



**Joint Meeting of the
SOUTHEAST MICHIGAN CONSORTIUM
and
MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
March 11, 2020
10:00 am – 12:00 Noon
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118**

AGENDA

Pages

- 1. **Call to order** – Southeast Michigan Consortium – Karol KZ Bolton, Chair
- 2. **Call to order** – Michigan Works! Southeast Workforce Development Board – Marcus James, Chair
- 3. **Roll Call** – Southeast Michigan Consortium
- 4. **Roll Call** – Michigan Works! Southeast Workforce Development Board
- 5. **Introductions**
- 6. **Call to the Public** (both boards) – KZ Bolton
- 7. **Approval of the Agenda** (both boards) –
 - a. Consortium, KZ Bolton
 - b. Workforce Development Board, Marcus James
- 8. **Approval of Minutes** – (both boards) 5 - 11
 - a. February 24, 2020 Southeast Michigan Consortium Meeting Minutes, KZ Bolton
 - b. January 8, 2020 Michigan Works! Southeast Workforce Development Board Meeting Minutes, Marcus James

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



9. Michigan Works! Southeast Workforce Development Board member vacancy

KZ Bolton (Consortium) .

a. Approval of nomination to fill vacancy

Shantalita Bailey, District Manager, Michigan Department of Labor and Economic Opportunity (LEO), Michigan Rehabilitation Services (MRS) (fill vacancy due to resignation of Steve Girardin).

Recommendation by: Marie Harrell, Michigan Rehabilitation Services

10. Consent Agenda –Marcus James (Workforce Development Board) 13 -20

a. WDB RESOLUTION 19-24

A RESOLUTION APPROVING THE 2020 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$97,249

b. WDB RESOLUTION 19-25

A RESOLUTION APPROVING THE FISCAL YEAR 2020 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) EMPLOYMENT-RELATED SUPPORT SERVICES

c. WDB RESOLUTION 19-26

A RESOLUTION APPROVING INFRASTRUCTURE FUNDING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING FOR WIOA REQUIRED PARTNERS FOR FY 2020

d. WDB RESOLUTION 19-28

A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT WORKER TRAINING FUNDS

Caster Concepts

Not to exceed \$8,230

Diversified Engineering and Plastics

Not to exceed \$16,815

11. Presentations:

a. **Emerging Technology and RapidSkills Workforce Intelligence Network (WIN), Michele Economou Ureste, Executive Director**

b. **Workforce Innovation and Opportunity Act (WIOA), Four Year Regional and Local Plans Process Justin Al-goe, Policy and Operations Manager**

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





- 12. Resolutions for Consideration of the Workforce Development Board** 22 - 23
-Marcus James
- a. **WDB RESOLUTION 19-27**
 A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSALS
 FOR SPECIALIZED BUSINESS SERVICES AND SPECIALIZED YOUTH SERVICES
- 13. Resolutions for Consideration of the Southeast Michigan Consortium** 25 - 26
-Karol KZ Bolton
- a. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-30**
 A RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE
 MORAN FOR A NEW TOTAL OF \$43,400
- 14. Resolutions for Consideration by both the Consortium and the Workforce
 Development Board** – None
- 15. Committee Reports – Workforce Development Board** 28 - 43
- a. Employer Services - Richard Currie, Chair
 b. Job Seeker Services – Rich Chang, Co-Chair and Dr. Rose Bellanca, Co-Chair
 c. Career and Educational Advisory Council (CEAC)– Kevin Oxley, Co-Chair
 d. Strategic and Operations (formerly CFO) – Lynn Matzen, Chair
 e. Business Resource Networks (BRN)
 f. Executive Committee Report, Marcus James, Chair
 Meeting minutes for February 5, 2020 and March 4, 2020
- 16. Other Items** 45 - 47
- a. Comments from Chair (both boards)
 b. Directors Report (written report)
 i. Summary of Policy Changes – Consortium
 Conflict of Interest/Code of Conduct/Gifts
 ii. Summary of New Grants - Consortium
 Customer Relationship Management – \$6,131
 iii. Summary of New Grants – Workforce Development Board
 Family Forward Project – \$25,000
- 17. Public Comment** – Karol KZ Bolton (both boards)
- 18. Adjourn Southeast Michigan Consortium** –Karol KZ Bolton
- 19. Adjourn Michigan Works! Southeast Workforce Development Board**–Marcus James

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



8. Approval of Minutes – (both boards)

- a. February 24, 2020 Southeast Michigan Consortium Meeting Minutes, KZ Bolton
- b. January 8, 2020 Michigan Works! Southeast Workforce Development Board Meeting Minutes, -Marcus James

Southeast Michigan Consortium Meeting Minutes
 February 24, 2020, 12:30pm to 2:00pm
 Jackson Service Center, Commonwealth Commerce Center,
 209 E. Washington Ave, Jackson 49201

Present:	Shannon Beeman, Karol KZ Bolton, Chair Ruth Brown Dennis Dolan, Vice-Chair Darius Williams	Washtenaw County Commissioner* Lenawee County Commissioner Hillsdale County Commissioner Livingston County Commissioner Jackson County Commission
Absent:	Julie Games William Green Daniel Mahoney Ruth Ann Jamnick Chris Wittenbach	Hillsdale County Commissioner Livingston County Commissioner Jackson County Commissioner Washtenaw County Commissioner Lenawee County Commissioner
Workforce Development Board:	Marcus James, Chair	
Staff:	Bill Sleight Justin Al-Igoe, Maggie Flaherty	Director, Michigan Works! Southeast Policy and Operations Manager Administrative Services Manager
Others:	Col. Keith Sousa, Michigan Veteran's Affairs Administration	

1. Call to Order
Karol KZ Bolton, Chair called the meeting to order 12:40 pm
2. Roll Call
Quorum not present
3. Presentation by Col. Keith Sousa, Michigan Veteran's Affairs (MVVAA)
Silver Level Employer Status Employer Statement of Support to the Southeast Michigan Consortium. Recognition of Southeast Michigan Consortium for their Employer Support of the Guard and Reserve.
Discussion.
(Quorum Present at 12:47 p.m.) *
4. Election of Chairperson and Election of Vice-Chairperson
Karol KZ Bolton reported that she has agreed to serve again as Chair and Dennis Dolan as agreed to serve again as Vice-Chair.
Call for Nominations for Chair and Vice-Chair of Southeast Michigan Consortium.
MOTION: Darius Williams moved to nominate Karol KZ Bolton for Chair and Dennis Dolan for Vice-Chair.
SUPPORT: Shannon Beeman

Call for additional nominations for Chair and Vice Chair of Southeast Michigan Consortium.

Call for additional nominations for Chair and Vice Chair of Southeast Michigan Consortium.

Call for additional nominations for Chair and Vice Chair of Southeast Michigan Consortium.

No additional nominations for Chair and Vice Chair of Southeast Michigan Consortium.

Close nominations.

MOTION CARRIED

5. Approval of Agenda

Karol KZ Bolton call for approve of Agenda

MOTION: Dennis Dolan moved to approve the Agenda.

SUPPORT: Ruth Brown

MOTION CARRIED

6. Approval of Minutes

a. Approval of December 19, 2019 Southeast Michigan Consortium Meeting Minutes

Karol KZ Bolton call for a motion to approve the December 19, 2019 Southeast Michigan Consortium meeting minutes.

MOTION: Darius Williams moved to approve the December 19, 2019 Southeast Michigan Consortium meeting minutes.

SUPPORT: Dennis Dolan

MOTION CARRIED

7. Call to the Public

Karol KZ Bolton call to the public. Call to the public. Call to the public. No Public comment.

10. Consideration of Consent Agenda Items- No items

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

a. CB RESOLUTION 19-28

A RESOLUTION APPROVING THE DEVELOPMENT OF A DIFFERENTIAL PAY POLICY

Karol KZ Bolton call to approve CB Resolution 19-28

MOTION: Dennis Dolan moved approve CB Resolution 19-28 the approval of a differential pay policy

SUPPORT: Darius Williams

Bill Sleight reviewed. Discussion.

MOTION CARRIED

b. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 19-25

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2020 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) EMPLOYMENT-RELATED SUPPORT SERVICES

Karol KZ Bolton call for a motion to approve CB Resolution 19-25
MOTION: Darius Williams moved to approve CB Resolution 19-25
approving the FY 2020 PATH Employment Related Support Services
SUPPORT: Dennis Dolan
Bill Sleight reviewed. Discussion.
MOTION CARRIED

c. CB RESOLUTION 19-26

A RESOLUTION APPROVING INFRASTRUCTURE FUNDING AGREEMENTS
(IFAs) AND MEMORANDUMS OF UNDERSTANDING (MOUs) FOR WIOA
REQUIRED PARTNERS FOR FY 2020

Karol KZ Bolton call for a motion to approve CB Resolution 19-26
MOTION: Dennis Dolan moved to approve CB Resolution 19-26 the
IFAs and MOUs for WIOA Required Partners
SUPPORT: Shannon Beeman
Bill Sleight reviewed. Discussion.
MOTION CARRIED

d. CB RESOLUTION 19-27

A RESOLUTION APPROVING THE 2020 SUMMER YOUNG
PROFESSIONALS PROGRAM IN THE AMOUNT OF \$97,249

Karol KZ Bolton call for a motion to approve CB Resolution 19-27
MOTION: Darius Williams moved to approve CB Resolution 19-27 the
2020 Summer Young Professionals Program in the amount of \$97,249
SUPPORT: Ruth Brown
Bill Sleight reviewed. Discussion
MOTION CARRIED

e. CB RESOLUTION 19-29

A RESOLUTION APPROVING A DRAFT PREPAID EXPENSE POLICY

Karol KZ Bolton call for a motion to approve CB Resolution 19-29
MOTION: Dennis Dolan moved to approve CB Resolution 19-29 a
draft Prepaid Expense Policy
SUPPORT: Shannon Beeman
Bill Sleight reviewed. Discussion.
MOTION CARRIED

f. CB RESOLUTION 19-30

A RESOLUTION APPROVING THE FY 2019 MICHIGAN WORKS!
SOUTHEAST BUDGET MODIFICATION

Karol KZ Bolton call for a motion to approve CB Resolution 19-30
MOTION: Ruth Brown moved to approve the FY 2019 Michigan
Works! Southeast Budget Modification
SUPPORT: Darius Williams
Bill Sleight reviewed. Discussion.

MOTION CARRIED

12. Unfinished Business – None

13. New Business

Michigan Works! Southeast Workforce Development Board (MWSE WDB) member vacancy

a. Approval of nomination recommendation to fill business sector vacancy.

Maria Birkett, Manager, Community Relations & University Programs, Wacker Chemical, Adrian/Ann Arbor (fill vacancy due to resignation of Leann Wilt, HR Manager, Venchurs, Inc.)

Recommendation by: Adrian Area Chamber of Commerce, Howell Chamber of Commerce and Ann Arbor/Ypsilanti Regional Chamber of Commerce

Karol KZ Bolton call for a motion to approve the appointment of Maria Birkett, to the MWSE WDB.

MOTION: Dennis Dolan moved to approve the recommendation to appoint Maria Birkett, Manager, Community Relations & University Programs, Wacker Chemical to the MWSE WDB.

SUPPORT: Ruth Brown

MOTION CARRIED

14. Discussion Items

a. Chair Report

i. May 19, 2020 – 10:00am to 11:30 am meeting time

Discussed changing meeting time to afternoon meeting. There is no change. Consortium will meet as scheduled on May 19, 2020 10:00am to 11:30am.

b. Director's Report

Bill Sleight reviewed topics. Discussion

i. MiCareerQuest South

ii. MI Reconnect and other state initiatives

iii. Summer Employment

iv. Transition Update

v. Going Pro Talent Fund

vi. Summary of New Grants-Family Forward Demonstration Pilot Project

vii. Summary of Policy Changes-Equal Opportunity and Grievance Policy

15. Comments from Consortium Board Members followed.

16. Adjournment

Ruth Brown moved to adjourn. Meeting adjourned at 1:37 pm.

Michigan Works! Southeast,
Workforce Development Board Meeting Minutes
January 8, 2020, 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

Rich Chang	NewFoundry	
Richard Currie	Hitachi Automotive Systems Americas, Inc.	
Sean Duval	Golden Limousine International	via conference call
Lee Graham	Operating Engineers 324	
Steven Gulick	Huron Valley Area Labor Federation	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Dr. Scott Menzel	Washtenaw ISD	
Marcus James, Chair	StableInc LLC	
Tina Matz	Jackson College	alternate for Jeremy Frew
Lynn Matzen	Matrix Systems LLC	via conference call
Sharon Miller, Vice Chair	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	via conference call
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	via conference call
Phil Santer	Ann Arbor SPARK	
Grace Trudell	IBEW 58	via conference call
Brandon Tucker	Washtenaw Community College	alternate for Dr. Rose Bellanca
James Van Doren	Lenawee Now	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	Washtenaw ISD	alternate Brandon Tucker attended
Donald Germann	County National Bank	
Jeremy Frew	Jackson College	alternate Tina Matz attended
James Hogan	Thai Summit	
Shawn Planko	Expedia	
Ambrose Wilbanks	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 Operation Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast

Others Present

Dan Furton	Bureau of Blind Services
Tim Pielack	Modis Staffing Services
Paul Schutt	Issue Media Group
Brad Marwelli	Red Letter

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 Revised Agenda.
Marcus call for motion to approve the Revised Agenda.
MOTION: Scott Menzel moved to approve the Revised Agenda.
SUPPORT: Jim VanDoren
MOTION CARRIED
6. Approval of November 13, 2019 minutes for Michigan Works! Southeast Workforce Development Board (WDB) meeting.
Marcus James call for a motion to approve the November 13, 2019 WDB Board meeting minutes.
MOTION: James Van Doren moved to approve the November 13, 2019 WDB meeting minutes.
SUPPORT: Kevin Oxley
MOTION CARRIED
7. Approval of Consent Agenda – No items
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
Marcus James call for a motion to approve WDB Resolution 19-17
MOTION: Scott Menzel moved to approve WDB Resolution 19-17 the FY 2020 Health Michigan Plan Grant Acceptance and Plan
SUPPORT: Kevin Oxley
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: Scott Menzel moved to approve WDB Resolution 19-18 the FY 2020 Healthy Michigan Plan Navigator Grant Acceptance and Plan
SUPPORT: Lee Graham
Bill Sleight reviewed. Discussion.
MOTION CARRIED
 - c. WDB RESOLUTION 19-19
A RESOLUTION APPROVING THE CALENDAR YEAR (CY) 2020 MICHIGAN WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2020 THROUGH 12/31/2020
Marcus James call for a motion to approve WDB Resolution 19-19
MOTION: Kevin Oxley moved to approve the CY 2020 Michigan Works! System Plan for the time period 1/1/2020 through 12/31/2020
SUPPORT: Jim Van Doren

Bill Sleight reviewed. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 19-20

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

Marcus James call for a motion to approve WDB Resolution 19-20

MOTION: Richard Currie moved to approve WDB Resolution 19-20 the FY 2019 WIOA Incumbent Worker Training Funds

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

e. WDB RESOLUTION 19-21

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

Marcus James call for a motion to approve WDB Resolution 19-21

MOTION: Rich Chang moved to approve WDB Resolution 19-21 the MOU with the Lenawee Transportation Task Force

SUPPORT: Richard Currie

Bill Sleight reviewed. Discussion

MOTION CARRIED

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

10. Committee Reports reviewed and discussed by Chairs.

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. Bill Sleight and Sandy Vallance provided updates.

11. Discussion Items

a. Michigan Future Talent Council (MFTC) Report by Marcus James. Council has not met

b. Executive Committee Report by Marcus James. Committee topics contained in the December 4, 2019 minutes discussed during meeting.

12. Other Items

a. Chair Update – WDB Chair

b. Director's Update. Bill Sleight reviewed written report. Discussion.

13. Adjourn

Kevin Oxley moved to adjourn

Meeting adjourned at 12:02 pm

10. Consent Agenda –Marcus James (Workforce Development Board)

a. WDB RESOLUTION 19-24

A RESOLUTION APPROVING THE 2020 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$97,249

b. WDB RESOLUTION 19-25

A RESOLUTION APPROVING THE FISCAL YEAR 2020 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) EMPLOYMENT-RELATED SUPPORT SERVICES

c. WDB RESOLUTION 19-26

A RESOLUTION APPROVING INFRASTRUCTURE FUNDING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING FOR WIOA REQUIRED PARTNERS FOR FY 2020

d. WDB RESOLUTION 19-28

A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT WORKER TRAINING FUNDS

Caster Concepts

Not to exceed \$8,230

Diversified Engineering and Plastics

Not to exceed \$16,815

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: March 4, 2020
Subject: 2020 Summer Young Professional funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the Summer Young Professionals program in the amount of \$97,249.

Background

The State of Michigan recently released a Request for Proposal (RFP) for a Summer Youth program. Michigan Works! Southeast staff replied to the RFP and were awarded \$97,249.

Discussion

The RFP response from the agency was based on an expansion of the Summer programs that have been implemented in Washtenaw and Jackson the last few years. Youth will match up with employers looking to provide 20 hours of work per week. Participants will also need to complete career exploration and employability skills training as part of the program.

Additional program and grant requirements may be forthcoming as the State has not released a finalized policy issuance for these funds.

Approved by: Southeast Michigan Consortium Board

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 19-24**

**RESOLUTION APPROVING THE 2020 SUMMER YOUNG PROFESSIONALS
PROGRAM IN THE AMOUNT OF \$97,249**

- 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! Southeast staff responded to a Request for Proposal from the State of Michigan soliciting ideas for summer programming for Youth; and
- WHEREAS, The Consortium was awarded \$97,249 to expand the current summer programming implemented by Michigan Works! Southeast.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of the 2020 Summer Young Professionals grant in the amount of \$97,249.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign any necessary documents 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: March 4, 2020

Subject: FY 2020 Partnership, Accountability, Training and Hope (PATH) Employment-related Support Services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) Employment-Related Support Services from the Department of Labor and Economic Opportunity- Workforce Development (LEO) for the period of October 1, 2019 through August 31, 2020 in the amount of up to \$67,262.

Background

The Partnership, Accountability, Training and Hope (PATH) program is the current Welfare Reform program in the State of Michigan. The goal of PATH is to assist welfare applicants/recipients and low-wage workers succeed in the labor market. PATH places a strong emphasis on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, learn job skills and advance in their professions rather than only emphasizing initial placement.

Discussion

In past years, County-level Department of Health and Human Services (DHHS) offices have contributed additional support services funds. This year, the State is allocated out to MWAs rather than having it completed on a county-by-county basis. In past years, MWSE has received \$5,000 for Livingston County only.

Approved by: Southeast Michigan Consortium Board

The FY 2020 PATH Employment-related Support Services 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 19-25**

RESOLUTION APPROVING THE FISCAL YEAR 2020 PARTNERSHIP, ACCOUNTABILITY,
TRAINING AND HOPE (PATH) EMPLOYMENT-RELATED SUPPORT SERVICES

- WHEREAS, The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and
- WHEREAS, The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and
- WHEREAS, The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Health and Human Services (DHHS), and the Department of Labor and Economic Opportunity-Workforce Development (LEO) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency; and
- WHEREAS, In past years, local DHHS offices have had the option to allocate additional support services funds; and
- WHEREAS, Most years, the Livingston County office would allocate an additional \$5,000 to support Livingston County PATH participants; and
- WHEREAS, This year, the State will be allocating out this additional funds, instead of having local offices distribute, and MWSE will be receiving \$67,262; and
- WHEREAS, LEO requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the local PATH plan.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves acceptance of the FY 2020 PATH Employment-Related Support Services in the amount of \$67,262 for the period of October 1, 2019 to August 31, 2020.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign any necessary documents for submission to the Department of Labor and Economic Opportunity- Workforce Development as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 4, 2020

Subject: Infrastructure Funding Agreements (IFAs) and Memorandums of Understanding (MOUs) for Workforce Innovation and Opportunity Act (WIOA) required partners for Fiscal Year (FY) 2020

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signatures on IFAs for July 1, 2020 through June 30, 2021 and MOUs for required WIOA partners for July 1, 2020 through June 30, 2023.

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 Department of Labor and Economic Opportunity- Workforce Development. Memorandums of Understanding are established with each partner to outline the partnership.

To document the required support, IFAs are established. These documents are valid for one year (July 1, 2020 through June 30, 2021) and must be reconciled quarterly. MOUs are valid for up to three years (July 1, 2020 through June 30, 2023).

APPROVED BY: Southeast Michigan Consortium Board

Approval for these IFAs and MOUs 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 19-26**

**A RESOLUTION APPROVING INFRASTRUCTURE FUNDING AGREEMENTS AND
MEMORANDUMS OF UNDERSTANDING FOR WIOA REQUIRED PARTNERS FOR FY 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 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, A Memorandum of Understanding (MOU) will be established with each partner to outline the partnership; and
- WHEREAS, These IFAs and MOUs 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 2020 (July 1, 2020 through June 30, 2021).

BE IT FURTHER RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the corresponding partner MOUs for the time period July 1, 2020 through June 30, 2023.

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

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: March 4, 2020

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:

- Caster Concepts \$ 8,230
- Diversified Engineering and Plastics \$ 16,815

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

Two Incumbent Worker application has been received. Below is a summary of the applications.

FY 2019 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained and area	County
Caster Concepts	Not to exceed \$8,230	10 – Project Management, welding, CAD, etc...	Jackson
Diversified Engineering and Plastics	Not to exceed \$16,815	13- Core Tools, PLC programming, etc...	Jackson

IW APPLICATIONS REVIEWED BY: None

Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-28**

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, 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.

12. Resolutions for Consideration of the Workforce Development Board**-Marcus James****a. WDB RESOLUTION 19-27**

A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSALS
FOR SPECIALIZED BUSINESS SERVICES AND SPECIALIZED YOUTH SERVICES

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 4, 2020

Subject: Approval of release of Requests for Proposals

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the following Requests for Proposal (RFP) for the time period July 1, 2020 through June 30, 2021 with a one-year option to renew.

1. Specialized Business Services
2. Specialized Youth Services

Discussion

Michigan Works! staff desire to bid out services for Business Services, focused in economic development, due to the specialized services needed to effectively assist local employers. This RFP will focus on procuring activities for retention services, organizing partnerships with established economic development agencies and business engagement. This RFP release and subsequent contract will fall under the "Business Services" umbrella of Michigan Works! Southeast and work closely with Business Services staff. Several agencies are locally available that can adequately implement these programs.

Additionally, Michigan Works! staff desire to bid out service for specialized Workforce Innovation and Opportunity Act (WIOA) Youth due to the specialized skills needed to deliver services to these populations. The "specialized" services are for programs such as alternative high schools, off-site youth services programs and other related workforce services targeted to eligible Youth. Several agencies are locally available that can adequately implement these programs and will largely be targeted to "WIOA In-School" Youth.

The RFPs should be available by the middle of March, with a bidder's conference in late March. RFP responses will be due in late April with the Workforce Development Board reviewing and voting on recommendations from the review committee at the May Board meeting.

Release of this RFP is contingent on the approval of the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-27

A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSALS FOR SPECIALIZED BUSINESS SERVICES AND SPECIALIZED YOUTH SERVICES

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, It is desirable to contract outside agencies to supplement the Business Services and Youth Services provided by Michigan Works! Southeast for the time period July 1, 2020 through June 30, 2021 with a one-year option to renew; and

WHEREAS, The RFPs will be released according to State of Michigan and Federal requirements; and

WHEREAS, A review committee will make recommendations to the Workforce Development Board.

IT IS THEREFORE RESOLVED that the Workforce Development Board approves the publication and release of the Specialized Business Services RFP and WIOA Specialized Youth Services RFP.

**13. Resolutions for Consideration of the Southeast Michigan Consortium
-Karol KZ Bolton**

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-30
RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE
MORAN FOR A NEW TOTAL OF \$43,400**

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: March 11, 2020

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

Board Action Requested

It is requested that the Southeast Michigan Consortium Board amend the contract with Plante Moran to provide audit services for the Southeast Michigan Consortium in an amount not to exceed \$43,400. The contract will continue to cover consulting services and the audit for Fiscal Year 2019 (7/1/19 through 6/30/20).

Background

In Resolution 19-02, the Consortium Board approved a contract extension with Plante Moran for FY 2019 (7/1/19 through 6/30/20) in the estimated amount of \$35,000. Due to the transition of fiscal agent responsibilities to the Consortium during this fiscal year, the State allowed this extension on a "Sole Source" basis.

Discussion

Plante Moran has provided their "base" quote for the audit for FY 2019 to be \$38,500. Due to the consulting services provided and the potential need to "test" an additional major program, staff are asking that the contract amount be increased to not exceed \$43,400 (\$38,500 for base quote and \$4,900 for consulting and additional program testing). The audit should be concluded and presented to the Consortium Board no later than March 31, 2021.

RESOLUTION APPROVED BY: None

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

SOUTHEAST MICHIGAN CONSORTIUM BOARD**RESOLUTION 19-30****RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE MORAN TO A NEW TOTAL OF \$43,400**

- 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, A contract has been awarded to Plante Moran to provide auditing services to the Consortium for since FY 2016; and
- WHEREAS, In Resolution 19-02, the Consortium Board approved a sole source, one-year extension through FY 2019; and
- WHEREAS, Plante Moran provided a "base" quote of \$38,500 for that audit with a potential \$4,900 for additional program testing and consulting; and
- WHEREAS, To cover this contingency, staff are asking for the contract be increased up to \$43,400 for FY 2019 audit.

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

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

15. Committee Reports

- a. Employer Services - Richard Currie, Chair
- b. Job Seeker Services – Rich Chang, Co-Chair and Dr. Rose Bellanca, Co-Chair
- c. Career and Educational Advisory Council (CEAC)– Kevin Oxley, Co-Chair
- d. Strategic and Operations (formerly CFO) – Lynn Matzen, Chair
- e. Business Resource Networks (BRN)
- f. Executive Committee Report, Marcus James, Chair
Meeting minutes for February 5, 2020 and March 4, 2020

Job Seeker Committee

Meeting called by: Rich Chang **Type of meeting:** Job Seeker Services Committee Meeting

Facilitator: Rich Chang **Note taker:** Justin Al-Igoe

Attendees: Rich Chang, Shamar Herron, Marcus James, Justin Al-Igoe, Michael Dergis, Dan Furton, Danielle Milner, Dr. Dillahunt

Minutes

Agenda Items: Tour of Service Center, Program/grant overview, Target Group discussion for 2020, Healthy Michigan Plan update, Summer Youth program update, Reports

Discussion:

1. After lunch, a Tour of the Service Center is provided by the Washtenaw Service Center Manager
2. Justin gave an overview of the major grants and programs that fund Michigan Works! Southeast.
3. Rich showed a "score card" that he'd like the committee to use.
4. Brief updates on Healthy Michigan Plan and Summer Youth programs provided
5. Reports discussed

Conclusions:

1. The Service Center tour gave committee members the opportunity to meet some staff, see a general layout of a service center and get a feeling for the "flow" of participants through the services at Michigan Works!
2. The grant/program overview will be given periodically to help new committee members (and provide a refresher to current members) about the main funding sources, target groups, limitations and considerations to help with guiding plans and initiatives
3. Rich showed an outline of a "score card" for the committee to use to track improvements and changes to programs. For now, baseline data is being collected and will be presented at the next meeting.
4. Healthy Michigan Plan has not shown a large increase in traffic to the Service Center. For the Summer Youth program, a Request for Proposal response was submitted to the State and confirmation of funding is still pending.
5. Reports shown and discussed showing demographics data and service center visit data.

NEXT MEETING:

Next Meeting will be March 11, after the joint Consortium Board-Workforce Board meeting.

CEAC Meeting | MINUTES

Date **2/24/2020** | 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	Bill Rayl, Kevin Oxley, Jeremy Frew, Cari Bushinski, Ryan Rowe, Jack Townsley, Chris Davis, Michelle Radcliffe, Linda Blakely, Valerie Jemerson, Nicole Bell, Sharron Miller, Kevin Upton, Pam Gosla, Heather Robidoux
Chair:	Kevin Oxley	
Minutes recorded by:	Heather Robidoux	
Meeting called to order:	1:35PM	
Meeting adjourned:	3:01PM	

Agenda topic **MI STEM Region 2 Update** | Presenter **Group Discussion**

Report on STEAM Week at WCC (February 3rd -7th) and the VIP Celebration and Banquet Dinner to honor STEM Educator of the Year and STEM scholarships awardees. The awards ceremony was very well attended. An elementary teacher from Tecumseh and a high school teacher from Hartland Schools received the STEM Educator of the Year Awards. Several students from Washtenaw County were recognized. There was an increase from 13 to 37 individuals in the STEM Scholarship Program.

Agenda topic **MiCareerQuest South Updates** | Presenter **MWSE Staff**

There are just over 1,200 registered students at this time, which means there are roughly 1,200 student tickets remaining. Any unused tickets at the end of this week will be redistributed. County superintendents agreed that MWSE should contact local school directly during this last week of school registration to avoid a breakdown in communication.

When schools do register students, they are required to denote a school contact person who will then receive an academic curriculum packet, an information and logistic packet, and student lanyards needed for the event. It will be available for download on the MCQS website. The logistical information and lanyards will be hand delivered to the school representative by MWSE staff in by the end of March or beginning of April.

This assigned school contact person will be responsible for checking in the school and reporting the total number of attendees to MCQS volunteers on the day of the event. This school contact will also serve as a point of contact between the school and employers after the event for any follow-up activities or information.

Lengthy group discussion occurred around the need for stronger follow-up activities and reengagement after the event, specifically wanting to avoid the "one-and-done" and employer fatigue. The tangible ROI is more long term on an event like this, which is the biggest challenge.

Agenda topic Subcommittee Updates | Presenter Subcommittee Chairs

Apprenticeship Subcommittee

The group has been working together with DOL and Kevin Chau at the State to establish a more functional manner to share the data. Bill recently received the first data pull for the last period of PY18-19

Overall, in Region 9, there were 44 standards holders and 64 unique occupations with available apprenticeship opportunities. Of the 64 unique occupations only roughly 30 are listed on the shared data. The 30 occupations listed are those that have active apprentices and are not duplicated. There are other occupations available for apprenticeships in the region, but those not listed did not have active participants at the time the data was pulled.

. This report will be run every 6 months to try to determine regional trends and track progress. The Apprenticeship Subcommittee will continue to work with the hard data to make it more understandable.

In addition, the Apprenticeship Subcommittee is also working on two other items:

- Administering a survey to regional K12 counselors and career preparation educators to determine what information and tools are needed. Survey to learn more about what educators already know and what they need to know before building said toolkits. This survey is currently live.
- Replicating an event that was happening up in the Bay-Arenac area that would pull together localized apprenticeship information sessions for potential apprentices, parents, community, etc. It is anticipated that this will take place during the fall around the time of Manufacturing Week and Apprenticeship Week. These sessions will be videoed and utilized as an additional tool for educators.

Adult Education

Region-wide for PY 18-19 AE had a very good overall Measurable Skills Gain at 83.67%, well exceeding the State expectation of 48%.

WIOA AEFLA Title II grant is also available and due April 14th. The state extended the time period for Phase I which is a bit peculiar.

The State has been concerned over the last several years that the number of AE providers continues to decrease; however, statewide data has indicated that AE is up 17% in the number of participants served. Therefore, there are fewer providers but the providers we have are serving more people.

Career Pathways

The Career Pathways Subcommittee has instituted the pilot program for the Professional Achievement Scorecard (PAS), work readiness micro-credential system within the adult education population. Four quadrants of activities are geared towards narrowing career interest, improving "uniquely human" skills, creating a professional portfolio, and launching successful careers. Over 70 students are currently enrolled in the pilot

Career Portal & P.A.C.T. Update

Cari discussed updates within Jackson County, including the Career Portal and P.A.C.T. employability initiative (Marshall Plan). The portal is now up and running on the Jackson County Talent Hub website: <http://jacksonisd.theleanrocket.com/>.

Employers can utilize the hub to proclaim their support for the P.A.C.T. and also to upload any career exploration or experience related activities into the portal for public view. The portal will then automatically align the activities to the appropriate age and career path categories. The official launch date is March 23rd. There will be orientations held at the Lean Rocket Lab in Jackson on the following dates as well: April 16th and April 23rd.

Roughly 400 students in Jackson County have the potential to be P.A.C.T. certified this school year. The final³² interview stage is scheduled to begin in April.

Agenda topic JMG Advisory Update | Presenter Pam Gosla

MWSE has had Jobs for Michigan Graduates (JMG) Out-of-School programs in all counties for the last 3 years. Last year, MWSE started an In-School model at Jackson Pathways School and then this year added an additional program site at Northwest Alternative High School

Both JMG In-School and Out-of-School programs have a 93% persistency rate.

MWSE has been given the opportunity to look at alternative ways to operate a JMG program. MWSE is piloting a 4-year option at NW and also looking to expand JMG In-School to other counties as well through innovative approaches.

Next week, 4 students from the NW JMG program are going to attend Legislative Day in Lansing.

Agenda topic Other Items | Presenter

- Perkins Grants have to be submitted in April and need to be approved by the CEAC. Plans can be sent directly to CEAC Chair for review and approval. Plans will be presented at the next CEAC meeting
 - The Industry Cluster information from SOM. Was shared. There is also a Going Pro Apprenticeship (GPA) Grant coming to help increase apprenticeship opportunities. To access this opportunity, go through MW).
 - The ShopRats Foundation (Jackson) created an app called “On the Job 360” with video clips and virtual reality opportunities for users to experience manufacturing careers. The app is available for download on Apple and Android stores and is live now. The video clips utilized in the app are all from Jackson local area manufactures.
-

Next meeting:

April 20th, 2020 at 1:30PM at WISD

In consideration of everyone's busy schedules, we kindly ask that all call-in arrangements be made two weeks prior to the scheduled meeting date. Please notify Pam Gosla for call-in requests by close of business on Monday, April 6th.

- Pam Gosla
Direct Line: 517-689-5221
Front Desk: 517-437-3381 ext. 65221
Cell: 517-206-9442
pgosla@mwse.org

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
January 27, 2020 2:00 pm

Board members attending

Staff Attending

Lynn Matzen, Committee Co-Chair

Bill Sleight, Director

Marcus James, WDB Board Chair

JJ Hodshire, Hillsdale Hospital

1. Reviewed notes from November meeting. No corrections.

2. **Compliance-**

Cycle III monitoring was conducted the week of November 4th. Members reviewed the final determination letter by the state. Areas reviewed included cash management, complaints and grievances, equipment management, procurement and contract administration and service provider and worksite monitoring. The only finding was related to cash management, where monitors determined that SEMCA, our fiscal agent at the time, had between six and eight days cash on hand for two grants. Federal rules require no more than three days cash on hand. The state will review our processes next year to determine if we are in compliance with the cash management rules.

The state will monitor our fiscal processes during the week of February 24. In addition, they will be conducting programmatic reviews of Business Services and WIOA during the week of February 10.

3. **Finance-** The committee reviewed the December 31, 2019 income statement (attached). At the halfway point in the year, total revenue and expenditures are about 47% of the budget. Variances in some line items are larger than planned, and these will be addressed in budget amendments.

Bill presented a proposed budget amendment which reflects adjustments based on more accurate revenue projections. Committee members reviewed a detailed grant revenue forecast which incorporates actual grant awards received to date. When the original budget was proposed last Spring, many grant allocations were not final. The amendment adjusts revenue from \$15.56 million to \$14.18 million due to the state not funding Going Pro Talent Fund in the FY 2020 state budget. Should this program be funded later, we will make further adjustments to the budget. Since GPTF is almost entirely for direct training expenses, they do not have a significant impact on our operating budget. The main expense line item impacted is Participant Training and Support, which decreased from \$6.2 million to \$4.9 million. Expense line items showing

increases include employment and training contracts, professional fees, conferences, office supplies, facilities, maintenance and equipment. Lines showing decreases include employee compensation, utilities, insurance, technology, meetings, subscriptions, advertising and participant training.

The Committee recommended the budget amendment be approved. Following review by the Executive Committee, the budget will be presented to the Consortium Board for final approval.

4. Operations-

Bill gave a brief update on the fiscal and HR transitions. Our first payroll went smoothly and all employees were paid correctly and on time. We continue to work with software providers to ensure that data flows properly between our HR software, payroll software and ERP system. Employment vacancies are now posted on our website, and applicants can submit an online application. Managers have immediate access to candidates, so the hiring process should be quicker. We have posted a payroll clerk position and when that is filled our HR and Fiscal units will be fully staffed. Because of our more complex software systems, we have also will be hiring a new technician in our IT department.

5. Other - The Committee reviewed the Director's Balanced Scorecard. Bill provided updates on all targets (see attached).

6. The Committee adjourned at 2:50

Southeast Michigan Consortium Budget Amendment # 1- July 1, 2019 to June 30 2020 Jan-20					
	Annual Budget - Original	December 2019 YTD	Projected 1/1/20 to 6/30/20	Revised Annual Budget	Comments
Revenues					
Federal Grant	\$ 11,485,189	\$ 5,253,270	\$ 6,207,780	\$ 11,469,503	Reflects actual awards to date
State Grant	4,071,101	\$ 1,960,926	\$ 622,922	\$ 2,583,848	FY 20 GPTF not funded
Local Grant	10,000	\$ -	\$ 10,000	\$ 10,000	
IFA Revenue		\$ -		\$ 87,459	
Contract Revenue		\$ 22,500	\$ -	\$ 22,500	
Professional Services		\$ -			
Miscellaneous Revenue		\$ 9,592	\$ -	\$ 9,592	
Transfer In/(Out)		\$ -			
Total Revenues	15,566,290	7,246,288	6,840,702	14,182,902	
Expenses					
Salaries	3,952,000	\$ 2,072,388	1,950,000	\$4,022,388	Projected based on filling all current openings
Fringe Benefits	1,248,000	\$ 388,091	643,500	\$1,031,591	
E&T Contractors	2,195,000	\$ 1,190,466	1,063,000	\$2,253,466	
SEMCA Professional Services	250,000	\$ 203,891	30,000	\$233,891	
Professional Fees	100,000	\$ 87,011	42,900	\$129,911	Fees for Fiscal and HR Transition
Professional Services Subtotal	350,000	290,902	72,900	\$363,802	
Travel	115,000	\$ 55,716	60,000	\$115,716	
Conferences/Training (Staff)	60,000	\$ 46,830	20,000	\$66,830	
Utilities	115,000	\$ 32,800	40,000	\$72,800	
Office Supplies	50,000	\$ 39,161	40,000	\$79,161	Continues current expenditure levels
Insurance - Liability	65,000	\$ 23,683	25,000	\$48,683	Continues current expenditure levels
Facility Rental/Upgrades	580,000	\$ 340,056	300,000	\$640,056	Increase includes costs of One-time facility improvements.
Technology	250,000	\$ 122,369	100,000	\$222,369	
Maintenance	40,000	\$ 26,688	30,000	\$56,688	
Meetings Costs	30,000	\$ 8,855	10,000	\$18,855	Reflects current expenditure levels.
Equipment	50,000	\$ 59,522	15,000	\$74,522	Includes one-time cost of fiscal office move and some equipment upgrades.
Subscription/Memberships	125,000	\$ 89,502	15,000	\$104,502	Most annual subscriptions and memberships have been paid.
Advertising/Sponsorships	120,000	\$ 41,820	50,000	\$91,820	Reflects current expenditure levels.
Participant Training & Support	6,221,290	\$ 2,460,442	2,423,465	\$4,919,654	Decrease reflects lower expenditures from GPTF and some specialized grants.
Total Expenses	\$ 15,566,290	\$ 7,289,289	\$ 6,857,865	\$ 14,182,901	
Net Income/ (Loss)	\$ -				

Vision Element	Actions	Targets	weighting	Status	Final	Update
<p>Establish MWSE as the local leader in workforce development, so that partners come to us first when there are workforce issues (30%)</p>	<p>MWSE will lead or actively participate in at least 15 sector collaborative projects including sector Initiatives</p>	<p>2X = Add two networks; one in Washtenaw and one in Lenawee. 1X = Increase membership in existing networks by 8 companies</p> <p>2X = MWSE documents impact from 15 collaborative projects, including sector Initiatives. 1X = MWSE leads successful MI Career Quest South; 2000 students attend; 75 exhibitors; sponsor revenue is sufficient to cover expenses</p>	<p>10%</p>		<p>0</p>	<p>Still working to establish networks in Lenawee and Washtenaw. We are working with partners to promote BRN's at a number of events. Two new companies have joined existing networks</p>
<p>Establish MWSE as the local leader in workforce development, so that partners come to us first when there are workforce issues (30%)</p>	<p>Implement recommendations from Annohlyne project, Branding training and customer service training. Develop and implement multi-faceted marketing plan.</p>	<p>2X = 10% increase in WIOA positive outcomes; 50 new employers engaged 1X = 5% increase in WIOA positive outcomes over June 2018 levels and at least 100 new employers actively engaged with MWSE.</p>	<p>10%</p>		<p>0</p>	<p>Through 12/31/19 our WIOA enrollments were 75% of the total for all of PY 18; and placements were 44% of the total for PY 18. Placements typically increase throughout the program year, and since it is likely we will exceed our enrollment totals for last year, we would expect outcomes to increase as well. More than 100 new employer accounts are listed in Salesforce since 7/1/19</p>
<p>Cultivate employer relationships by active outreach and quality, consistent, data-driven services. (10%)</p>	<p>Identify and understand the scope and variety of resources available in our region which can provide support and assistance to our job seekers to any gaps or deficiencies in meeting jobseeker needs. Action around BRNs< Marshall Plan and service to target populations.</p>	<p>2X = 80% retention for employees enrolled in and receiving BRN services 1X = Job Readiness criteria and Career Ladders documented for key regional industry sectors</p>	<p>5%</p>		<p>0</p>	<p>We are moving to a new BRN database and we will be able to report on BRN retention after the database transition is complete. We are working on the job readiness criteria and career ladder documentation.</p>
<p>Leverage internal and external resources to ensure consistent, high quality services are made available to all customers. (15%)</p>	<p>Meet or exceed all WIOA performance objectives</p> <p>Work with Board and Community Partners to determine targeted populations and establish plans for effective engagement.</p> <p>Increased engagement of targeted jobseekers with MWSE</p>	<p>2X = 50 employers will engage with in 3 or more major activities with MWSE (OJT; training grant; MI Career Quest, hiring event, BRN, Sector Initiative, etc.) 1X = 500 regional employers will have at least 2 significant engagements with our business services teams as documented in Salesforce.</p> <p>2X = Exceed metrics by 10% 1X = Meet all metrics 2X = Increase of at least 5% in the number of participants who obtain employment and the number retaining their jobs at least 6 months. 1X = Plans in place for addressing selected at-risk populations identified by JSS committee and report generated identifying service gaps in the region.</p> <p>2X = 7,500 jobseekers gaining employment following engagement with MWSE services 1X = 5,000 jobseekers gaining employment following engagement with MWSE services</p>	<p>10%</p> <p>5%</p> <p>5%</p>		<p>0</p> <p>0</p> <p>0</p>	<p>We are on target to meet both 1X and 2X goals. Through 12/31/19 we are meeting or exceeding all WIOA performance goals.</p> <p>We continue to make progress on this; Summer Jobs program for at risk youth will be expanded this year.</p> <p>We reported 2,300 jobs filled through 12/31/19</p>

Vision Element	Actions	Targets	weighting	Status	Final	Update
<p>Foster board and staff development to leverage innovation and maximize the economic impact of workforce funding and resources (20%)</p>	<p>Implement staff development plans to improve the knowledge, skills and abilities of MWSE staff</p>	<p>2X = 85% of staff complete all elements of their development plans. 1X = 70% of staff complete all elements of development plans</p>	5%		0	Development plans in place and being implemented
	<p>Fully engage and support board members as they execute their charter</p>	<p>2X = Full engagement of 95% of board members as reflected in attendance and participation on committees and in board events 1X = Full engagement of 75% of board members as reflected in attendance and participation on committees and in board events</p>	5%		0	No report ready on this goal.
	<p>Continue BSC for management team to drive MWSE success and employee satisfaction</p>	<p>2X = Management team averages 1.4 on BSC 1X = Management team averages 1.2 on BSC</p>	5%		0	No report ready on this goal.
	<p>Implement communication tools and policies as needed to ensure optimum success</p>	<p>2X = Communication portion of 360 survey results are 80% or better 1X = Communication portion of 360 survey results are 71% or better. 360 survey conducted for director and deputy director</p>	5%		0	No report ready on this goal.
	<p>Manage transition from SEMCA so that impact on customers, vendors and staff is minimal</p>	<p>2X = Adherence to all budget constraints 1X = "0" non-compliances</p>	5%		0	No significant findings in monitoring or audit reports
<p>Managing Fiscal and Administrative Issues (25%)</p>	<p>Implement consistent customer service standards and metrics across region</p>	<p>1X= All invoices paid within 15 days of receipt; all staff are onboarded properly with no disruptions to pay and benefits. 2X= Accounting system is structured to enable staff to monitor revenue and expenditures in real time so that they can make necessary adjustments. 1X = HR systems and policies in place by 1/1/20. 2X = MWSE staff turnover is less than 10% and 80% of vacancies filled within 60 days. 2X = Implement "Strength Based Career Coaching" or similar career coaching methodology across all service centers. 1X = Determine customer service baseline satisfaction metrics for implementation of "Net Promoter" or similar customer service satisfaction metric in PY 20</p>	10%			Staff transitioned successfully; no issues with payroll. Still working to import data from SEMCA and Paycor into financial reporting system. Also working to train staff on new accounting system.
			5%			HR transition was completed by 12/31/19.
			5%		0	Working with consultant and Thomas P. Miller to establish Net Promoter metric. Staff will be trained on Strength Based Career Coaching next month.

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

	December 31, 2019	December 2019 YTD	Annual Budget - Original	% of Budget Expended S/B ~50%	Comments
Revenues					
Federal Grant	\$ 3,105,585	\$ 5,253,270	\$ 11,485,189	45.74%	
State Grant	\$ 1,698,981	\$ 1,960,926	4,071,101	48.17%	
Local Grant		\$ -	10,000		
IFA Revenue		\$ -			
Contract Revenue	15,000	\$ 22,500			
Professional Services		\$ -			
Miscellaneous Revenue		\$ 9,592			
Transfer In/(Out)		\$ -			
Total Revenues	4,819,566	7,246,288	15,566,290	46.55%	
Expenses					
Salaries	1,165,138	\$ 2,072,388	3,952,000	52.44%	
Fringe Benefits	141,651	\$ 388,091	1,248,000	31.10%	
E&T Contractors	942,530	\$ 1,190,466	2,195,000	54.24%	
<i>SEMCA Professional Services</i>	94,995	\$ 203,891	250,000	81.56%	
<i>Professional Fees</i>	54,084	\$ 87,011	100,000	87.01%	Fees for Fiscal and HR Transition
Professional Services Subtotal	149,079	290,902	350,000	83.11%	
Travel	36,845	\$ 55,716	115,000	48.45%	
Conferences/Training (Staff)	25,040	\$ 46,830	60,000	78.05%	
Utilities	21,818	\$ 32,800	115,000	28.52%	
Office Supplies	21,792	\$ 39,161	50,000	78.32%	
Insurance - Liability	3,839	\$ 23,683	65,000	36.44%	
Facility Rental/Upgrades	159,362	\$ 340,056	580,000	58.63%	Includes one-time improvements in facilities; will monitor to see if adjustment is needed
Technology	57,470	\$ 122,369	250,000	48.95%	
Maintenance	16,531	\$ 26,688	40,000	66.72%	
Meetings Costs	4,932	\$ 8,855	30,000	29.52%	
Equipment	35,540	\$ 59,522	50,000	119.04%	Includes one-time cost of fiscal office move and some equipment upgrades.
Subscription/Memberships	9,747	\$ 89,502	125,000	71.60%	Reflects annual subscription costs
Advertising/Sponsorships	35,597	\$ 41,820	120,000	34.85%	
Participant Training & Support	2,003,902	\$ 2,460,442	6,221,290	39.55%	
Total Expenses	\$ 4,830,813	\$ 7,289,289	\$ 15,566,290	46.83%	
Net Income/ (Loss)		\$ (43,002)	\$ -		

Workforce Development Board
 Executive Committee Meeting Minutes
 February 5, 2020, 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

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

Absent: Scott Menzel
 Grace Trudell

Staff: Bill Sleight
 Shamar Herron
 Nicole Bell
 Maggie Flaherty
 Tim Pielack
 Joshua Rose

1. Call to order
 Marcus James, Chair called the meeting to order at 2:00 pm
2. Roll Call
 Quorum Present
3. Approval of Agenda
 Marcus James request to change the order of agenda items. 6. Committee Reports. Change the CFO to report first. Marcus James call to approve the revised Agenda.
 MOTION: Richard Currie moved to approve the revised Agenda.
 SUPPORT: Rich Chang
 MOTION CARRIED
4. Consent Agenda – No items
5. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 19-22 A RESOLUTION APPROVING A MODIFICATION TO MEMORANDUM OF UNDERSTANDING (MOU) SIGNATORY AUTHORITY
 Marcus James call for a motion to approve WDB 19-22
 MOTION: Lynn Matzen moved to approve WDB Resolution 19-22 the modification to MOU Signatory
 SUPPORT: Richard Currie
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED

- b. WDB RESOLUTION 19-23
 A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT
 WORKER TRAINING FUNDS
- | | |
|-----------------------------|----------|
| -Boss Engineering | \$ 2,790 |
| -Haley Mechanical | \$ 7,083 |
| -Acme Mills, LLC | \$ 2,985 |
| -Rima Manufacturing Company | \$22,750 |

Marcus James call for a motion to approve WDB Resolution 19-23
 MOTION: Jeremiah JJ Hodshire moved to approve WDB Resolution 19-23
 approving FY 2019 Incumbent Worker Training Funds
 SUPPORT: Richard Currie
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED

6. Committee Reports
- Employer Services report by Richard Currie, Chair. Discussion
 - Job Seeker Services report by Rich Chang, Co-Chair. Reviewed January 8, 2020 minutes. Discussion.
 - Career and Educational Advisory Council (CEAC), Scott Menzel, Co-Chair. No meeting held to report. Next meet is February 24, 2020.
 - Compliance, Finance and Operations (CFO) report by Lynn Matzen, Co-Chair. Reviewed the January 27, 2020 minutes. Discussion regards that a new name be considered for the CFO committee because of the potential confusion with the acronym and the difficulty getting board members to participate in the CFO committee.
 - Business Resource Networks (BRN) report by Bill Sleight. Discussion.
7. Chair Report
- Mid-year 2019/2020 BSC update/summary. Reviewed and Discussion.
8. Directors Report
- MiCareerQuest South. April 23, 2020, CSI Hudson. Discussion.
 - MI Reconnect and other state initiatives updates provided by Bill Sleight.
 - Summer Employment. Shamar Herron provided update. Discussion
 - Transition Update. Discussed during CFO committee report.
 - Going Pro Talent Fund. No funding yet for Going Pro. Discussion.
9. Public Comment. Marcus James offered public comment. No public comment.
10. Adjournment
 Richard Currie moved to adjourn.
 The meeting adjourned at 3:32 pm.

Workforce Development Board,
 Executive Committee Meeting Minutes
 March 4, 2020, 3:00pm – 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
 Lynn Matzen via conference call
 Sharon Miller
 Scott Menzel
 Grace Trudell via conference call

Absent: Jeremiah JJ Hodshire

Staff: Bill Sleight
 Dan Childs
 Maggie Flaherty
 Tom Robinson

1. Call to order
 Marcus James, Chair called the meeting to order at 3:00pm
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. Approve February 5, 2020 Executive Committee meeting minutes
 Marcus James call for a motion to approve the February 5, 2020 Executive Committee meeting minutes.
 MOTION: Richard Currie moved to approve the February 5, 2020 Executive Committee meeting minutes.
 SUPPORT: Sharon Miller
 MOTION APPROVED
5. Consent Agenda – No items
6. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 19-24
 A RESOLUTION APPROVING THE 2020 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$97,249
 Marcus James call for a motion to approve WDB Resolution 19-24
 MOTION: Scott Menzel moved to approve WDB Resolution 19-24 approving the 2020 Summer Young Professionals Program in the amount of \$97,249
 SUPPORT: Sharon Miller

Bill Sleight reviewed. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 19-25

A RESOLUTION APPROVING THE FISCAL YEAR 2020 PARTNERSHIP,
ACCOUNTABILITY, TRAINING AND HOPE (PATH)
EMPLOYMENT-RELATED SUPPORT SERVICES

Marcus James call for a motion to approve WDB Resolution 19-25

MOTION: Sharon Miller moved to approve WDB Resolution 19-25 the FY
2020 PATH Employment-Related Support Services

SUPPORT: Richard Currie

Bill reviewed. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 19-26

A RESOLUTION APPROVING INFRASTRUCTURE FUNDING
AGREEMENTS (IFAs) AND MEMORANDUMS OF UNDERSTANDING (MOUs)
FOR WIOA REQUIRED PARTNERS FOR FY 2020

Marcus James call for a motion to approve WDB Resolution 19-26

MOTION: Rich Chang moved to approve the IFAs and MOUs for WIOA
required Partners for 2020.

SUPPORT: Sharon Miller

Bill Sleight reviewed. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 19-27

A RESOLUTION APPROVING THE RELEASE OF REQUESTS (RFPS) FOR
PROPOSALS FOR SPECIALIZED BUSINESS SERVICES AND SPECIALIZED
YOUTH SERVICES

Marcus James call for a motion to approve WDB Resolution 19-27

MOTION: Scott Menzel moved to approve the release of RFQs for
Specialized Business Services and Specialized Youth Services

e. WDB RESOLUTION 19-28

A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT WORKER
TRAINING (IWT) FUNDS

Caster Concepts	Not to exceed \$8,230
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Diversified Engineering and Plastics	Not to exceed \$16,815
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Marcus James call for a motion to approve WDB Resolution 19-28

MOTION: Rich Chang moved to approve the WIOA IWT funds for Caster
Concepts and Diversified Engineering and Plastics

SUPPORT: Scott Menzel

Bill Sleight reviewed. Discussion.

MOTION CARRIED

7. Committee Reports

Rich Chang and Richard Currie led discussion regards restructuring Employer
Services Committee (ES) and Job Seeker Services (JSS) Committee. Rich Chang
and Richard Currie plan to finalize ES and JSS Committees restructure with written
recommendations for discussion at the April 1, 2020 Executive Committee meeting.

- a. Employer Services - Richard Currie, Chair
 - b. Job Seeker Services – Rich Chang, Co-Chair
 - c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
Sharon Miller reported on the February 24, 2020 CEAC meeting.
Discussion.
 - d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Co-Chair
Lynn Matzen reported no meeting held on February 24, 2020 because there were no agenda items requiring action. Discussed name change for committee. CFO acronym resembles Chief Financial Officer. Confuses responsibilities of the committee which may be reason for lack of participation. Officially changed committee name to Strategic and Operations Committee.
 - e. Business Resource Networks (BRN) Discussion
8. Chair Report
- a. Marcus James provided report on the February 24, 2020 Legislative Breakfast. Discussion.
9. Directors Report
- Bill Sleight reported on the following topics.
- a. Impact Awards
 - b. WIOA Four Year Regional and Local Plan Process
 - c. MiCareerQuest South
 - d. MIReconnect and other state initiatives
 - e. Summer Employment
 - f. Transition Update
 - g. Going Pro Talent Fund
 - h. Summary of New Grant – Family Forward Pilot Project
 - i. Other
10. Review March 11, 2020 Agenda for Joint meeting of Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium
Discussed agenda topics.
11. Public Comment
Marcus James offered public comment. No public comment.
Committee members provided comments.
12. Adjournment
Meeting Adjourned at 4:35pm.

16. Other Items

- a. Comments from Chair (both boards)
- b. Directors Report (written report)
 - i. Summary of Policy Changes – Consortium
Conflict of Interest/Code of Conduct/Gifts Policy
 - ii. Summary of New Grants - Consortium
Customer Relationship Management – \$6,131
 - iii. Summary of New Grants – Workforce Development Board
Family Forward Project – \$25,000

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: March 11, 2020

Subject: Summary of Policy Changes

Policy that is updated:

"Conflict of Interest/Code of Conduct/Gifts" Policy

Changes/updates with reasoning:

As part of human resource activities moving to direct oversight of the Consortium, staff are looking to review previously approved policies for better consolidation and applicability. Staff are requesting that the "Conflict of Interest/Code of Conduct/Gifts" policy be renamed to "Business Ethics" policy as it is a more encompassing descriptor of the policy's contents.

MEMORANDUM

To: Southeast Michigan Consortium Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: March 11, 2020
Subject: Summary of new grants

Grant title and amount:

Customer Relationship Management- \$6,131

Grant information

Small Customer Relationship Management grants are provided to Michigan Works! Agencies from time to time to help with the purchase of software or other systems to track and coordinate work with employers, especially around tracking potential layoffs and tracking support activities.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: March 4, 2020
Subject: Summary of new grants

Grant title and amount:

Family Forward Demonstration Pilot Project- \$25,000

Grant information

The Family Forward Demonstration Pilot has been extended through September 30, 2020. An additional \$25,000 for supportive services has been allocated to the Consortium.