/b @ 75%	
Facility Rental	47,506	472,245	456,924	575,000	79.47%	This line includes building upkeep costs which were higher than planned.
Technology	7,615	97,162	199,701	265,516	75.21%	
Maintenance	4,821	21,566	40,219	40,000	100.55%	
Meetings Costs	2,822	7,938	25,647	35,000	73.28%	Underestimated costs when setting budget
Equipment	18,056	25,785	83,064	80,000	103.83%	Purchased needed security upgrades which were not in budget
Subscription/Memberships	5,791	115,316	117,424	125,000	93.94%	Few additional costs expected this quarter. Most subscriptions renew in July.
Advertising/Sponsorships	6,146	91,260	75,455	120,000	62.88%	
Participant Training & Support	290,226	2,944,184	2,281,828	5,805,905	39.30%	Expenditures will be closer to budget when Going Pro training is completed. Also, budget included participant support funding for Business Resource Networks which has been slower than planned.
<b>Total Expenses</b>	<b>\$ 1,037,512</b>	<b>\$ 9,234,921</b>	<b>\$ 8,889,112</b>	<b>\$ 15,262,142</b>	<b>0.00%</b>	
<b>Net Income/ (Loss)</b>	<b>\$ (2,149)</b>	<b>\$ 120,999</b>	<b>\$ (16,480)</b>	<b>\$ (1)</b>		

**11. Discussion Items****a. Michigan Future Talent Council Report (formerly GTIB ) - Marcus James****b. Executive Committee Report - WDB Chair**

- Michigan Works! Southeast Workforce Development Board Executive Committee Minutes - April 3, 2019
- Michigan Works! Southeast Workforce Development Board Executive Committee Minutes – May 1, 2019

Workforce Development Board  
 Executive Committee Meeting Minutes  
 April 3, 2019, 2:00pm – 4:00pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive  
 Chelsea, MI 48118

Present:	Rich Chang Marcus James, Chair Scott Menzel Grace Trudell Leann Wilt	via conference call  via conference call via conference call
Absent:	Richard Currie Don Germann Sharon Miller, Chair Lynn Matzen	
Staff:	Bill Sleight Shamar Herron Jim Coutu Maggie Flaherty Joshua Rose Sandy Vallance	

**1. Call to order**

Marcus James called the meeting to 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: Scott Menzel moved to approve the Agenda.

SUPPORT: Grace Trudell

MOTION CARRIED

**4. Consent Agenda**

Marcus James ask if any IWTs require action and move to Resolutions for Consideration. None.

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

a. WDB RESOLUTION 18-68

A Resolution approving Incumbent Worker Training (IWT) contracts for the following companies

-FlexDex Surgical, Inc.	\$ 9,600.00
-Refrigeration Sales, Inc.	\$ 3,945.00
-F. P. Miller Company	\$ 3,300.00
-Elm Plating Company	\$11,459.94
-Hatch Stamping Company	\$11,701.00
-Uccle Health and Nutrition	\$ 9,593.00
-Gyro Enterprises	\$ 579.95

MOTION: Scott Menzel moved to approve the Consent Agenda.

SUPPORT: Leann Wilt

MOTION CARRIED

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

a. WDB RESOLUTION 18-67

A Resolution approving Infrastructure Funding Agreements (IFAs) for Workforce Investment Opportunity and Innovation Act (WIOA) required partners for 2019

Marcus James call for a motion to approve WDB 18-67

MOTION: Grace Trudell moved to approve WDB 18-67 the IFAs for Workforce Investment Opportunity and Innovation required partners for 2019.

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-69

A Resolution approving a Memorandum of Understanding (MOUS) with the Southeast Michigan Community Alliance (SEMCA)

Marcus James call for a motion to approve WDB 18-69

MOTION: Grace Trudell moved to approve WDB Resolution 18-69 the MOU with the Southeast Michigan Community Alliance

SUPPORT: Scott Menzel

Bill Sleight reviewed the resolution. Discussion

MOTION CARRIED

c. WDB RESOLUTION 18-70

A Resolution approving One-Stop Operator Service Contract Extension with Thomas P. Miller and Associates

Marcus James call for a motion to approve WDB 18-70

MOTION: Grace Trudell moved to approve WDB Resolution 18-69 the One-Stop Operator Service Contract Extension with Thomas P. Miller

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED



d. WDB RESOLUTION 18-71

A Resolution accepting funding for the FY 2019 Family Forward Demonstration Project

Marcus James call for a motion to approve WDB 18-71

MOTION: Scott Menzel moved to approve WDB Resolution 18-71 accepting funding for the FY 2019 Family Forward Demonstration Project

SUPPORT: Grace Trudell

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

e. WDB RESOLUTION 18-72

A Resolution approving a Memorandum of Understanding (MOUS) with Michigan Automotive Compressor, Inc. (MACI)

Marcus James call for a motion to approve WDB 18-72

MOTION: Grace Trudell moved to approve WDB Resolution 18-72 approving MOU with Michigan Automotive Compressor, Inc.

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

6. Committee Reports

a. Employer Services - Richard Currie, Chair

Jim Coutu reviewed April 1 committee meeting minutes. Discussion.

b. Job Seeker Services – Rich Chang, Co-Chair

Rich Chang provided update and reviewed March 13 committee meeting meetings. Discussion.

c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair

Scott Menzel provided update. Next CEAC meeting scheduled on April 15. Discussed meeting with legislators, staff and representative from Michigan Association of Community and Adult Education (MCAE) held at the Jackson Service Center.

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

e. Business Resource Networks (BRN) – Leann Wilt

Update provided by Leann Wilt and Sandy Valance. Discussion.

7. Chair Report

8. Director Report

a. Bill Sleight reviewed the Thomas P. Miller – One Stop Operator Quarterly Report. Discussion.

Bill Sleight provided an update on the RFQ for Financial Enterprise Resource Planning System proposals; the RFP MWSE Transition Consultant proposals; and Grants. Discussion

- b. Summary of Grants
- c. Summary of Policy Changes

**9. Public Comment**

Marcus James offered public comment. No public comment.

**10. Adjournment**

Meeting adjourned at 3:15 pm.

## Quarterly Visit Summary - DRAFT

February 20-21, 2019

### Activities:

During the visit, TPMA facilitated the Quarterly MWSE partner meeting, participated in The Purpose Partners session, and visited Jackson and Hillsdale Service Center to meet with staff and observe operations.

### Partner Meeting:

#### Agenda:

Michigan Works! Southeast  
 Quarterly Partner Meeting  
 Thursday, February 21, 2019  
 9:00 a.m. - 11:00 a.m.  
 Jackson Service Center

- I. Welcome and Introductions
- II. Regional Economic Development Presentation
- III. Breakout Introduction
  - a. Business Services
  - b. Special Population Job Seekers
  - c. Education and Training
- IV. Breakout Discussion Questions
  - a. What is the common problem we are all facing?
  - b. What resources do we have available?
  - c. How do we develop referrals/common practices as a region to satisfy needs?
  - d. How is your group applicable to the other two groups?
- V. Breakout Next Steps:
  - a. Are you willing to have at least one conference call between partner meetings?
  - b. What is the one thing you want to tackle or focus on before the next meeting?
- VI. Report Out
- VII. Wrap Up

### Partner Meeting Attendees:

Following are the attendees from the Partner Meeting MWSE (Justin Al-Igoe, Shamar Herron, Nicole Bell, Misty Shulters, Janet Myers, Angela Watkins) Economic Developers (Susan Smith, Randy Yagiela, Tim, Phil Santer, Jim VanDoren), Michigan Rehabilitation Services (Yvette McQueen), Department of Health and Human Services (Vicki Hinshaw, Laura Nye, CS Atkins, Jeff Cook, Alice Seipelt, Cherr West, Cy Young) Livingston Education Services Agency (Ted Kroll, Michelle Radcliffe), Jackson ISD (Mark Pogliano), Washtenaw Community College (Bonnie Truhn, Madelyne Bernard), Mott Community College (Quentin Roberts), Jewish Family Services (Elina Zilberberg), LISD (Jack Townsley), WISD (Tim Jackson),

### Business Services Work Group Notes:

The following individuals participated in the business services work group and discussed activities and needs tied to business services. Participants: Amber (MWSE), Tim Jackson (Adult Ed), Janet Myers (MWSE), Jeff Cook (DHHS), Sue Smith (EDC, Hillsdale), Nikkie Bell (MWSE)

- What is the common problem we are all facing?
  - Motivation/participation from job seekers with TLFA program participants
  - Lack of understanding from job seekers of losing state benefits if they gain employment – full time employment is not a step backward
  - Lifestyle change (generational), it's what they know, security blanket, history of reliance government support
  - Talking about ALICE population – working poor
- What resources do we have available?
  - Workshops/educational opportunities to help job seekers understand that full time employment is a step forward vs. backwards
  - Adult Education services
  - Most of the organizations in the room have individuals working with business
- How do we develop referrals/common?
  - Reverse referrals
  - Refer from adult education classes to DHHS for programs/services
  - Alice population from a business aspect, through success coaches learn what services are available through DHHS & MWSE!
  - BSN
- What is needed for employers?
  - We need business to commit to giving these populations “a chance”. People are training these individuals and then they are not getting a “shot” then they disengage.
  - [Many Hillsdale employers have dropped many requirements (education and experience). We do see employers changing. Example of “mom” schedule. Hillsdale terminal – also they have done customized scheduling.
  - Could these employers present to the group or other employers? Be employer educators or ambassadors.
  - Employers could make adjustment– change their shift schedule; employers can change things to make sure their staff doesn't get burnt out
- **Action Items Ideas: Coordinate employer outreach, identify progressive employers that could be ambassadors or educators**

### Special Populations Work Group Notes:

The following individuals participated in the special populations work group and discussed the barriers and needs of special populations as well as available services. Participants: Madelyne Bernard, Bonnie Truhn (WCC), Alice Seipelt, Cherro West, CS Atkins (DHHS), Justin Al-Igoe, Angela Watkins (MWSE), Yvette McQueen (MRS), and Elina Zilberberg (JFS)

- Barriers: Transportation, housing/housing instability, child care, healthcare
- The hardest to serve are the folks that we are seeing currently because of low unemployment levels
- Jobs don't pay as well...people have to take 2-3 jobs (creating the working poor)
- Life gets in the way of traditional work schedule
- Businesses may not understand the workforce and their needs/challenges
- Resources
  - 211, jobstart, MI rehab, DHHS, MWSE
- The problem with multiple agency is multiple case managers and requirements
  - Lack continuity of partners. Our organizations and others are changing. Feel like they are changing and we have to re-educate.
- There are lots of changes in our organizations, but it causes staff frustration
- Referrals – Care Hub (health care) that are sending people to MWSE. Get contact information, Career Advisor reaches out to individual, the track the process on HUB so we know what the referral process. [This could be an Action step]
- Universal release database
- Help remove barriers before so special populations can get and retain jobs or get training
- **Action Items: The special populations group could educate employers about the challenges faced by special populations and opportunities for businesses**

### Education Work Group Notes

The following individuals participated in a discussion on education including secondary, post-secondary, and adult education programs and students. Participants: Cy Young, Laura Nye (DHHS), Quinton Roberts (Mott), Misty Shulters (MWSE), Michelle Radcliffe, Ted Kroll (LESA), Mark Pogliano (Jackson ISD), and Jack Townsley (LISD)

- Who are we serving?
  - High school students, adult education students, post-secondary students,
  - Customers/students at MWSE, DHHS, ISDs, Tech Centers, community college
- Issues
  - How do we get information out to individuals about programs and services? We are here and this is what we do.
  - How do we attract students into programs?
  - How do we manage expectations?
  - How can we help individuals see the value of investing in self rather than instant gratification?
  - How school attendance affects work attendance – how do we show kids value and importance of attendance. School attendance = work attendance.
- Finding work based learning opportunities and link students

- Think about in-demand occupations and link to adult education onsite, on-the-job training, and credentials
- Resources
  - Human service network
  - Amazing Training facilities
  - Working with MWSE
- How do we serve students of special populations?
- We need to convince some of these working poor to get a certification of some kind. Show the value of the investment and understand the value of looking toward the future
- Apprenticeship – this is an area we could use some help – business can use this? Do they know about this tool/resource? We need employers to buy in to “skilling up” individuals
- For the younger market there is a cultural barrier and mis conception about “work”
  - Career Ladder – how do get to the “dream” job....what does it take to get there
  - Educate the students and parents
- **Action Items: Apprenticeships – learn more, educate businesses**

Individuals from Organizations with Job Development or Job Placement Components:

- Jack Townsley, Quinton Roberts, Mark Pogliano, Michelle Radcliffe, Alice Seipelt, Elina Zilberberg, Yvette McQueen, and Bonnie Truhn

Partner Meeting Next Steps

TPMA identified the following next steps following the partner meeting.

- TPMA will send:
  - Economic Development Presentation
  - ALICE Report
  - Work Group Notes
  - Sign-up for 3 groups
- Schedule and conduct Work Group follow up calls
- Confirm next meeting date – Thursday, May 16<sup>th</sup> from 9-11 at Jackson Service Center

TPMA will own: forming groups; times for group discussion phone calls will be coordinated; and coordinating one of the groups to present as education piece at the next partner meeting

Purpose Partners Meetings

TPMA attended the meeting of The Purpose Partners and select MWSE staff to discuss the implementation and roll out of the purpose statement and additional next steps. Following are TPMA’s notes from The Purpose Partners Session with Staff.

- Purpose Statement – Michigan Works! Southeast creating connections to a better future.
- Key Elements – creating connections, individual and organizations, better future
- Ideas
  - Follow up on referrals and partner case management
  - Follow up with previous clients
  - Previous and current clients call and tell about expungement fair
  - Refer a friend

- Listen to client needs, meet and address needs/connect to resources, follow up/follow through
- Help colleagues to be “scanners” that look around the center and engages people – active recruiting
- Better grasp and understanding of other resources
- Networking within and outside
- Consider emotional health of clients
- Keys to success – consistent practices and process, common tools across all team, willing advocates or trainers, executive sponsorship, internal supportive team
- Barriers – organizational culture, lack of experience, insufficient management support, inconsistent practices and process, resistance to change
- ES staff were not in the meeting
- July staff meeting rollout

Following the meeting, TPMA met with The Purpose Partners to discuss overlapping activities, shared experiences, needs, and possible next steps.

- Consistent forms and processes – need for use of consistent forms and processes across the five service centers.
- Information sharing by staff across the region – there does not appear to be much cross-collaboration across the region.
- Effective work groups – there are staff work groups in place but there may be a need to refresh the purpose, focus, and activities of the group
- Training – there was a desire for more staff training and career coaching. There is a need for better onboarding as well as ongoing training. TPMA will provide MWSE with some training presentations and materials that MWSE could use.
- Onboarding – staff mentioned it taking 6-12 months to feel comfortable on the job. There is a need for more onboarding and to shorten the time period.
- Closing the gap/loop for referrals – there is a need to close the loop on referrals.
- Active recruitment – staff need to be actively recruiting at the service centers and beyond.

Workforce Development Board  
 Executive Committee Meeting Minutes  
 May 1, 2019, 2:00pm – 4:00pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive  
 Chelsea, MI 48118

Present: Rich Chang  
 Richard Currie via conference call  
 Donald Germann via conference call  
 Marcus James, Chair  
 Scott Menzel  
 Sharon Miller, Vice Chair  
 Leann Wilt via conference call

Absent: Lynn Matzen  
 Grace Trudell

Staff: Bill Sleight  
 Shamar Herron  
 Jim Coutu  
 Dan Childs  
 Maggie Flaherty  
 Cordelia Gonzalez  
 Lisa McAllister

Visitors: Gregory Potoniak

**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: Scott Menzel moved to approve the Agenda

SUPPORT: Rich Chang

MOTION CARRIED

**4. Approval of April 3, 2019 Executive Committee Meeting Minutes**

Marcus James call for a motion to approve the April 3, 2019 Executive Committee meeting minutes

MOTION: Scott Menzel moved to approve the April 3, 2019 Executive Committee meeting minutes

SUPPORT: Rich Chang

MOTION CARRIED



5. Consent Agenda – No items
6. Fiscal Agent discussion with Gregory E. Pitoniak, Chief Executive Officer, Southeast Community Michigan Alliance (SEMCA) followed.
7. Resolutions for Consideration by the Workforce Development Board (WDB):
  - a. **WDB RESOLUTION 18-73**  
 A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH HARTLAND CONSOLIDATED SCHOOLS  
 Marcus James call for a motion to approve WDB Resolution 18-73  
 MOTION: Rich Chang moved to approve WDB Resolution 18-73 the WIOA Specialized Youth Service Contract extension with Hartland Schools.  
 SUPPORT: Scott Menzel  
 Bill Sleight reviewed. Discussion  
 MOTION CARRIED
  - b. **WDB RESOLUTION 18-74**  
 A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH THE LIVINGSTON EDUCATIONAL SERVICES AGENCY (LESA)  
 Marcus James call for a motion to approve WDB Resolution 18-74  
 MOTION: Scott Menzel moved to approve WDB 18-74 the WIOA Specialized Youth Service Contract with LESA  
 SUPPORT: Rich Chang  
 Bill Sleight reviewed. Discussion.  
 MOTION CARRIED
  - c. **WDB RESOLUTION 18-75**  
 A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH WORK SKILLS CORPORATION  
 Marcus James call for a motion to approve WDB Resolution 18-75  
 MOTION: Rich Chang moved to approve WDB Resolution 18-75 the WIOA Specialized Youth Service Contract extension with Work Skills Corporation  
 SUPPORT: Sharon Miller  
 Bill Sleight reviewed. Discussion.
  - d. **WDB RESOLUTION 18-76**  
 A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH KEY OPPORTUNITIES  
 Marcus James call for a motion to approve WDB Resolution 18-76  
 MOTION: Scott Menzel moved to approve WDB Resolution 18-76 the Specialized Youth Service Contract extension with Key Opportunities  
 SUPPORT: Sharon Miller  
 Bill Sleight reviewed. Discussion.
  - e. **WDB RESOLUTION 18-77**  
 A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH ANN ARBOR SPARK FOR FY 2019  
 Marcus James call for a motion to approve WDB Resolution 18-77  
 MOTION: Richard Currie moved to approve WDB Resolution 18-77 the WIOA Specialized Business Service contract extension with Ann Arbor Spark for FY 2019

SUPPORT: Rich Chang  
 Bill Sleight reviewed the resolution. Discussion.  
 MOTION CARRIED. Abstain: Donald Germann

f. **WDB RESOLUTION 18-78**

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH THE SMALL BUSINESS DEVELOPMENT CENTER (WASHTENAW COMMUNITY COLLEGE) FOR FY 2019

Marcus James call for a motion to approve WDB Resolution 18-78

MOTION: Scott Menzel moved approve WDB Resolution 18-78 the WIOA Specialized Business Service Contract extension with the Small Business Development Center (Washtenaw Community College)

SUPPORT: Sharon Miller

Bill Sleight reviewed. Discussion.

MOTION CARRIED. Abstain: Donald Germann

g. **WDB RESOLUTION 18-79**

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH BOB TEBO, LLC FOR FY 2019

Marcus James call for a motion to approve WDB Resolution 18-79

MOTION: Rich Chang moved to approve WIOA Specialized Business Service Contract extension with Bob Tebo, LLC for FY 2019

SUPPORT: Scott Menzel

Bill Sleight reviewed. Discussion.

MOTION CARRIED

h. **WDB RESOLUTION 18-80**

A RESOLUTION APPROVING A TANF REFUGEE PROGRAM (TRP) AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT EXTENSION WITH JEWISH FAMILY SERVICES THROUGH JUNE 30, 2020

Marcus James call for a motion to approve WDB Resolution 18-80

MOTION: Scott Menzel moved to approve the TANF Refugee Program (TRP) and English as a second language (ESL) contract extension with Jewish Family Services through June 30, 2020

Bill Sleight reviewed. Discussion.

SUPPORT: Richard Currie

MOTION CARRIED

i. **WDB RESOLUTION 18-81**

A RESOLUTION RECOMMENDING A CONTRACT EXTENSION WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVE AS THE FISCAL AGENCY FOR THE CONSORTIUM FOR UP TO 12 MORE MONTHS (THROUGH JUNE 30, 2020)

Marcus James call for a motion to approve WDB Resolution 18-81

MOTION: Sharon Miller moved to approve the contract extension with the Southeast Michigan Community Alliance (SEMCA) to serve as the Fiscal Agency for the Consortium for up to 12 more months (through June 30, 2020)

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

j. **WDB RESOLUTION 18-82**

A RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE CY 2019 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION

Marcus James call for a motion to approve WDB Resolution 18-82

MOTION: Sharon Miller moved to approve the Plan and Signature of the Chairperson on the CY 2019 Reemployment Services and Eligibility Assessment (RESEA) Program Grant Application

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

k. **WDB RESOLUTION 18-83**

A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH WASHTENAW COMMUNITY COLLEGE FOR FY 2019

Marcus James call for a motion to approve WDB Resolution 18-83

MOTION: Scott Menzel moved to approve the Wagner-Peyser and Trade Adjustment Act Contract with Washtenaw Community College for FY 2019

SUPPORT: Sharon Miller

Bill Sleight reviewed. Discussion.

MOTION CARRIED

j. **WDB RESOLUTION 18-84**

A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY FOR FY 2019

Marcus James call for a motion to approve WDB Resolution 18-84

MOTION: Sharon Miller moved to approve the Wagner-Peyser and Trade Adjustment Act Contract with Livingston County Community Mental Health Authority for FY 2019

SUPPORT: Richard Currie

Bill Sleight reviewed. Discussion

MOTION CARRIED

m. **WDB RESOLUTION 18-85**

A RESOLUTION APPROVING THE FISCAL YEAR 2019 WAGNER-PEYSER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE

Marcus James call for a motion to approve WDB Resolution 18-85

MOTION: Sharon Miller moved to approve the FY Year 2019 Wagner-Peyser Employment Services Grant Fun Acceptance

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

n. **WDB RESOLUTION 18-86**

A RESOLUTION APPROVING THE FISCAL YEAR 2019 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) GRANT FOR THE SOUTHEAST MICHIGAN CONSORTIUM

Marcus James call for a motion to approve WDB Resolution 18-86

MOTION: Rich Chang moved to approve WDB Resolution 18-86 the WIOA Grant for the Southeast Michigan Consortium

SUPPORT: Sharon Miller

Bill Sleight reviewed. Discussion.

MOTION CARRIED

o. **WDB RESOLUTION 18-87**

A RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE APPRENTICESHIP SUCCESS COORDINATOR PROGRAM

Marcus James call for a motion to approve WDB Resolution 18-87

MOTION: Scott Menzel moved to approve the acceptance of funds and plan approval for the Apprenticeship Success Coordinator Program

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

**8. Committee Reports**

a. Employer Services

Update provided by Richard Currie and Jim Coutu. Discussion

b. Job Seeker Services, Rich Chang, Co-Chair

Discussed topics for May 8 committee meeting. Discussion.

c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair

Reviewed April 15 meeting minutes. Discussion.

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

Marcus James and Bill Sleight reviewed April 29 meeting minutes.

Discussion.

e. Business Resource Networks (BRN) – Leann Wilt

Leann Wilt and Bill Sleight provided updates. Discussion.

**9. Chair Report**

**10. Director Report**

Bill Sleight provided updates on state, federal and administrative. Discussion.

**11. May 8, 2019 Agenda for the Michigan Works! Southeast Workforce Development Board Meeting**

**12. Public Comment**

Marcus James offered public comment. No public comment.

**13. Adjournment**

Meeting adjourned at 4:00 pm