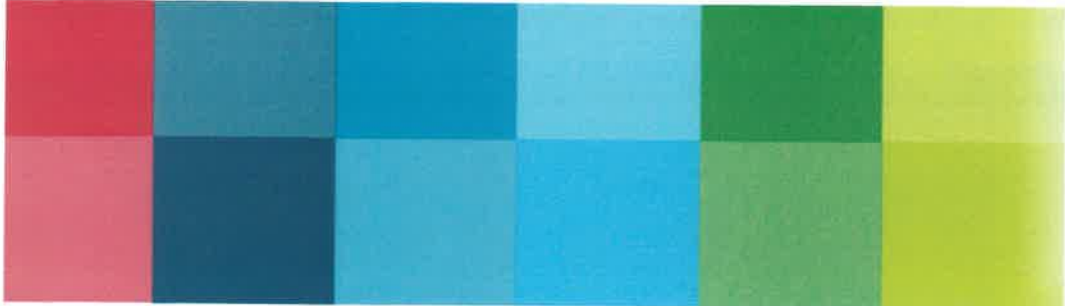


**MICHIGAN WORKS! SOUTHEAST,
WORKFORCE DEVELOPMENT BOARD MEETING
June 12, 2019, 10:00 a.m. – 12:00 noon
Chelsea Comfort Inn Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118**

AGENDA

Pages

- 1. Call to order
- 2. Roll Call
- 3. Introductions
- 4. Call to the Public
- 5. Approval of the Agenda
- 6. Approval of May 8, 2019 Michigan Works! Southeast Workforce Development Board Meeting Minutes 4 - 10
- 7. Approval of Consent Agenda 12 - 15
 - a. **WDB RESOLUTION 18-88**
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH NORTHWEST COMMUNITY SCHOOLS
 - b. **WDB RESOLUTION 18-89**
A RESOLUTION 18-89A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH AVALON HOUSING, INC.
- 8. Resolutions for Consideration of the Workforce Development Board (WDB) 17 - 24
 - a. **WDB RESOLUTION 18-90**
A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2019 MICHIGAN WORKS! SOUTHAST BUDGET
 - b. **WDB RESOLUTION 18-91**
A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2019 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$57,446



Pages

9. Presentation

- a. **Temporary Assistance for Needy Families (TANF) Refugee Program** - Elina Zilberberg, Chief Operating Officer, Jewish Family Services
- b. **Align Lenawee – Marshall Plan Project** - Tim Robinson, Operations Manager, Lenawee Now; Randall Yagiela, Director of Align Lenawee, Development Director, Lenawee Now

10. Committee Reports

26 - 30

- 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

32 - 34

- 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 - June 5, 2019

12. Other Items

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

13. Adjournment

6. Approval of May 8, 2019 Michigan Works! Southeast Workforce Development Board Meeting Minutes

Michigan Works! Southeast Workforce Development Board Meeting Minutes
 May, 8 2019, 10:00 a.m.
 Chelsea Comfort Inn Village Conference Center
 1 645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Present

Mindy Bradish-Orta	Jackson Chamber of Commerce	
Rich Chang	NewFoundry	
Jolene Chapman	Jackson College	Alternate for Jeremy Few
Sean Duval	Golden Limousine International	via conference call
Donald Germann	County National Bank	via conference call
Steven Girardin	Michigan Rehabilitation Service	
Lee Graham	Operating Engineers 324	
Marcus James, Chair	Stable Inc LLC	
Sharon Miller, Vice Chair	Consumers Energy	via conference call
Dr. Michelle Mueller	Washtenaw CC (WCC)	alternate for Dr. Rose Bellanca
Shawn Planko	Expedia	
Phil Santer	Ann Arbor SPARK	
Grace Trudell	IBEW 58	via conference call
James Van Doren	Lenawee Now	via conference call
Ambrose Willbanks, Jr.	Washtenaw CVB	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	WCC	alternate Dr. Michelle Mueller attended
Richard Currie	Hitachi	Hitachi Automotive Systems Americas, Inc.
Jeremy Frew	Jackson College	alternate Jolene Chapman attended
Steven Gulick	Huron Valley Area Labor Federation	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Lynn Matzen	Matrix Systems LLC	
Dr. Scott Menzel	Washtenaw ISD	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	

Staff Present

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Justin Al-Igoe, Policy and Operations Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Amber Collins, Business Services Coordinator	Michigan Works! Southeast
Johnny Epps, Service Center Manager	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
Alex Masten, Business Services Coordinator	Michigan Works! Southeast
Janet Myers, Service Center Manager	Michigan Works! Southeast

Joshua Rose, Communications Assistant
 Misty Shulters, Service Center Manager
 Sandy Vallance, Program Manager
 Angela Watkins, Service Center Manger

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

Others Present

Brittany Dougherty
 Daniel Furton
 Alex Gossage
 Bill Rayl
 Tony Waterson

TPMA
 Bureau of Services for Blind Persons(BSBP)/LARA
 Ann Arbor Center for Independent Living
 Jackson Area Manufacturers Association
 TPMA

1. Call to order
 Marcus James, Chair called the meeting to order at 10:00 am.
2. Roll Call
 Quorum Present.
3. Introductions
4. Call to the Public
 Marcus James call to the public.
 Dan Furton, Vocational Rehabilitation Counselor, Bureau of Services for Blind Persons, Department of Licensing and Regulatory Affairs commented.
5. Approval of the Agenda
 Marcus James request to move the State Update portion of Directors Report to follow the Agenda Item – 6. Approval of minutes. Marcus James call for a motion to approve the Agenda as revised.
 MOTION: Rich Chang moved to approve the Agenda as revised.
 SUPPORT: Michelle Mueller
 MOTION CARRIED
6. Approval of March 13, 2019 Michigan Works! Southeast Workforce Development Board/Southeast Michigan Consortium Joint Meeting Minutes
 Marcus James call for a motion to approve the March 13, 2019 meeting minutes.
 MOTION: Michelle Mueller moved to approve the March 13, 2019 meeting minutes.
 SUPPORT: Steven Girardin
 MOTION CARRIED
7. Directors Report
 Bill Sleight reviewed the portion of the Directors Report regards the State Update. Discussion.

8. Approval of Consent Agenda

Marcus James reviewed the Consent Agenda Items. Marcus ask if any of the items require review under the Consideration by WDB. No request to move items.

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

MOTION: Steven Giradin moved to approve the Consent Agenda.

SUPPORT: Rich Chang

MOTION CARRIED. ABSTAIN: Lee Graham

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
9. 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

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

MOTION: Rich Chang moved to approve WDB Resolution the IFAs for WIOA required Partners for 2019.

SUPPORT: Lee Graham

Bill Sleight reviewed. Discussion

MOTION CARRIED. ABSTAIN: Steven Girardin

- 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: Michelle Mueller moved to approve WDB Resolution 18-74 the WIOA Specialized Youth Service Contract extension with LESA.

SUPPORT: Phil Santer

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Steven Girardin; Grace Trudell

- 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: Michelle Mueller moved to approve WDB Resolution 18-75 the WIOA Specialized Youth Service Contract with Works Skills Corporation

SUPPORT: Mindy Bradish-Orta

Bill Sleight reviewed. Discussion.

MOTION CARRIED.

- 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: Mindy Bradish-Orta moved to approve WDB Resolution 18-76 WIOA Specialized Youth Service Contract extension with Key Opportunities.

SUPPORT: Shawn Planko

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Steven Girardin

- 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: Steven Girardin moved to approve WDB Resolution 18-77 the WIOA Specialized Business Service Contract extension with Ann Arbor Spark for FY 2019

SUPPORT: Mindy Bradish-Orta

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Phil Santer; Donald Germann; Jim Van Doren

- f. WDB RESOLUTION 18-78
A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH THE SMALL BUSINESS DEVELOPMENT CENTER (SBDC) (WASHTENAW COMMUNITY COLLEGE [WCC]) FOR FY 2019

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

MOTION: Rich Chang moved to approve WDB Resolution 18-78 Specialized Business Service Contract extension with SBDC (WCC)

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Michelle Mueller; Donald Germann

- 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)

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

MOTION: Steven Girardin moved to approve WDB Resolution 18-81

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Lee Graham

- h. WDB RESOLUTION 18-83
A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH WASHTENAW COMMUNITY COLLEGE (WCC) FOR FY 2019

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

MOTION: Leann Wilt moved to approve Wagner-Peyser and Trade Adjustment Act Contract with WCC for FY 2019

SUPPORT: Lee Graham

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Michelle Mueller

- 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

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

MOTION: Lee Graham moved to approve WDB Resolution 18-84

Wagner-Peyser and Trade Action Contract with Livingston County Community Mental Health Authority for FY 2019

SUPPORT: Mindy Bradish-Orta

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Steven Girardin

10. Presentation

- a. One Stop Operator Report
Presentation by Brittany Dougherty, Senior Project Consultant and Tony Waterson, Director of Workforce Development, Thomas P. Miller & Associates.
Discussion.
- b. Apprenticeship Program Update
Presentation by Jim Coutu, Business Services Manager and Steven Billington, Business Services Coordinator. Discussion.

11. Committee Reports

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

12. Discussion Items

- a. Michigan Future Talent Council Report (MFTC) formerly GTIB - Marcus James
Marcus James comment the MFTC has not met as a new council.
- b. Executive Committee Report - WDB Chair
Marcus James comment that Executive Committee items discussed during the meeting,
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes - April 3, 2019
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes – May 1, 2019

13. Other Items

a. Chair Update – WDB Chair

Marcus James comment updates provided during meeting.

b. Director's Update

Bill Sleight reviewed remaining portions of report.

14. Public Comment

Marcus James offered public comment. No public comment.

15. Adjournment

Meeting adjourned at 12:09 pm.

7. Approval of Consent Agenda**a. WDB RESOLUTION 18-88**

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH NORTHWEST COMMUNITY SCHOOLS

b. WDB RESOLUTION 18-89

A RESOLUTION 18-89A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH AVALON HOUSING, INC.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 5, 2019

Subject: Memorandum of Understanding with Northwest Community Schools for the Jobs for America's Graduates program

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on a Memorandum of Understanding (MOU) with Northwest Community Schools for the Jobs for America's Graduates programs.

Discussion

Michigan Works! Southeast is a current participant in the Out-of-School program of the Job's for America's Graduates program (known in Michigan as "Jobs for Michigan's graduates"). The focus of this program is to support students through completion of their high school diploma or equivalent while participating in career exploration and community service activities.

An In-School program was launched at Jackson Public Schools last year. Northwest Community Schools would also like to have an in-school program. Details of the partnership are still to be determined and negotiated, but the program will require similar activities and outcomes as the Out-of-School model.

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 18-88**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH NORTHWEST COMMUNITY SCHOOLS**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages that partnerships and MOUs be established with certain grant/programs; and
- WHEREAS, The Jobs for Michigan Graduates program (part of the national "Jobs for America's graduates) has expanded to include an "In-School" model in addition to the current "Out-of-School" model implemented by MWSE; and
- WHEREAS, MWSE will provide staffing and program oversight and Northwest Community Schools will promote the program and provide space for staff; 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 Northwest Community Schools.

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

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

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 5, 2019

Subject: Memorandums of Understanding (MOU) with Avalon Housing, Inc.

Board Action Requested

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

Discussion

Avalon Housing, Inc. provides various community services such as job development, supportive housing and housing stability. To expand and deepen their work with assisting their participants to find work, they desire a closer, formal partnership with Michigan Works! Southeast.

Details of the MOU are still to be finalized, but Avalon Housing will provide space and promotion for Michigan Works! services. Michigan Works! will provide staff and appropriate workforce development services.

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 18-89**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOUS)
WITH AVALON HOUSING, 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, Avalon Housing, Inc. is willing to partner with Michigan Works! Southeast to expand outreach and promotion of MWSE services; and
- WHEREAS, Avalon Housing, Inc. will provide space and promotional support while Michigan Works! Southeast provide staffing and appropriate workforce development services; 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 Avalon Housing, Inc.

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.

8. Resolutions for Consideration of the Workforce Development Board (WDB)**a. WDB RESOLUTION 18-90**

A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2019 MICHIGAN WORKS! SOUTHAEST BUDGET

b. WDB RESOLUTION 18-91

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2019 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$57,446

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: June 5, 2019
Subject: Fiscal Year 2019 agency budget recommendation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board recommend approval of the Fiscal Year 2019 Michigan Works! Agency budget for the time period July 1, 2019 through June 30, 2020.

Discussion

Staff have developed a budget for the FY 2019 (July 1, 2019 through June 30, 2020) program year. Draft grant projections have been received from the State of Michigan and projected expenses have been estimated. Review and recommendation from the Workforce Development Board is requested. Please see the attachment to this memo and resolution.

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

Program Year (PY) 2018-19 Proposed Budget - Revenue

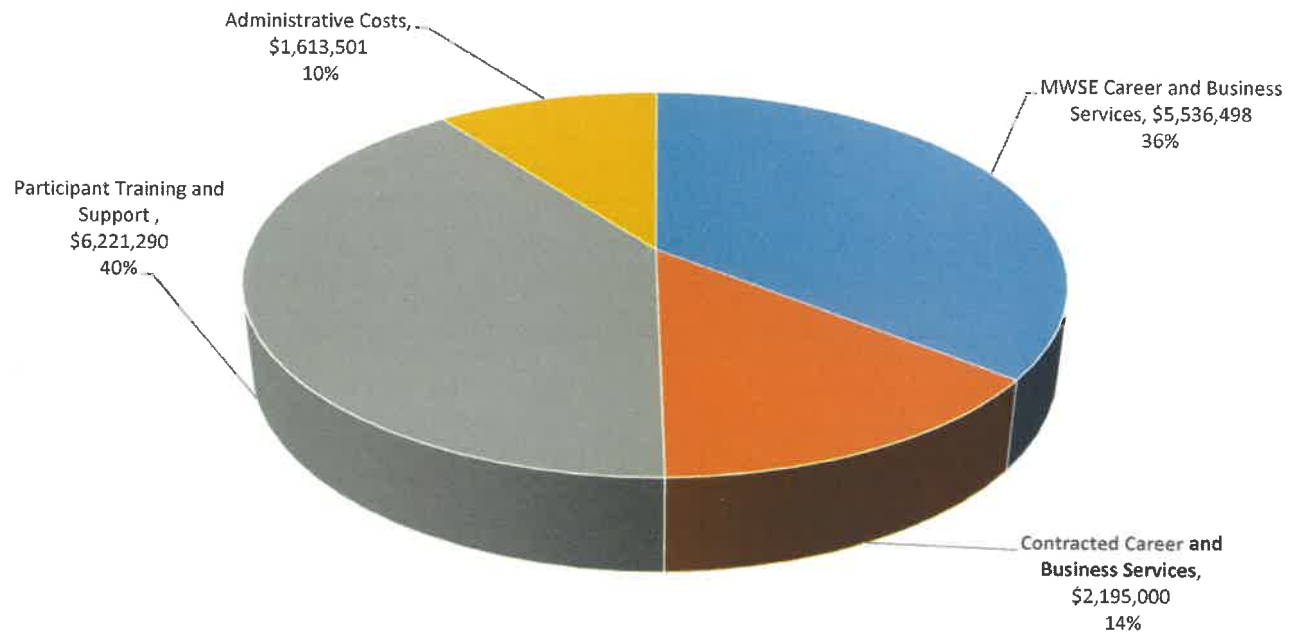
<i>Revenues</i>	<i>PY 18 Budget 7/1/18 to 6/30/19</i>	<i>PY 19 Budget 7/1/19 to 6/30/20</i>	<i>Difference</i>	<i>Comments</i>
<i>Federal funds</i>	\$10,725,802	\$11,485,189	\$759,387	Increased allocations and carry forward funds.
<i>State funds</i>	\$4,521,339	\$4,071,101	-\$450,238	Reduced availability of funds for Business Resource Networks
<i>Local</i>	\$15,000	\$10,000	-\$5,000	Estimated - No award yet.
	\$15,262,141	\$15,566,290	\$304,149	

Grant Name				
Workforce Innovation and Opportunity Act	PY 18 Budget 7/1/18 to 6/30/19	PY 19 Budget 7/1/19 to 6/30/20	Difference	Comments
<i>Adult</i>	\$1,001,991	\$1,220,715	\$218,724	Reflects increase in allocation
<i>Statewide Assistance Grant- Dis. Wkr.</i>	\$180,000	\$0	(\$180,000)	Grant ended
<i>Dislocated Worker</i>	\$1,103,364	\$1,135,938	\$32,574	Increase due to projected carry forward funds
<i>Youth</i>	\$1,380,049	\$1,955,575	\$575,526	Reflects increase in allocation plus carry forward funds
<i>Administration</i>	\$346,876	\$472,147	\$125,271	Reflects increase in allocation plus carry forward funds
<i>Statewide Activities-Service Ctr</i>	\$275,000	\$250,000	(\$25,000)	Estimated; grant not yet awarded
<i>Statewide Apprenticeship Coordinators</i>	\$7,534	\$35,095	\$27,561	State received new funding to support this initiative
<i>Statewide Capacity Building</i>	\$57,466	\$50,000	(\$7,466)	Estimated; grant not yet awarded
<i>Statewide Activities - Career Events</i>	\$25,000	\$10,000	(\$15,000)	Balance from grant awarded in PY 18
<i>Integrated Education and Training</i>	\$25,000	\$25,000	\$0	Balance from grant awarded in PY 18
<i>Statewide Activities - Contact Resource Management</i>	\$20,000	\$0	(\$20,000)	Grant ended
<i>Statewide Activities - Employer Engagement</i>	\$20,000	\$20,000	\$0	Balance from grant awarded in PY 18
Wagner-Peyser Act			\$0	
<i>Employment Services</i>	\$1,253,623	\$1,185,151	(\$68,472)	Reflects lower carry forward compared to PY 18
<i>Employment Serv. & Elig. Assessment</i>	\$108,270	\$142,890	\$34,620	Reflects increase in allocation
<i>RESEA - Work-Based Training</i>	\$30,000	\$0	(\$30,000)	Grant ended
<i>Trade Act</i>	\$415,000	\$375,000	(\$40,000)	Reflects lower allocation due to decrease in Trade Act activity
Temporary Assistance to Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP)			\$0	
<i>Partnership, Accountability, Training, Hope (PATH)</i>	\$3,914,321	\$3,781,827	(\$132,494)	Estimated; grant not yet awarded
<i>PATH - State Match</i>	\$615,669	\$481,619	(\$134,050)	Estimated; grant not yet awarded
<i>SNAP /Support service</i>	\$9,499	\$17,321	\$7,822	Estimated; grant not yet awarded
<i>SNAP /Program Services</i>	\$158,809	\$118,531	(\$40,278)	Estimated; grant not yet awarded
<i>PATH Refugee</i>	\$34,670	\$50,000	\$15,330	Estimated; grant not yet awarded
Other			\$0	
<i>America's Promise Grant</i>	\$200,000	\$300,000	\$100,000	Balance of a multi-year grant
<i>Families Forward</i>	\$150,000	\$150,000	\$0	Balance of a multi-year grant
<i>Community Ventures</i>	\$1,100,000	\$674,482	(\$425,518)	Balance of a multi-year grant
<i>Jobs for Michigan's Graduates</i>	\$125,000	\$115,000	(\$10,000)	Estimated; grant not yet awarded
<i>Going Pro Talent Fund</i>	\$2,500,000	\$2,800,000	\$300,000	Estimated based on balance left in current year grants plus projected new grant awards.
<i>Community Corrections</i>	\$25,000	\$10,000	(\$15,000)	Estimated; grant not yet awarded
<i>Adult Education(Title II)</i>	\$80,000	\$90,000	\$10,000	Increase in allocation
<i>Infrastructure Funding Agreements</i>	\$100,000	\$100,000	\$0	Project no change from current year
TOTAL	\$15,262,141	\$15,566,290	\$304,149	

Program Year (PY) 2018-19 Proposed Budget - Expenses

<i>Expenses</i>	<i>PY 18 Budget 7/1/18 to 6/30/19</i>	<i>PY 19 Budget 7/1/19 to 6/30/20</i>	<i>Difference</i>	<i>Comments</i>
<i>Salary and Benefits</i>	\$4,937,965	\$5,200,000	\$262,035	Reflects projected need for additional staffing for Human Resources and Fiscal Agent functions
<i>Subcontractors</i>	\$2,196,903	\$2,195,000	-\$1,903	Contract negotiations not completed; estimated based on last year's costs.
<i>SEMCA - Fiscal Agent Services</i>	\$501,591	\$250,000	-\$251,591	Contract negotiations not completed; estimated based on termination of contract in early 2020.
<i>Professional Services</i>	\$180,000	\$100,000	-\$80,000	Reduced need for these services.
<i>Travel</i>	\$113,452	\$115,000	\$1,548	Based on current year expenses
<i>Conference/Training (Staff)</i>	\$60,810	\$60,000	-\$810	Based on current year expenses
<i>Utilities</i>	\$110,000	\$115,000	\$5,000	Based on current year expenses
<i>Office Supplies</i>	\$50,000	\$50,000	\$0	Based on current year expenses
<i>Insurance - Liability</i>	\$65,000	\$65,000	\$0	Based on current year expenses
<i>Facility Rental</i>	\$575,000	\$580,000	\$5,000	Based on current year expenses
<i>Technology</i>	\$265,516	\$250,000	-\$15,516	Lower anticipated costs in PY 19 due to technology upgrades in current year.
<i>Maintenance</i>	\$40,000	\$40,000	\$0	Based on current year expenses
<i>Meeting Costs</i>	\$35,000	\$30,000	-\$5,000	Based on current year expenses
<i>Equipment</i>	\$80,000	\$50,000	-\$30,000	Lower anticipated costs in PY 19 due to equipment upgrades in current year.
<i>Subscription/Memberships</i>	\$125,000	\$125,000	\$0	Based on current year expenses
<i>Advertising / Sponsorships</i>	\$120,000	\$120,000	\$0	Based on current year expenses
<i>Participant Training and Support</i>	\$5,805,905	\$6,221,290	\$415,385	Reflects anticipated increase in training and support due to increased WIOA allocations and projected Going Pro training.
Totals	\$15,262,141	\$15,566,290	\$304,149	

Budgeted Distribution of Expenses by Category - Program Year 2019
7/1/19 to 6/30/20



**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-90**

**A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2019 MICHIGAN WORKS!
SOUTHEAST BUDGET**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Staff have received projected grant allocations, made expense projections and drafted a FY 2019 budget (July 1, 2019 through June 30, 2020); and
- WHEREAS, Official approval of the budget requires approval by the Southeast Michigan Consortium Board but a recommendation from approval from the Workforce Development Board is requested.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby recommends approval of the Fiscal Year 2019 budget for the Southeast Michigan Works! Agency 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: June 12, 2019

Subject: FY 2019 Capacity Building and Professional Development funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on the approval request form and accept funding for the Capacity Building and Professional Development grant for the period of July 1, 2010 through June 30, 2020 in the amount of up to \$57,446.

Background

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

Discussion

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

REVIEWED BY: None

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 18-91**

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2019 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$57,446

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Draft policy for the FY 2019 Capacity Building and Professional Development grant have been released by the Talent Investment Agency; and
- WHEREAS, In the past, this funding has been used to support partnerships such as those with the Michigan Works! Association and the Workforce Intelligence Network.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of FY 2019 Capacity Building and Professional Development funds.

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

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

Employer Services Committee

6/3/19

2:00 PM

In Person Meeting

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

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

Attendees: Rick Currie, Shamar Herron, Jim Coutu, Deb Polich, Marsha Meadows, Amber Collins, Alex BSC's Jackson- Amber Collins, Alex Masten, Washtenaw-Colleen Mallory, Peg Windsor, Hillsdale- Dan English and Jamie LoPresto, Customer Service Assistant
 Phone: Amby Wilbanks
 Absent: Bill Sleight, Don Germann, JJ Hodshire, Phil Santer, Steven Gulick

Agenda item:

- Dashboard Update
- Executive Board Objectives
- Vision Element Review and Brainstorming Team Metrics per BSC
- New Going Pro Awards
- MI Career Quest 2019 and 2020
- Open Item Discussion

Discussion:

Dashboard Update

Jim explained the Dashboard Information (Employers Served, Jobs Filled (Placements) and Total Activities IWT, OJT, Going Pro and BRN's)

Jim mentioned that tracking repletion with employers was an objective.

Deb Polich suggested moving the current year information and the previous year information together as a comparison.

The Executive Board had previously approved Communications no longer being responsible for saving the monthly dashboard on the Q: drive. It will be accessible from the web page and printing is up to individuals.

Executive Board Objectives

Rick explained the objective of the board was to not put more work upon the employees but to find ways to improve and streamline processes and procedures.

Vision Element Review and Brainstorming Team Metrics per BSC

Rick advised an objective was monthly meetings with the Economic Developers in each county.

Initiatives are 3-5 year tactical goals and objectives. Let us for now focus on how do we get long term needs met?

Dan English-Hillsdale BSC spoke about their focus on graduating seniors for this past Hiring Blitz.

Alex Masten and Amber Collins –Jackson BSC's spoke about their focus and participation in Finding Your Future, the Career Readiness Task Force, the Employability P.A.C.T. (Personal Management, Adaptability, Communication, Teamwork and Collaboration through the Marshall Plan at Western and Northwestern High Schools.

Jim mentioned the Legislative Day was last week and if the board could be of any assistance with the CEAC for MI Career Quest for our region.

Collen Mallory and Peg Windsor-Washtenaw BSC's that the main areas in their county is very different from the other counties. Washtenaw does not have a lot of manufacturing they are high in Service, Healthcare and IT positions. They do not have to do a lot of outreach because it comes to them, where the other counties are reaching out to the community for business. Peg advised she felt the employers needed education and knowledge of the diverse generational levels of the current workforce, EOC training and Succession planning.

Open Discussion: The BSC's were very appreciative of the board inviting them and listening to what they had to share. They would like to continue this type of communication and even delve into more topics.

NEXT MEETING:

Phone July 1, 2019 2:00 PM – 3:30 PM

Job Seeker Committee

5/8/19

12:00 PM

Chelsea Conference Center

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

Facilitator: Rich Chang **Note taker:** Vicki Enriquez

Timekeeper: Rich Chang

Attendees: Rich Chang, Marcus James, Bill Sleight, Pam Gosla, Angela Parth, Dr. Michelle Mueller, Justin Al-Igoe, Steve Girardin, John Salyer, Shawn Planko, Alex Gossage, Tony Waterson, Brittany Dougherty and Vicki Enriquez

Minutes

Agenda Items: Programs 101 Overview, Visioning Exercise, Workshop Overview

Discussion:

1. Programs Overview
2. Vision Exercise
3. Workshops

Conclusions:

1. Programs
 - a. Workforce Innovation and Opportunity Act (WIOA) (Federal)
 - i. Title I includes Adult, Dislocated Worker (DW) and Youth (In School & Out of School)
 1. Adult – age 18+, low income, public assistance and basic skills deficient, most flexible funding source
 2. DW – Laid off, plant closure, job elimination, often on Unemployment, must be “Unlikely to return to prior industry or occupation”
 3. Youth In School – Age 14-21, low income, attending school, barrier to employment
 4. Youth Out of School – Age 16-24, not attending school, barrier to employment, 14 elements
 5. Youth has a 20% work based training requirement
 6. All provide training, support and career services
 - ii. Title II is Adult Education
 1. Provided in Jackson, Hillsdale and Lenawee Service Centers – ESL, GED and Remediation Services
 2. Age 18+ open enrollment year round, ages 16-18 by exception
 3. Curriculum must be career based
 4. For Remediation, test scores (TABE) must be below a 12.0
 5. TABE testing is academic based
 6. Washtenaw uses the Literacy Counsel and JFS for Adult Ed
 7. Livingston just received 1 provider funds
 8. 107 is State funds
 - iii. Title III is Wagner Peyser
 1. Anyone can receive Wagner Peyser services
 2. Must be merit based staff
 3. Includes Unemployment, RESEA and TAA
 4. Sometimes there is funding
 - iv. Title IV is Michigan Rehabilitation Services
 1. Services people with disabilities
 2. It is eligibility based
 3. Helps with job goals and job placement
 4. 15% of funding is targeted towards students 14+

- b. Performance Standards
 - i. Total number served
 - ii. Market penetration
 - iii. Retention
 - iv. New for 2019 – Measurable Skills Gain and Services to Employers
- c. Partnership, Accountability, Training, Hope (PATH)
 - i. Must be referred by Department of Health and Human Services (DHHS)
 - ii. 48 month lifetime eligibility
- d. Food Assistance Employment & Training Program (FAE&T)
 - i. Must be between 18-49
 - ii. Must be referred by DHHS
 - iii. Must be an able bodied adult without dependents (ABAWDs)
 - iv. Can receive 3 months without participation then they will be cut off
- e. Trade Adjustment Assistance (TAA)
 - i. Company must be petition and be certified by government to be eligible
 - ii. All or part of company has been affected by foreign competition
- 2. The visioning exercise assisted the committee in the following decisions
 - a. Due to program changes a plan of longer than 3 years is not feasible
 - b. The committee should focus strategy not operations
 - c. Should work backwards from the Performance goals
 - d. Strategic level mission is to provide connections to remove barriers
- 3. Pam Gosla handed out a calendar for the current workshops offered at the service centers and a description of all.

NEXT MEETING:

The next meeting will be held directly following the Workforce Board Meeting on 6/12 in Chelsea 12-2:30.

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
June 3, 2019 2:00 pm

Board members attending

Lynn Matzen, Committee Co-Chair (On Phone)

Marcus James, WDB Board Chair,

Staff Attending

Bill Sleight, Director

Cordelia Gonzalez, Fiscal Manager,

1. Compliance-

The Workforce Development Reviewed our audit for FY ending 6/30/2018. They asked us to verify that no grant funds were deposited or mingled with our non-profit account. We responded by demonstrating how we maintain separate accounts. The Workforce Development Agency reviewed our reponse and found it satisfactory.

- 2. Finance-** Reviewed budget for FY 2019-20. The total net budget increased by only 2%. The committee examined both revenue and expenditure categories, and the underlying assumptions that went in to the budget recommendation. After a lengthy discussion, the committee is recommending that the Workforce Board approve the budget and recommend that the Consortium Board also approve it.

- 3. Operations-** The committee discussed the timelines of the Enterprise Resource Planning (ERP) system implementation. Our vendor, Blackbaud, has began working with Bill and Cordelia and developed a timeline to insure "going live" with our fiscal transition on October 1, 2019. Other staff will also began training on the system. Jobs will be posted for an additional accountant to help us manage fiscal operations. We have also moved our part-time account payables clerk to full time. We will issue an RFP for banking services in early July.

Staff also reviewed the progress of our Human Resources transition, which should be complete by January 1, 2020. We engaged an HR consultant to help us develop a comprehensive project plan, and to research the best way to provide a comprehensive benefits package to our employees. We also hired a temporary human resource expert to help us implement the plan. We will post a position for an HR assistant soon. We will be issuing RFPs for an insurance broker and a retirement plan administrator within the next week.

- 4. Metrics-** Discussed the Fiscal dashboard information for April 2019.

The meeting was adjourned at 3:30pm

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 - June 5, 2019



Workforce Development Board
 Executive Committee Meeting Minutes
 June 5, 2019, 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive
 Chelsea, MI

Present: Rich Chang
 Richard Currie via conference call
 Marcus James, Chair
 Lynn Matzen via conference call
 Scott Menzel
 Sharon Miller, Vice Chair
 Grace Trudell via conference call
 Leann Wilt

Absent: Donald Germann

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

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 to approve the Agenda.

MOTION: Leann Wilt moved to approve the Agenda

SUPPORT: Scott Menzel

MOTION CARRIED





4. Consent Agenda – No Consent Agenda Items
5. Resolutions for Consideration by the Workforce Development Board (WDB):
 - a. WDB RESOLUTION 18-88
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH NORTHWEST COMMUNITY SCHOOLS

Marcus James call for a motion to approve WDB Resolution 18-88

MOTION: Sharon Miller moved to approve WDB Resolution 18-88 MOU with Northwest Community Schools

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED

- b. WDB RESOLUTION 18-89

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOUs) WITH AVALON HOUSING, INC.

Marcus James call for a motion to approve WDB Resolution 18-89

MOTION: Scott Menzel moved to approve WDB Resolution 18-89 MOU with Avalon Housing, Inc.

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

- c. WDB RESOLUTION 18-90

A RESOLUTION RECOMMENDING APPROVAL OF THE FISCAL (FY) 2019 MICHIGAN WORKS! SOUTHEAST BUDGET

Marcus James call for a motion to approve WDB Resolution 18-90

MOTION: Sharon Miller moved to approve WDB Resolution 18-90 the FY 2019 Michigan Works! Southeast budget

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED





6. Committee Reports

- a. Employer Services - Richard Currie, Chair
Richard Currie reviewed June 3, 2019 meeting notes. Discussion
- b. Job Seeker Services – Rich Chang, Co-Chair
Rich Chang reviewed May 8, 2019 meeting notes. Discussion.
- c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
Scott Menzel comment the CEAC meets on April 17. Discussion.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
Lynn Matzen reviewed June 3, 2019 meeting notes. Discussion.
- e. Business Resource Networks (BRN) – Leann Wilt, Chair
Leann Wilt provided update. Discussion.

7. Chair Report

8. Director Report

Bill Sleight comment items in written report review at June 12 meeting.

- a. Michigan Works! Legislative Day
- b. State Update
- c. MI Career Quest
- d. SEMCA Transition Update
- e. Summer 19
- f. Summary of Policy Changes

9. June 12, 2019 Agenda for the Michigan Works! Southeast Workforce Development Board Meeting

Reviewed the Agenda. Discussion.

10. Public Comment

Marcus James offered public comment. No public comment
Committee members provided comments.

11. Adjournment

Meeting adjourned at 3:47 pm.

