

WORKFORCE DEVELOPMENT BOARD MEETING
January 8, 2020, 10:00 a.m. – 12:00 noon
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

AGENDA (Revised)

Pages

- 1. **Call to order**
- 2. **Roll Call**
- 3. **Introductions**
- 4. **Call to the Public**
- 5. **Approval of the Agenda**
- 6. **Approval of November 13, 2019 Michigan Works! Southeast Workforce Development Board Meeting Minutes** 4 - 8
- 7. **Approval of Consent Agenda**
- 8. **Resolutions for Consideration of the Workforce Development Board (WDB)**10 - 20
 - a. **WDB RESOLUTION 19-17**
A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2020 HEALTHY MICHIGAN PLAN GRANT ACCEPTANCE AND PLAN
 - b. **WDB RESOLUTION 19-18**
A RESOLUTION APPROVING THE FISCAL YEAR 2020 HEALTHY MICHIGAN PLAN NAVIGATOR GRANT ACCEPTANCE AND PLAN
 - c. **WDB RESOLUTION 19-19**
A RESOLUTION APPROVING THE CALENDAR YEAR 2020 MICHIGAN WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2020 THROUGH 12/31/2020
 - d. **WDB RESOLUTION 19-20**
A RESOLUTION APPROVING FY 2019 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) INCUMBENT WORKER TRAINING FUNDS

Connecting the counties of Hillsdale, Jackson, Lenawee, Livingston, and Washtenaw

e. **WDB RESOLUTION 19-21**

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING WITH THE
LENAWEE TRANSPORTATION TASK FORCE

9. Presentation – Paul Schutt, co-Chief Executive Officer, Issue Media Group

10. Committee Reports 22 - 27

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

11. Discussion Items 29 - 30

- a. Michigan Future Talent Council (MFTC) Report, Marcus James
- b. Executive Committee Report - WDB Chair
 - Michigan Works! Southeast Workforce Development Board
Executive Committee Minutes for December 4, 2019

12. Other Items

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

13. Adjourn

Connecting the counties of Hillsdale, Jackson, Lenawee, Livingston, and Washtenaw

6. Approval of November 13, 2019 Michigan Works! Southeast Workforce Development Board Meeting Minutes

Michigan Works! Southeast,
Workforce Development Board Meeting Minutes
November 13, 2019, 10:00 a.m. – 12:00 noon,
Chelsea Comfort Inn Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Present

Dr. Rose Bellanca	Washtenaw Community College	arrived at 10:30am
Rich Chang	NewFoundry	
Donald Germann	County National Bank	via conference call
Richard Currie	Hitachi Automotive Systems Americas, Inc.	via conference call
Sean Duval	Golden Limousine International	
Shawn Planko	Expedia	
Steven Girardin	Michigan Rehabilitation Service	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Dr. Timothy Jackson	Washtenaw ISD	alternate for Dr. Scott Menzel
Marcus James, Chair	StableInc LLC	
Tina Matz	Jackson College	alternate for Jeremy Frew
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	via conference call
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	
Phil Santer	Ann Arbor SPARK	
John Salyer	AAEJATC	alternate for Lee Graham
Brandon Tucker	Washtenaw Community College	alternate for Dr. Rose Bellanca
James Van Doren	Lenawee Now	
Ambrose Willbanks, Jr.	Washtenaw CVB	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Lee Graham	Operating Engineers 324	alternate John Salyer attended
Mindy Bradish-Orta	Jackson Chamber of Commerce	
Jeremy Frew	Jackson College	alternate Tina Matz attended
Steven Gulick	Huron Valley Area Labor Federation	
Lynn Matzen	Matrix Systems LLC	
Sharon Miller, Vice Chair	Consumers Energy	
Dr. Scott Menzel	Washtenaw ISD	alternate Dr. Tim Jackson attended
Grace Trudell	IBEW 58	

Staff Present

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT Manager	Michigan Works! Southeast
Justin Al-Hgoe, Policy and Operation Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Johnny Epps, Service Center Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Pam Gosia, Research and Education Manager	Michigan Works! Southeast

Janet Myers, Service Center Manager
 Joshua Rose, Communications Assistant
 Misty Shulters, Service Center Manager
 Angela Watkins, Service Center Manager

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

Others Present

Dan Furton
 Naheed Huq
 Tim Pielack

Bureau of Blind Services
 Southeast Michigan Council of Governments
 Modis Staffing Services

1. Call to order
 Marcus James, Chair called the meeting or order at 10:02 am
2. Roll Call
 Quorum present
3. Introductions
4. Call to the Public
 Marcus James call to public comment. Jim Van Doren commented.
5. Approval of the Agenda
 Marcus James revised the agenda. Agenda item 13. b. Directors Report moved to Agenda item 11. Marcus stated the information provided in the Directors report is important for thorough review by Bill Sleight and allow time for discussion.
 Marcus call for motion to approve the Agenda.
 MOTION: Sean Duval moved to approve the Agenda as amended.
 SUPPORT: Phil Santer
 MOTION CARRIED
6. Election of Officers and Executive Committee Members for Workforce Development Board.
 Sean Duval reviewed the nominees for proposed 2020 Officers (Chair; Vice-Chair) and the nominees for Executive Committee.
 Nominating Committee recommendations for board slate.

Marcus James	Chair
Sharon Miller	Vice-Chair
Rich Chang	Executive Committee
Richard Currie	Executive Committee
Donald Germann	Executive Committee
Jeremiah Hodshire	Executive Committee
Lynn Matzen	Executive Committee
Scott Menzel	Executive Committee
Grace Trudell	Executive Committee

Floor opened for additional nominations. No Additional nominations.

Call for motion to approve the slate of 2020 Officers and 2020 Executive Committee.

MOTION: Phil Santer moved to approve the slate of 2020 Officers and 2020 Executive Committee as presented.

SUPPORT: James Van Doren.

Discussion.

MOTION CARRIED.

7. Approval of September 11, 2019 minutes for Joint meeting of Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium
 Marcus James call for a motion to approve the September 11, 2019 Board meeting minutes.
 MOTION: Rich Chang moved to approve the September 11, 2019 board meeting minutes.
 SUPPORT: Brandon Tucker
 MOTION CARRIED
8. Approval of Consent Agenda
 Marcus James reviewed the consent agenda resolutions. Marcus asked if any of the resolutions need to be moved under consideration by the board. No request. Marcus James call for a motion to approve the Consent Agenda.
 MOTION: John Salyer moved to approve the Consent Agenda.
 SUPPORT: Bill Rayl
 MOTION CARRIED
- a. WDB RESOLUTION 19-06
 A resolution approving a Memorandum of Understanding (MOU) with the Section 107 Adult Education Career Technical Program
 - b. WDB RESOLUTION 19-07
 A Resolution approving the Fiscal Year 2020 Food Assistance Employment & Training (FAE&T) Plan
 - c. WDB RESOLUTION 19-08
 A Resolution approving Going Pro Apprenticeship Grant
 - d. WDB Resolution 19-11
 A Resolution approving the Fiscal Year (FY) 2020 TANF Refugee Program Grant
 - e. WDB Resolution 19-13
 A Resolution approving a Memorandum of Understanding for the Child Care Development Training Partnership
 - f. WDB Resolution 19-14
 A Resolution approving a Memorandum of Understanding Disability Connections, Jackson County
 - g. WDB Resolution 19-15
 A Resolution approving a Memorandum of Understanding with the Workforce Intelligence Network for Southeast Michigan for the Michigan Healthcare Collaborative.
9. Resolutions for Consideration of the Workforce Development Board (WDB)
- a. WDB Resolution 19-09
 A Resolution approving the Fiscal Year 2020 Partnership, Accountability, Training and Hope (PATH) Plan for the delivery of job training services to public assistance participants in the Southeast Michigan Consortium
 Marcus James call for a motion to approve WDB Resolution 19-09
 MOTION: Leann Wilt moved to approve WDB Resolution 19-09 the FY 2020 PATH Plan for delivery of job training services to public assistance participants in the Southeast Michigan Consortium.
 SUPPORT: Sean Duval
 Bill Sleight reviewed. Discussion.

MOTION CARRIED

b. WDB Resolution 19-12

A Resolution approving the FY 2020 Trade Adjustment Assistance (TAA) Program

Marcus James call for a motion to approve WDB Resolution 19-12

MOTION: Phil Santer moved to approve WDB Resolution 19-12 the FY 2020 TAA Program

SUPPORT: Brandon Tucker

Bill Sleight reviewed. Discussion.

MOTION CARRIED

c. WDB Resolution 19-16

A Resolution approving a Memorandum of Understanding with the Lenawee Career and College Access Network

Marcus James call for a motion to approve WDB Resolution 19-16

MOTION: Rich Chang moved to approve WDB Resolution 19-16 the MOU with the Lenawee Career and College Access Network

SUPPORT: John Salyer

Bill Sleight reviewed. Discussion.

Abstain: James Van Doren

MOTION CARRIED

d. WDB Resolution 19-17

A Resolution approving to appoint and re-appoint members to the Career and Educational Advisory Council (CEAC) Membership for Michigan Works! Southeast

Marcus James call for a motion to approve WDB Resolution 19-17

MOTION: Kevin Oxley moved to approve WDB Resolution 19-17 to appoint and re-appoint members of the CEAC membership for Michigan Works! Southeast

SUPPORT: Bill Rayl

Bill Sleight reviewed. Discussion.

Marcus James commented the newly appointed alternates to the WDB are Tina Matz, Jackson College and Brandon Tucker, Washtenaw Community College. Also, JJ Hodshire, named CEO, Hillsdale Hospital effective June 1, 2020. Bill Sleight noted Mindy Bradish-Orta, President Jackson County Chamber resigning from the board. Mindy is leaving the Chamber for another job opportunity (announced today).

Marcus James acknowledged out-going board members Leann Wilt and Steven Girardin.

Marcus thanked Leann and Steven for their many years of service to the WDB and dedication.

Leann commented. Steven Girardin commented.

10. Future Skills: Preparing for the Changing World of Work presentation by Naheed Huq, Manager of Talent and Economic Development, Southeast Michigan Council of Governments. Discussion.

11. Directors Report provided by Bill Sleight. Discussion.

12. Committee Reports

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

13. Discussion Items

- a. Michigan Future Talent Council Report - Marcus James
- b. Executive Committee Report - WDB Chair
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes - October 2, 2019 and November 6, 2019

14. Other Items

- a. Chair Update – WDB Chair.
Updates provided during the meeting.

Marcus James offered public comment. No public comment.

15. Adjournment

Leann Wilt moved to adjourned. Meeting adjourned at 11:58 am.

8. Resolutions for Consideration of the Workforce Development Board (WDB)**a. WDB RESOLUTION 19-17**

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2020 HEALTHY MICHIGAN PLAN GRANT ACCEPTANCE AND PLAN

b. WDB RESOLUTION 19-18

A RESOLUTION APPROVING THE FISCAL YEAR 2020 HEALTHY MICHIGAN PLAN NAVIGATOR GRANT ACCEPTANCE AND PLAN

c. WDB RESOLUTION 19-19

A RESOLUTION APPROVING THE CALENDAR YEAR 2020 MICHIGAN WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2020 THROUGH 12/31/2020

d. WDB RESOLUTION 19-20

A RESOLUTION APPROVING FY 2019 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) INCUMBENT WORKER TRAINING FUNDS

e. WDB RESOLUTION 19-21

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE LENAWEE TRANSPORTATION TASK FORCE

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: December 4, 2019

Subject: FY 2020 Healthy Michigan Plan allocation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the FY 2020 Healthy Michigan Plan grant from the Department of Labor and Economic Opportunity- Workforce Development (LEO) for the period of January 1, 2020 through September 30, 2020 in the amount of up to \$181,168.

Background

The Michigan Department of Health and Human Services (MDHHS) will implement new work requirements beginning January 1, 2020 for Medicaid beneficiaries who have Healthy Michigan Plan (HMP) care coverage. HMP beneficiaries who are at least 19 but younger than 62 and do not meet exemption criteria will be subject to the new work requirements as a condition of eligibility. HMP participants will be required to work or do other activities, like job search, for at least 80 hours each month.

Discussion

Allocations are based on the number of estimated HMP participants in the MWA targeted area. MWAs should build capacity to serve additional customers with this allocation due to the HMP work requirement. MWAs will not necessarily know, nor will they need to identify who is an HMP participant. DHHS will determine who will be required to work. DHHS has identified those eligible by county.

RESOLUTION APPROVED BY: None

The FY 2020 Healthy Michigan Plan grant and plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-17**

RESOLUTION APPROVING THE FISCAL YEAR 2020 HEALTHY MICHIGAN PLAN GRANT ACCEPTANCE AND PLAN

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The Healthy Michigan Plan (HMP) participants will be required to work or do other activities, like job search, for at least 80 hours each month; and
- WHEREAS, Funding from the HMP grant is for Michigan Works! Agencies to build capacity to assist HMP participants with meeting the work requirement; and
- WHEREAS, The total grant allocation for the Michigan Works! Southeast is \$181,168 for use during the January 1, 2020 through September 30, 2020; and
- WHEREAS, LEO requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the TAA grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2020 (January 1, 2020 through September 30, 2020) Healthy Michigan Plan funding acceptance and plan submission in the amount of \$181,168.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign any forms needed for submission to LEO 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: December 4, 2019

Subject: FY 2020 Healthy Michigan Plan Navigator allocation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the FY 2020 Healthy Michigan Plan Navigator grant from the Department of Labor and Economic Opportunity- Workforce Development (LEO) for the period of November 5, 2019 through September 30, 2020 in the amount of up to \$128,515.

Background

The Michigan Department of Health and Human Services (MDHHS) will implement new work requirements beginning January 1, 2020 for Medicaid beneficiaries who have Healthy Michigan Plan (HMP) care coverage. HMP beneficiaries who are at least 19 but younger than 62 and do not meet exemption criteria will be subject to the new work requirements as a condition of eligibility. HMP participants will be required to work or do other activities, like job search, for at least 80 hours each month.

Discussion

The intent of the navigator(s) is to assist HMP participants who must report 80 hours of work or other activities each month. The HMP navigator will direct HMP participants to employment and training related services and supports to assist participants secure and maintain training and employment. The navigator will educate impacted participants on requirements and available services and make referrals. The navigator will cultivate relationships with Community HMP partners to provide direction and guidance to assist HMP participants navigate the system.

RESOLUTION APPROVED BY: None

The FY 2020 Healthy Michigan Plan Navigator grant and plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

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

**RESOLUTION APPROVING THE FISCAL YEAR 2020 HEALTHY MICHIGAN PLAN
NAVIGATOR GRANT ACCEPTANCE AND PLAN**

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The Healthy Michigan Plan (HMP) participants will be required to work or do other activities, like job search, for at least 80 hours each month; and
- WHEREAS, Funding from this grant will be to support navigators to help guide and direct HMP participants with meeting the work requirements; and
- WHEREAS, The total grant allocation for the Michigan Works! Southeast is \$128,515 for use during the November 5, 2019 through September 30, 2020; and
- WHEREAS, LEO requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the TAA grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2020 (November 5, 2019 through September 30, 2020) Healthy Michigan Plan Navigator funding acceptance and plan submission in the amount of \$128,515.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign any forms needed for submission to LEO 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: January 8, 2020

Subject: Calendar Year (CY) 2020 Michigan Works! System Plan

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Calendar Year 2020 Michigan Works! System Plan for the time period January 1, 2020 through December 31, 2020.

Background

The Michigan Works! System Plan (MWSP) is an instrument for the annual documentation and execution of employment, education, and training programs as well as for the transmission of assurances, certifications, and stipulations, mandatory and discretionary, for such programs funded by the Department of Labor and Economic Opportunity.

Discussion

The implementation of employment, education, and training programs is accomplished throughout the state in each MWA by the local Workforce Development Board (WDB) in cooperation with the Chief Elected Official (CEO) through the utilization of a One-Stop delivery system, in accordance with the WIOA Section 121. The delivery system is embodied in the MWSP.

The MWSP requires items such as:

- Assurances, Certifications, and Stipulations Acknowledgment/Adherence Form
- Certification Regarding Lobbying
- Certification Regarding Debarment
- MWSP Identification, Verification, and Designation Form
- One-Stop Operator Verification Form
- One-Stop Center(s)/Office(s) Verification Form
- Federal Funding Accountability and Transparency Act (FFATA) Data Collection Form and Certification

These are standard items that are required to be implemented and adhered to by all organizations receiving workforce development funds. The MWSP also requests administrative information such as approved signatories, alternate signatories, One-Stop Operator information, etc.

Approval of the CY 2020 Michigan Works! System Plan must be approved by both 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 19-19**

A RESOLUTION APPROVING THE CALENDAR YEAR 2020 MICHIGAN WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2020 THROUGH 12/31/2020

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), 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, Each Calendar Year, LEO requires Michigan Works! Agencies to update forms stipulating that the organization will follow certain laws, assurances and certifications; and
- WHEREAS, The Michigan Works! System plan (MWSP) encompasses all of these required forms in addition to administrative information such as signatory authority, alternate signatories, One-Stop Operator information, etc...; and
- WHEREAS, Approval of the MWSP requires approval from the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Calendar Year 2020 Michigan Works! System Plan for the time period of January 1, 2020 to December 31, 2020.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board be authorized to sign the approval request from for submission to the Department of Labor and Economic Opportunity-Workforce Development (LEO) 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: January 8, 2019

Subject: FY 2019 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:

- | | |
|-------------------------------|----------|
| - Crankshaft Machine Group | \$1,435 |
| - US Staffing Agency | \$1,500 |
| - R.W. Mercer Company | \$3,240 |
| - Exceptional Home Care, LLC | \$10,000 |
| - GSHA Quality Services | \$1,500 |
| - RIMA Manufacturing | \$790 |
| - Jonesville Healthcare, PLLC | \$4,570 |

Background

FY 2019 WIOA Incumbent Worker (7/1/19 through 6/30/20) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. 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

An Incumbent Worker application has been received. The Employer Services Committee has reviewed them and approved the applications. Below is a summary of the applications.

FY 2019 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained and area	County
Crankshaft Machine Group	Not to exceed \$1,435	1- Computer Skills and Advanced Gauges and Measures	Jackson
US Staffing Agency	Not to exceed \$1,500	1- SHRM Certification	Jackson
R.W. Mercer	Not to exceed \$3,240	1- SHRM Certification 1- Civil Blueprint Reading	Jackson

Exceptional Home Care, LLC	Not to exceed \$10,000	8- Conflict Management, High Performing Teams, Improve Employee retention	Washtenaw
GSHA Quality Services	Not to exceed \$1,500	1- Data Analytics	Washtenaw
RIMA Manufacturing Company	Not to exceed \$790	1- Core Tools: Statistical Process Control	Lenawee
Jonesville Healthcare, PLLC	Not to exceed \$4,570	2- CPC training	Hillsdale

IW APPLICATIONS 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 19-20**

A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT WORKER TRAINING FUNDS

WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Department of Labor and Economic Opportunity-Workforce Development (LEO), 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 several 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 has been reviewed and approved by the Employer Services Committee; and

WHEREAS, Approval of these contracts 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: January 8, 2020

Subject: Memorandum of Understanding (MOU) with the Lenawee Transportation Task Force

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with the Lenawee Transportation Task Force (LTF).

Background

This Memorandum of Understanding (MOU) seeks to formalize the Lenawee Transportation Task Force. The Task Force will track current transportation options, identify gaps in service and explore options to increase funding availability for transportation services.

Discussion

The LTF aims to offer the following:

The Lenawee County Transportation Task Force offers:

- Collaboration necessary to support Lenawee County's Collective Impact Process
- Support to all Transportation Resources in Lenawee County
- Endorsement for grant applications
- Educational opportunities for agency/organizations

The Task Force is requesting that Michigan Works! Southeast formally join the task force.

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 19-21**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE LENAWEE
TRANSPORTATION TASK FORCE**

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), 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 Lenawee Transportation Task Force would like to formalize Michigan Works! Southeast as a member; and
- WHEREAS, The Task Force aims to track current transportation options, identify gaps in service and explore options to increase funding availability for transportation services in Lenawee County; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Lenawee Transportation Task Force.

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.

10. Committee Reports

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

CEAC Meeting | MINUTES

Date **12/16/19** | Time **1:30 – 3:30pm** | Location **WISD 1819 S. Wagner Rd, Ann Arbor, MI 48103**

Meeting called by:	CEAC Committee	Attendees: CEAC Members
Type of meeting:	Scheduled Meeting	Joshua Rose, Scott Heister, Sharron Miller, Bill Rayl, Kevin Upton, Matt Shane, Tim Jackson, John Patry, Scott Menzel, Luke Yates, Ryan Rowe, Jody Gielins, Denise Teague, Kevin Oxley, Shamar Herron, Marcus James, Bill Sleight, Jack Townsley, Nathaniel Osborne, Pam Gosla, Heather Robidoux
Chair:	Kevin Oxley	
Minutes recorded by:	Heather Robidoux	
Meeting called to order:	1:36 PM	
Meeting adjourned:	2:54 PM	

AGENDA TOPICS

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

MI STEM continues to work with partners to establish the 4 pillars of high quality STEM programs in our region. MI STEM has been running a Ten80 group, which is centered around mini race-cars and RaceDay events. A mix of middle school and high school students in 4 of our 6 counties are participating. Two more upcoming Ten80 events will take place on February 7th at WCC and February 26th at UM.

MISTEM Region 2 will be participating in STEAM Week at WCC February 3rd -7th Anyone interested in helping out should contact Heister.

STEM Educator of the Year Award nominations are currently being accepted. Award winners will be recognized during STEAM week at WCC at a VIP Celebration and Banquet Dinner. They will receive a \$1K STEM grant. In addition, two STEM Scholars \$6K scholarships will be awarded to students. MISTEM Region 2 also continues to work to develop the 2020-2021 Advisory Counsel and a Partners Forum Design Team.

MISTEM Advisory Council Grants have been changed to a non-competitive grant with a regional focus. Grant proposals must include a STEM Works program, create coalitions across the region, and attend to all 4 MISTEM pillars. Applications will work through regional consultants and are due January 30th, 2020.

Action items

Person responsible Deadline

n/a

Agenda topic MiCareerQuest South Updates | Presenter MWSE Staff

MWSE has been very involved in all counties during the last couple month establishing interest and support for MiCareerQuest South (MCQS)

MCQS will be held April 23, 2020 from 8:30am – 2pm at the Southern Michigan Center for Science and Industry (SMCSI) in Hudson, MI.

Action items	Person responsible	Deadline
ISDs will communicate to MWSE which of their school districts intend to participate.	County Superintendent	January 10 th

Agenda topic Subcommittee Updates | Presenter Subcommittee Chairs
Apprenticeship Subcommittee

The Apprenticeship Subcommittee partnered with WCC to host an Apprenticeship 101 event for businesses, which was held on November 15th. Turnout was smaller than anticipated (73 individuals) but the dialog was of very high quality.

The Apprenticeship Subcommittee is focusing on their other two deliverables, creating toolkits to educate educators and students.

Adult Education

Adult Education is working to get the budget approved for PY 19-20, which has proven to be difficult with the State's budget dilemma and the fact that several programs want to try some "outside of the box" ideas. The AE Subcommittee is continuing to work to expand programming to new locations and is having better luck with private sector employers providing space for programming when compared to local school districts.

Career Pathways

The Career Pathways Subcommittee is now actively piloting the Professional Achievement Scorecard (PAS), work readiness micro-credential system within two regional AE programs (MWSE AE and Livingston AE). MWSE has been asked to present at the Coalition for Adult Basic Education (COABE) National Spring Conference in Baltimore.

Action items	Person responsible	Deadline
n/a		

Agenda topic 61b Strategic Plan | Presenter Kevin Oxley

Kevin Oxley shared the finalized document in digital form prior to the meeting. Oxley says that the 61b Strategic Plan is pretty unexciting because the Jackson County ISD is simply serving in a fiduciary capacity. The 61b Strategic Plan was signed and approved.

Action items	Person responsible	Deadline
n/a		

Agenda topic Comprehensive Local Needs Assessment (CLNA) | Presenter Kevin Oxley

CLNA information was also shared in digital format with the group prior to the meeting. Denise Teague explained that Monroe County had difficulties with non-traditional CTE participant numbers because of being a smaller county with fewer CTE options available. The CLNA for Monroe County indicated that there are not enough CTE programs and that there exists a huge need for IT programming. Because of this, Monroe High School will be applying for 3 new programs.

Teague also reiterated the unique situation of Monroe County, technically being included in two CEACs. Monroe is in Region 9 for education, Region 2 for MISTEM, etc. The only map on which Monroe is not part of Region 9 is the Workforce Development map. Teague went on to describe that Monroe is in an interesting situation because, distance-wise, Monroe is far from many opportunities in both MWSE and Wayne County and that in all reality, the most convenient place for Monroe to make connections is in Toledo.

Action items
Person responsible Deadline

n/a

Agenda topic Other Updates | Presenter Group Discussion

- Jobs for Michigan Graduates funding was approved.
- Going Pro funding is still in budget limbo.
- A "Shark Tank" Entrepreneurship experience for high school students sponsored by LISD in Jackson, Lenawee, and Hillsdale will be happening soon. Similar to iChallenge U. The initial event is March 21st. For more information, contact Jack Townsley.

Action items
Person responsible Deadline

n/a

Special Notes

9/16 members present

Next meeting:

February 24, 2020 (4th Monday) – Due to holiday

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
November 25, 2019 2:00 pm
Conference Call

Board members attending

Lynn Matzen, Committee Co-Chair

Marcus James, WDB Board Chair,

Staff Attending

Bill Sleight, Director
Cordelia Gonzalez, Fiscal Manager,
Justin Al-Goie- Policy and Operations Manager

1. Reviewed notes from October meeting. No Corrections.
2. **Compliance-** Cycle III monitoring by the state was completed the week of November 4th. The final determination letter has not been received yet.

Plante Moran has been working with MWSE and SEMCA beginning the week of October 21st. The audit is scheduled to be completed by the end of November, with a presentation to the board in December.

3. **Finance-** The committee reviewed the October 31, 2019 income statement. The statement combined was a combination of SEMCA payments and MWSE. Income and Expenses are about 25% of the budget.
4. **Operations-** Bill and Cordelia provided an update on the fiscal and HR transitions.
Fiscal- Kimberly Bilko started as our Fiscal Analyst on November 18th. She has experience in payroll and is working setting up our system with Paycor.
HR- Beginning Open enrollment in mid -November. Lisa and her staff is working diligently to ensure a smooth transition from SEMCA beginning Jan 1, 2020.
Lisa met with lawyers to review policies, etc.
5. The committee reviewed and discussed Bill's balanced scorecard and agreed that there should be greater emphasis on the transition, MI Career Quest, and BRN's and employers services.
6. The Committee adjourned at 3:15

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

Revenues	Sept 2019	Oct 2019	Total October	Annual Budget -	% of Budget
	YTD SEMCA	YTD MWSE	2019 YTD	Original	Expended S/B ~30%
Federal Grant	2,189,079	\$ 908,695	\$ 3,097,773	\$ 11,485,189	26.97%
State Grant	272,250	332,075	\$ 604,325	4,071,101	14.84%
Local Grant	3,750		\$ 3,750	10,000	
IFA Revenue	3,525	-	\$ 3,525		
Contract Revenue	7,500	20,625	\$ 28,125		
Professional Services			\$ -		
Miscellaneous Revenue	9,592		\$ 9,592		
Transfer In/(Out)	(3,525)		\$ (3,525)		
Total Revenues	2,482,170	1,261,395	3,743,566	15,566,290	24.05%
Expenses					
Salaries	923,526	279,474	\$ 1,203,000	3,952,000	30.44%
Fringe Benefits	246,895	64,728	\$ 311,623	1,248,000	24.97%
E&T Contractors	247,936	334,745	\$ 582,681	2,195,000	26.55%
SEMCA Professional Services	108,896	42,690	\$ 151,586	250,000	60.63%
Professional Fees	32,926	137,741	\$ 170,667	100,000	170.67%
Professional Services Subtotal	141,822	180,431	322,253	350,000	92.07%
Travel	18,871	20,176	\$ 39,048	115,000	33.95%
Conferences/Training (Staff)	21,790	23,253	\$ 45,043	60,000	75.07%
Utilities	10,982	3,806	\$ 14,788	115,000	12.86%
Office Supplies	17,369	14,297	\$ 31,666	50,000	63.33%
Insurance - Liability	19,845	1,919	\$ 21,764	65,000	33.48%
Facility Rental/Upgrades	180,693	31,267	\$ 211,960	580,000	36.54%
Technology	64,899	15,159	\$ 80,058	250,000	32.02%
Maintenance	10,156	4,355	\$ 14,511	40,000	36.28%
Meetings Costs	3,923	3,453	\$ 7,376	30,000	24.59%
Equipment	23,982	21,197	\$ 45,178	50,000	90.36%
Subscription/Memberships	79,755	2,750	\$ 82,505	125,000	66.00%
Advertising/Sponsorships	6,223	11,481	\$ 17,704	120,000	14.75%
Participant Training & Support	456,539	423,456	\$ 879,996	6,221,290	14.14%
Total Expenses	\$ 2,475,207	\$ 1,435,946	\$ 3,911,153	\$ 15,566,290	25.13%
Net Income/ (Loss)			\$ (167,587)	\$ -	

Fees for Fiscal and HR
Transition and Audit

MWSE conferences;
expenses will be lower the
rest of the year.

Will review to see why there
is a spike in expenditures
this quarter.

Includes one-time
improvements in facilities;
will monitor to see if
adjustment is needed

Includes one-time cost of
fiscal office move and some
equipment upgrades.
Reflects annual subscription
costs

PY 18 Going Pro invoices will
increase next quarter

11. Discussion Items

- a. Michigan Future Talent Council (MFTC) Report, Marcus James
- b. Executive Committee Report - WDB Chair
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for December 4, 2019

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

Present: Donald Germann via conference call
 Jeremiah JJ Hodshire via conference call
 Marcus James, Chair
 Lynn Matzen
 Sharon Miller, Vice Chair

Absent: Rich Chang
 Richard Currie
 Scott Menzel
 Grace Trudell

Staff Present: Bill Sleight
 Shamar Herron
 Dan Childs
 Maggie Flaherty

1. Call to order
 Marcus James called the meeting to order at 2:10 pm
2. Roll Call
 Quorum Present
3. Approval of Agenda
 Marcus James call for a motion to approve the Agenda.
 MOTION: Sharon Miller moved to approve the Agenda
 SUPPORT: Lynn Matzen
 MOTION CARRIED
4. Consent Agenda-No items
5. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 19-17
 A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2020 HEALTHY MICHIGAN PLAN GRANT ACCEPTANCE AND PLAN
 Marcus James call for a motion to approve WDB 19-17
 MOTION: Lynn Matzen moved to approve WDB Resolution 19-17 the FY 2020 Health Michigan Plan Grant acceptance and plan.
 SUPPORT: Sharon Miller
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED

- b. WDB Resolution 19-18
 A RESOLUTION APPROVING THE FISCAL YEAR 2020 HEALTHY MICHIGAN PLAN NAVIGATOR GRANT ACCEPTANCE AND PLAN
 Marcus James call for a motion to approve WDB Resolution 19-18
 MOTION: Lynn Matzen moved to approve WDB Resolution 19-18 the FY 2020 Health Michigan Plan Navigator Grant acceptance and plan
 SUPPORT: Sharon Miller
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED
- 6. Committee Reports
 Updates provided
 - a. Employer Services - Richard Currie, Chair
 Update provided by Rick Currie. Discussion.
 - b. Job Seeker Services – Rich Chang, Co-Chair
 Bill Sleight and Shamar Herron provided update. Discussion.
 - c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
 Bill Sleight and Marcus James provided update. Discussion
 - d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Co-Chair
 Lynn Matzen provided update. Discussion.
 - e. Business Resource Networks (BRN)
 Bill Sleight provided update. Discussion.
- 7. Chair Report
 - a. 2019/2020 Directors Balanced Scorecard
 Committee reviewed directors balanced scorecard for 2019/2020.
 Discussion.
- 8. Directors Report
 Bill Sleight provided updates on the following topics.
 - a. MiCareerQuest South
 - b. Transition Update
 - c. State update
- 9. January 8, 2020 Agenda for the Michigan Works! Southeast Workforce Development Board Meeting
 Reviewed Agenda. Discussion.
- 10. Public Comment
 Marcus James offered public comment. No public comment
- 11. Adjournment
 Meeting adjourned at 3:35 pm