

**SPECIAL BOARD MEETING
MICHIGAN WORKS! SOUTHEAST
WORKFORCE DEVELOPMENT BOARD**

November 30, 2016, 8:30 a.m. – 9:00 a.m.
Chelsea Comfort Inn, Village Conference Center
Chelsea, MI 48118

AGENDA

1. **Call to order**
2. **Roll Call**
3. **Introductions**
4. **Call to the Public**
5. **Approval of the Agenda**
6. **Approval of Consent Agenda**
 - a. **September 14, 2016 Board Minutes – Joint Meeting of Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium Board**
 - b. **WDB RESOLUTION 16-21 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – NEEDS RELATED PAYMENT POLICY**
 - c. **WDB RESOLUTION 16-22 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 TRADE ADJUSTMENT ASSISTANCE**
 - d. **WDB RESOLUTION 16-23 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – AY 15 and 16 SERVICE CENTER OPERATIONS GRANT**
 - e. **WDB RESOLUTION 16-24 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 TANF REFUGEE GRANT**
 - f. **WDB RESOLUTION 16-25 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 RESEA WORK-BASED TRAINING FOR SPECIAL POPULATIONS**
 - g. **WDB RESOLUTION 16-26 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT- CARCOUSTIC**

- h. **WDB RESOLUTION 16-27 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT- THAI SUMMIT**
- i. **WDB RESOLUTION 16-28 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT- WEDGE MIL**
- j. **WDB RESOLUTION 16-29 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – FY 16 INCUMBENT WORKER GRANT –ACCUBILT**
- k. **WDB RESOLUTION 16-30 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –HARTLAND CONSOLIDATED SCHOOLS**
- l. **WDB RESOLUTION 16-32 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –WORK SKILLS CORPORATION**
- m. **WDB RESOLUTION 16-33 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –ROBERT TEBO AND ASSOCIATES**
- n. **WDB RESOLUTION 16-34 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –LIVINGSTON EDUCATIONAL SERVICE AGENCY**
- o. **WDB RESOLUTION 16-35 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –SMALL BUSINESS DEVELOPMENT CENTER**
- p. **WDB RESOLUTION 16-37 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD WAGNER-PEYSER/TRADE ADJUSTMENT ASSISTANCE CONTRACT AWARD – WASHTENAW COMMUNITY COLLEGE**
- q. **WDB RESOLUTION 16-38 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD WAGNER-PEYSER/TRADE ADJUSTMENT ASSISTANCE CONTRACT AWARD – LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**
- r. **WDB RESOLUTION 16-39 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD TANF REFUGEE PROGRAM/ENGLISH AS A SECOND LANGUAGE CONTRACT AWARD – JEWISH FAMILY SERVICES**

7. Resolutions for Consideration of the Workforce Development Board

- a. **WDB RESOLUTION 16-31 MICHIGAN WORKS! SOUTHEAST
WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH
SERVICES CONTRACT AWARD –KEY OPPORTUNITIES**

- b. **WDB RESOLUTION 16-36 MICHIGAN WORKS! SOUTHEAST
WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA
BUSINESS SERVICES CONTRACT AWARD –ANN ARBOR SPARK**

8. Adjourn

Joint Meeting
 Michigan Works! Southeast Workforce Development Board
 and
 Southeast Michigan Consortium Board Joint Board Meeting
 September 14, 2016, 10:00 a.m. – 12:00 noon
 Chelsea Comfort Inn, Village Conference Center, 1645 Commerce Park Drive, Chelsea, MI

Southeast Michigan Consortium Board Members Present:

Karol KZ Bolton, Vice Chair	Lenawee County Commissioner	
John Burtka, Chair	Hillsdale County Commissioner	
Dennis Dolan	Livingston County Commissioner	
Jen Eyer	Washtenaw County Commissioner	
Sarah Lightner	Jackson County Commissioner	
Alicia Ping	Washtenaw County Commissioner	via conference call
Andy Welden	Hillsdale County Commissioner	

Southeast Michigan Consortium Board Members Absent

William Green	Livingston County Commissioner
John Polaczyk	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Southeast Michigan Workforce Development Board Members Present

Sean Duval, Chair	Golden Limousine International
Jeremy Frew	Jackson College
Richard Currie	Hitachi Automotive Systems
Donald Germann	County National Bank
Jeremiah “JJ” Hodshire	Hillsdale Hospital
Steven Hogwood	McDonalds
Marcus James, Vice Chair	StableInc.LLC
Swatee Kulkarni	GDI Infotech, Inc.
Lynn Matzen	Matrix Systems LLC
Scott Menzel	Washtenaw County ISD
Kevin Oxley	Jackson County ISD
Mindy Orta	Jackson Chamber of Commerce
Angela Parth	Livingston Family Center
Matthew Sandstrom	Rustbelt Group
John Salyer	Ann Arbor Electrical JATC
Philip Santer	Ann Arbor Spark
Grace Trudell	IBEW 58
James Van Doren	Lenawee Now
Leann Wilt	Venchurs, Inc.

Southeast Michigan Workforce Development Board Members Absent

Leslie Alexander	Inmatech
Julie Boyce	Key Opportunities, Inc.
Paul Ganz	DTE Energy
Steven Girardin	Michigan Rehabilitation Services
Lee Graham	Operating Engineers 324
Keith Peters	I Know I Can

Southeast Michigan Workforce Development Board – Alternates – Present

John Salyer	Alternate for Lee Graham
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Staff

William Sleight	Michigan Works! Southeast
Regina Allen	Michigan Works! Southeast
Dan Childs	Michigan Works! Southeast
Jim Coutu	Michigan Works! Southeast
Johnny Epps	Michigan Works! Southeast
Maggie Flaherty	Michigan Works! Southeast
Pam Gosla	Michigan Works! Southeast
Shamar Herron	Michigan Works! Southeast
Janet Myers	Michigan Works! Southeast
Janell Ross	Michigan Works! Southeast
Misty Shulters	Michigan Works! Southeast
Monique Thomas	Michigan Works! Southeast
Sandy Vallance	Michigan Works! Southeast
Angela Watkins	Michigan Works! Southeast

Others Present

Madelyn Bernard	Washtenaw Community College
Susan Smith	Economic Development Hillsdale
Kerstan Kacmarek	FBR

- **Call to order**

Sean Duval, Chairman, called the Michigan Works! Southeast Workforce Development Board to order at 10:09 a.m.

- **Roll Call – Workforce Development Board**

Quorum Present.

- **Call to the Public**

Sean Duval call for public comment. No public comment.

- **Approval of Agenda-Workforce Development Board**

Sean Duval reviewed the Agenda. Sean Duval call to approve the agenda.

MOTION: Marcus James moved to approve Agenda.

SUPPORT: Leann Wilt

Discussion.

Sean Duval call to amend the Agenda. Add 12.a. Contracted vs. Direct Services – Approving the Special Committee Recommendation. And add Under Executive Committee Meeting Updates - Board Strategic Planning RFP – Approving recommendation of the Executive Committee award of board Strategic Planning contract.

MOTION: Marcus James moved to amend the Agenda to add 12a. Contracted vs. Direct Services – Approving Special Committee Recommendation. And Add Under Executive Committee Meeting Updates. Strategic Planning RFP. Approving recommendation of the Executive Committee award of board Strategic Planning contract.

SUPPORT: James Van Doren

MOTION APPROVED AS AMENDED

- **Call to order - Southeast Michigan Consortium Board**

John Burtka, Chairman called the Consortium Board to order at 10:14 a.m.

- **Roll Call – Consortium Board**

Quorum Present

- **Introductions**

- **Call to the Public**

John Burtka call to the public. Call to the public. No Public Comment

- **Approval of the Agenda- Consortium Board**

John Burtka call to approve the Agenda as amended.

MOTION: Karol KZ Bolton moved to approve the Agenda as amended.

SUPPORT: Sarah Lightner

MOTION CARRIED UNANIMOUSLY

- **Approval of Minutes –Consortium Board**

John Burtka call for a motion to approve the August 4, 2016, Southeast Michigan Consortium Board minutes.

MOTION: Karol KZ Bolton moved to approve the August 4, 2016 Southeast Michigan Consortium Board meeting minutes.

SUPPORT: Andy Welden

MOTION CARRIED UNANIMOUSLY

- **Consideration of Consent Agenda Items**

Sean Duval call for a motion to approve June 8, 2016 Michigan Works! Southeast Workforce Development Board Meeting Minutes.

MOTION: Marcus James

SUPPORT: Leann Wilt

MOTION CARRIED UNANIMOUSLY

WDB 16-10 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN THE AMOUNT OF \$1,500

Bill Sleight reviewed.

Sean Duval call for a motion to approve WDB Resolution 16-10.

MOTION: Grace Trudell moved to approve WDB Resolution 16-10 approving FY 2016 incumbent worker training funds for Work Skill Corporation in the amount of \$1,500.

SUPPPORT: Richard Currie

MOTION CARRIED UNANIMOUSLY

WDB 16-18 RESOLUTION APPROVING THE CALENDAR YEAR 2017 MEETING SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-18

MOTION: Grace Trudell moved to approve WDB Resolution 16-18 approving the Calendar Year 2017 Meeting Schedule for the Michigan Works! Southeast Workforce Development Board.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY

- **Jim Coutu, Business Services Manager provided presentation on Skilled Trades Training Fund.** Discussion.
- **Contracted vs. Direct Services – Approving Special Committee Recommendation.**

Sean Duval reviewed the Special Committee recommendation for Contracted vs. Direct Services:

- 1) All contracts expire December 31, 2016. The committee is recommending Michigan Works! Southeast issue RFPs, but only for the following services: Wagner-Peyser Employment Services and Trade Adjustment Assistance programs; Specialized in-school youth programs offered in school settings or with youth-serving or with youth serving organizations; and employment services for refugees and those for whom English is a second language.
- 2) The committee does not recommend the contracts for Workforce Innovation and Opportunity Act (WIOA) Adult, Youth and Dislocated Worker and PATH and Food Service and Food Employment be extended at this time. Instead, the committee suggests communicating this outcome to contractors and working to secure incumbent workers into the Michigan Works! Southeast staff positions. Moving forward, the Committee recommends Bill Sleight create an implementation schedule to support the transition.

Sean Duval call for a motion to approve the Special Committee recommendation.

MOTION: James Van Doren moved to approve the recommendation of the Special Committee.

SUPPORT: Matthew Sandstrom.

The Special Committee members provided input in regards to their recommendation including; Background analysis, Financial Impact; and SWOT Analysis of Direct Services Model.

Discussion.

MOTION CARRIED UNANIMOUSLY

- **Resolutions for Consideration of the Workforce Development Board**

WDB RESOLUTION 16-06 APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR REFUGEE ASSISTANCE AND ENGLISH AS A SECOND LANGUAGE WORKFORCE DEVELOPMENT SERVICES

Reviewed by Bill Sleight

Sean Duval call for a motion to approve WDB Resolution 16-06.

MOTION: Richard Currie moved to approve WDB Resolution 16-06.

SUPPORT: Marcus James

Discussion

MOTION CARRIED UNANIMOUSLY

WDB RESOLUTION 16-07 APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR WAGNER-PEYSER AND TRADE ADJUSTMENT ASSISTANCE

Reviewed by Bill Sleight.

Sean Duval call for a motion to approve WDB Resolution 16-07.

MOTION: Matt Sandstrom moved to approve WDB Resolution 16-07

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

WDB RESOLUTION 16-08 APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR SPECIALIZED WIOA YOUTH SERVICES

Reviewed by Bill Sleight.

Sean Duval call for a motion to approve WDB Resolution 16-08

MOTION: Grace Trudell moved to approve WDB Resolution 16-08.

SUPPORT Mindy Bradish-Orta

Discussion.

MOTION APPROVED UNANIMOUSLY

WDB RESOLUTION 16-09 APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR SPECIALIZED BUSINESS SERVICES- ECONOMIC DEVELOPMENT

Reviewed by Bill Sleight.

Sean Duval call for a motion to approve WDB Resolution 16-09.

MOTION: Jeremiah JJ Hodshire moved to approve WDB Resolution 16-09

SUPPORT: Marcus James

Discussion

MOTION CARRIED UNANIMOUSLY

- **Resolutions for Consideration of the Southeast Michigan Consortium Board**

CONSORTIUM BOARD RESOLUTION 16-06 APPROVING MODIFICATIONS TO THE EXPENSE REIMBURSEMENT POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM

Bill Sleight reviewed.

John Burtka call for a motion to approve Consortium Board Resolution 16-06.

MOTION: Sarah Lightner

SUPPORT: Dennis Dolan

Discussion.

MOTON CARRIED UNANIMOUSLY

- **Resolutions for Consideration by both the Consortium Board (*John Burtka*) and the Workforce Development Board (*Sean Duval*)**

CONSORTIUM BOARD RESOLUTION 16-07 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-11

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH HILLSDALE COMMUNITY SCHOOLS

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-07

MOTION: Sarah Lightner moved to approve CB Resolution 16-07

SUPPORT: Andy Welden

MOTION CARRIED UNANIMOUSLY

Sean Duval for motion to approve the WDB Resolution 16-11

MOTION: Marcus James moved to approve WDB Resolution 16-11

SUPPORT: Leann Wilt

MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-08 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-12

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH JACKSON COLLEGE

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-08.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-08.

SUPPORT: Sarah Lightner

MOTION APPROVED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-12

MOTION: Leann Wilt moved to approve WDB Resolution 16-12

SUPPORT: Phil Santer

MOTION APPROVED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-09 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-13

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH LENAWEЕ TRANSPORTATION

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-09.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-09.

SUPPORT: Dennis Dolan

MOTION CARRIED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-13

MOTION: James Van Doren moved to approve WDB Resolution 16-13

SUPPORT: Grace Trudell

MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-10 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-14

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH WASHTENAW COMMUNITY COLLEGE

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-10.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-10

SUPPORT: Andy Welden

MOTION CARRIED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-14.

MOTION: Grace Trudell moved to approve WDB Resolution 16-14.

SUPPORT: John Salyer

MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-11 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-15

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH COMMUNITY ACTION AGENCY

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-11

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-11

SUPPORT: Dennis Dolan

Discussion.

MOTION CARRIED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-15

MOTION: Marcus James moved to approve WDB Resolution 16-15

SUPPORT: Donald Germann

MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-12 AND WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-16

A RESOLUTION APPROVING THE FISCAL YEAR 2017 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE

SOUTHEAST MICHIGAN CONSORTIUM

Bill Sleight reviewed.

John Burtka call for a motion to approve CB Resolution 16-12.

MOTION: Dennis Dolan moved to approved CB Resolution 16-12.

SUPPORT: Sarah Lightner

MOTION CARRIED UNANIMOUSLY

Sean Duval call for a motion to approve WDB Resolution 16-16.

MOTION: Jeremiah JJ Hodshire moved to approve WDB Resolution 16-16.

SUPPORT: Lynn Matzen

MOTION CARRIED UNANIMOUSLY

CONSORTIUM BOARD RESOLUTION 16-13 AND WORKFORCE
DEVELOPMENT BOARD RESOLUTION 16-17

A RESOLUTION APPROVING THE FISCAL YEAR 2017 FOOD ASSISTANCE
EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS
WITHOUT DEPENDENTS

Bill Sleight reviewed.

John Burtka call for motion to approve CB Resolution 16-13.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-13.

SUPPORT: Sarah Lightner

MOTION CARRIED UNANIMOUSLY

Sean Duval call for motion to approve WDB Resolution 16-17.

MOTION: Richard Currie moved to approved WDB Resolution 16-17.

SUPPORT: Grace Trudell

MOTION CARRIED UNANIMOUSLY

- **Discussion Items (*both boards*)**

Governor's Talent Investment Board (GTIB) Update

-Marcus James provided update on GTIB.

Executive Committee Report

– Sean Duval provided updates on the Executive Committee meetings.

Sean Duval reported on the board Strategic Planning RFP and the proposals received for the RFP. Five firms were selected as finalist (13 proposals received). The five firms were interviewed. Recommend awarding a contract to Thomas P. Miller and Associates for the board Strategic Planning. Discussion.

Sean Duval call for a motion to approve the recommendation to award Thomas P. Miller the contract and enter into contract negotiation for the board Strategic Planning.

MOTION: Marcus James moved to approve the recommendation to award the board

Strategic Planning contract to Thomas P. Miller and Associates and to authorize Bill Sleight to enter into contract negotiations in an amount up to \$50,000.

SUPPORT: Lynn Matzen

Discussion.

MOTION CARRIED UNANIMOUSLY

Talent District Career County (TDCC) Update

– Kevin Oxley provided report on the TDCC. Updates on 61b Strategic Plan. The TDCC meets on October 14, 2016.

Resignation from Workforce Development Board

-Sean Duval update on board member resignations.

Timothy Jackson, Executive Director for Secondary Initiatives, Livingston Educational Service Agency/Washtenaw Intermediate School District retired on October 1st.

Sean Duval call for a motion to accept with regrets the resignation of Timothy Jackson.

MOTION: Marcus James moved to accept with regrets the resignation of Timothy Jackson from the Workforce Development Board.

SUPPORT: Leann Wilt

Discussion. Wesley Prater retired on October 1st.

Amend Motion to also accept with regrets the resignation of Wesley Prater, Huron Valley CLC from the Workforce Development Board.

SUPPORT: Marcus James.

MOTION APPROVED UNANIMOUSLY AS AMENDED

- **Other Items**

- Comments from Chair

- Comments from Director.

Bill Sleight provided program, administration, state and federal updates.

The meeting adjourned at 12:10 p.m.



**MICHIGAN WORKS! SOUTHEAST
OFFICIAL POLICY**

Date: October 12, 2016 **WDB Resolution 16-21**

To: WIOA Adult and Dislocated Worker Career Advisors

Subject: **Needs Related Payment Policy**

References: The WIOA of 2014

Original Policy: October 12, 2016

Rescissions: None

Background: The Needs Related Payments (NRPs) are a stipend-form of assistance to adults or dislocated workers who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation so they can participate in training. NRPs are only to be used in exceptional circumstances for WIOA Adult and Dislocated Worker (DW) participants. Decisions on the approval of NRPs are considered on a case-by-case basis by the local Service Center Manager.

POLICY: Needs related payments can be provided to WIOA Adult and Dislocated Worker participants who qualify, to enable the individual to participate in training.

To receive NRPs, WIOA Adults must:

1. Be unemployed,
2. Not qualify for, or have ceased qualifying for, unemployment compensation; and
3. Be enrolled in training.

To receive needs-related payments, WIOA dislocated workers must:

1. Be unemployed,
 - a. Have ceased to qualify for unemployment compensation or Trade Readjustment Allowances (TRA) under Trade Adjustment Assistance (TAA), and
2. Be enrolled in training by the end of the 13th week after the most recent layoff that resulted in determination of eligibility as a dislocated worker, or if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months, or
 - a. Be unemployed and did not qualify for unemployment compensation or TRA under TAA or North America Free Trade Agreement (NAFTA) TAA.

THE MAXIMUM AMOUNT OF PAYMENT IS AS FOLLOWS:

- The payment amount must not exceed the greater of the following:
 - For Dislocated Workers- The applicable weekly level of the unemployment compensation, as verified by documentation from the Unemployment Insurance Agency
 - For Adults- the weekly payment may not exceed the poverty level for their family size for the equivalent period. The weekly payment level must be adjusted to reflect changes in total family income.
- In all cases, the Career Advisor should take into account all family income when requesting NRPs. In the rarest of circumstances should the maximum amount stated above be requested.
- Career advisors should collect registrant statements, bills or other documentation to support the request

NOTE: SUPPORTING DOCUMENTATION FOR UNEMPLOYMENT INSURANCE OR THE CALCULATION OF THE WEEKLY PAYMENT MUST BE IN THE PARTICIPANT'S FILE.

Action: Staff shall implement the directives of this policy immediately

Inquiries: Questions regarding this policy should be directed to Bill Sleight at wsleight@mwse.org or Justin Al-Igoe at jligoe@mwse.org

MEMORANDUM

WDB Resolution 16-21

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 14, 2016

Subject: Needs Related Payment policy

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board review the proposed Needs Related Payment policy and approve as “Official.”

Background

The Workforce Innovation and Opportunity Act (WIOA) allows for Needs Related Payments (NRP) to support Adults and Dislocated Workers who are enrolled in training. While NRPs are projected to be rarely used, local Workforce Development Boards are required to approve the policy governing these payments.

Discussion

Needs Related Payments (NRPs) are a stipend-form of assistance to adults or dislocated workers who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation so they can participate in training. NRPs are only to be used in exceptional circumstances for WIOA Adult and Dislocated Worker (DW) participants. Decisions on the approval of NRPs are considered on a case-by-case basis by the local Service Center Manager. Needs related payments can be provided to WIOA Adult and Dislocated Worker participants who qualify, to enable the individual to participate in training.

To receive NRPs, WIOA Adults must:

1. Be unemployed,
2. Not qualify for, or have ceased qualifying for, unemployment compensation; and
3. Be enrolled in training.

To receive needs-related payments, WIOA dislocated workers must:

1. Be unemployed,
 - a. Have ceased to qualify for unemployment compensation or Trade Readjustment Allowances (TRA) under Trade Adjustment Assistance (TAA), and
2. Be enrolled in training by the end of the 13th week after the most recent layoff that resulted in determination of eligibility as a dislocated worker, or if later, by the end of

the 8th week after the worker is informed that a short-term layoff will exceed six months,
or

- a. Be unemployed and did not qualify for unemployment compensation or TRA under TAA or North America Free Trade Agreement (NAFTA) TAA.

THE MAXIMUM AMOUNT OF PAYMENT IS AS FOLLOWS:

- The payment amount must not exceed the greater of the following:
 - For Dislocated Workers- The applicable weekly level of the unemployment compensation, as verified by documentation from the Unemployment Insurance Agency
 - For Adults- the weekly payment may not exceed the poverty level for their family size for the equivalent period. The weekly payment level must be adjusted to reflect changes in total family income.
- In all cases, the Career Advisor should take into account all family income when requesting NRPs. In the rarest of circumstances should the maximum amount stated above be requested.

Approval of the policy modifications is contingent on approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS SOUTHEAST! WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-21
A RESOLUTION REQUESTING APPROVAL OF THE NEEDS RELATED PAYMENT
POLICY**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) requires that local Workforce Development Boards approve a policy to govern Needs Related Payments (NRPs); and
- WHEREAS, Michigan Works! Southeast only plans to use NRPs in extreme circumstances to support unemployed participants who are in need of further support to complete training; and
- WHEREAS, Staff have developed caps for both WIOA Adult and WIOA Dislocated Worker participants, as described in the corresponding Memorandum to this Resolution; and
- WHEREAS, This Policy requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Needs Related Payment policy and certifies it as “Official.”

BE IT FURTHER RESOLVED that staff are directed to create proper forms to meet the requirements of the Official policy.

MEMORANDUM

WDB Resolution 16-22

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 19, 2016

Subject: FY 2017 Trade Adjustment Assistance (TAA) allocation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2017 Trade Adjustment Assistance (TAA) program from the Workforce Development Agency (WDA) State of Michigan for the period of October 1, 2016 through September 30, 2017 in the amount of up to \$390,685.

Program Award	\$ 289,396
Case Management Award	\$ 101,289
TOTAL	\$ 390,685

Background

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

Discussion

The TAA program originated in 1974 as a program to assist workers who are laid-off due to foreign competition. Companies that are facing a significant lay-off event may submit a petition to the U.S. Department of Labor for consideration for this program. A group of three or more workers, their union, or other duly authorized representative may also submit a petition. If approved, further information on the “impact” date of the layoff/wage reduction and a list of affected workers is needed.

TAA funds are subject to Merit-Based staffing requirements, just like the Wagner-Peyser Employment Service program.

Typically, manufacturing companies make up most of the companies eligible for TAA, especially in recent decades as free trade has made the manufacturing industry open to competition from many other countries. During the Great Recession, manufacturing states like Michigan were among the most active with the TAA program. Now that the economy is recovering and lay-offs and hour/wage reductions are becoming less common, TAA petition applications are becoming less frequent.

The Workforce Development Agency, State of Michigan requires that MWAs address TAA activities for the period October 1, 2016, through September 30, 2017. The funding for the FY 2017 TAA program is funded into two different cost categories: Program Award funds and Case Management Award funds. Program Award funds can be used for activities such as job search assistance, relocation assistance and training. Case Management Award funds will support staff to provide career counseling, guidance and general case management.

The FY 2017 TAA 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 16-22**

**RESOLUTION APPROVING THE FISCAL YEAR 2017 TRADE ADJUSTMENT
ASSISTANCE (TAA) PROGRAM FOR THE DELIVERY OF JOB TRAINING SERVICES
TO ELIGIBLE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM**

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and

WHEREAS, The TAA is a federal program that assists U.S. workers who have lost their jobs or whose hours of work and wages are reduced as a result of increased imports/foreign trade; and

WHEREAS, Merit-Based staffing is required for the TAA program; and

WHEREAS, The grant allocation for the Michigan Works! Southeast is \$390,685 (\$289,396 for Program Operations and \$101,2895 for Case Management) for use during the October 1, 2016 through September 30, 2017 time period; and

WHEREAS, The WDA 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 2017 (October 1, 2016 through September 30, 2017) TAA Plan and accepts funding in the amount of \$390,685.

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

MEMORANDUM

WDB Resolution 16-23

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 31, 2016

Subject: WIOA Statewide Activities FY 2015 and 2016 Service Center Operation allocation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2015 and 2016 Service Center Operations grants from the Workforce Development Agency (WDA) The time period for the FY 2015 funds is of July 1, 2015 through June 30, 2017 in the amount of \$107,107 and the time period for FY 2016 funds is July 1, 2016 through June 30, 2018 in the amount of \$229,515.

FY 2015 Service Center Operations	\$ 107,107 (Total of \$122,587 for FY 2015)
FY 2016 Service Center Operations	\$ 229,515
TOTAL	\$ 336,622

Background

The WIOA, which supersedes the Workforce Investment Act (WIA) of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. The WIOA supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- (1) The needs of business and workers drive workforce solutions;
- (2) One-Stop Centers provide excellent customer service to workers, jobseekers and employers, and focus on continuous improvement;
- (3) The workforce system supports strong regional economies and plays an active role in community, economic and workforce development.

Discussion

The WIOA permits states to use a portion of the funds reserved for Statewide Activities to carry out additional activities, including activities that support and enhance the one-stop service delivery system.

To this end, the TIA has identified \$3,000,000 in Appropriation Year (AY) 2016 WIOA Statewide Activities funds to be used in support of Michigan Works! Service Center (MWSC) operations. The allocation for each MWA was based on a formula derived from the relative size of the local area's labor force; however, the number of customers served by the service center(s) and the number of service centers in the local area, full and satellite, were taken into account in the determination of the final award.

Service center operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities. Service center funding *may not* be utilized to purchase or maintain participant reporting systems or job matching systems that duplicate those provided by the State.

The FY 2015 and 2016 WIOA Statewide Service Center Operations 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 16-23**

RESOLUTION APPROVING THE FISCAL YEAR 2015 AND 2016 WIOA STATEWIDE SERVICE CENTER OPERATIONS GRANT

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and

WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) allows states to carry out activities that support and enhance the one-stop service delivery system; and

WHEREAS, Service center operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities; and

WHEREAS, The grant allocation for the Michigan Works! Southeast is \$336,622; \$107,107 for FY 2015 and \$229,515 for FY 2016; and

WHEREAS, The WDA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the Service Center Operations grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2015 (7/1/15 through 6/30/17) and FY 2016 (7/1/16 through 6/30/18) WIOA Service Center Operations grant and accepts funding in the amount of \$336,622.

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

MEMORANDUM

WDB Resolution 16-24

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 31, 2016

Subject: FY 2017 TANF Refugee Program (TRP)

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2017 TANF Refugee Program grant from the Workforce Development Agency (WDA) for the time period October 1, 2016 through September 30, 2017 in the amount of \$24,709.

Background

The PATH Program was established to help public assistance applicants/recipients and low-wage workers to succeed in the labor market. The Department of Health & Human Services (DHHS), Office of Refugee Services (ORS) has provided additional employment support services to refugees that receive TANF cash assistance through the Family Independence Program (FIP). A refugee is a person who has been forced from his or her home and crossed an international border for safety. He or she must have a well-founded fear of persecution in his or her native country on account of race, religion, or nationality, membership in a particular social group or political opinion.

Discussion

The TRP seeks to provide FIP applicants/recipients with employment-related services, training, and supportive services to obtain and retain employment. The MWA is required to serve all refugees who are referred. All refugees who have not attained United States (U.S.) citizenship and have lived in the U.S. five years or less and are still eligible for TANF FIP services. The list of eligible populations include Asylees, Victims of trafficking, Cuban/Haitian entrants, etc

Beginning January 1, 2013, Michigan required FIP applicants to successfully complete a 21-day AEP and orientation at MWAs, as a condition of eligibility for FIP benefits. TRP participants must also follow this requirement as outlined in Chapter 6 of the PATH Manual, or any future manual updates.

The DHHS refugee contractor can provide refugee-specific assistance with employment supportive services, including job placement services, job retention services, job readiness, assisting the client with reporting on those PATH activities, English as a Second Language, vocational education training classes tailored for Limited English Proficiency clients, recertification/licensing, assistance in obtaining Employment Authorization documents or other official immigration documents to maintain employment. The refugee contractor may also provide assistance in coordination with the MWA in assistance with arranging daycare. The MWA will provide all allowable supportive services as needed and/or required to ensure that the participants are fully engaged with PATH activities.

The FY 2017 TANF Refugee Program grant must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A

Resolution is attached for your consideration.

**MCHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-24
RESOLUTION APPROVING THE FISCAL YEAR 2017 TANF REFUGEE PROGRAM
GRANT**

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and

WHEREAS, The Department of Health and Human Services (DHHS) Office of Refugee Services provides funds to support employment of DHHS referred refugees; and

WHEREAS, Referred participants will go through the 21-day Application Eligibility Period (AEP) and must meet all other PATH requirements; and

WHEREAS, The grant allocation for the Michigan Works! Southeast is \$24,709 to service approximately 75 participants; and

WHEREAS, The WDA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the TANF Refugee Program grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2017 TANF Refugee Program grant and accepts funding in the amount of \$24,709.

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

MEMORANDUM

WDB Resolution 16-25

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 31, 2016

Subject: FY 2017 RESEA Work Based Training for Special Populations
Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2017 RESEA Work Based Training for Special Populations program from the Workforce Development Agency (WDA) for the time period October 1, 2016 through September 30, 2017 in the amount of \$20,956.

Background

The REA Pilot Program and the RESEA Program provide customized services to the Unemployment Insurance Agency claimants deemed most likely to exhaust their unemployment benefits. These two programs offer an orientation of the Michigan Works! Service Centers, an eligibility assessment, a work search plan, labor market information, career guidance and reemployment services to the claimants. Previously, there was not a paid training component attached to these two programs.

MWAs will be allocated funds totaling \$750,000 of Unemployment Insurance Penalty and Interest funds to provide career services and work-based learning opportunities, such as apprenticeships and On-the-Job Training (OJT), to allow claimants at risk of exhausting their unemployment benefits an opportunity to “earn and learn.”

Discussion

The claimant must be determined to be in need of work-based training services and possess the skills and qualifications to successfully participate in the designated training. Career services may be offered to prepare the claimant for the selected training.

MWAs are required to have a local policy in place that provides a strategy for administering work-based training.

- **OJT**
 - MWAs are required to have a local OJT policy for the execution of OJT contracts. Please follow this policy.
- **Pre-Apprenticeship and Registered Apprenticeship Training**
 - Follow your MWAs policy and procedures in offering apprenticeship training for the claimants.
- **Customized Training**
 - MWAs are required to have a local customized training policy for the execution of customized training contracts. Please follow this policy.
- **Transitional Job Placement**
 - Similar to an OJT, but there is not an expectation that the claimant will continue

employment with the employer after the work experience is complete. The FY 2017 RESEA Work Based Training for Special Populations Program grant must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-25
RESOLUTION APPROVING THE FISCAL YEAR 2017 RESEA WORK BASED
TRAINING FOR SPECIAL POPULATIONS PROGRAM**

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and

WHEREAS, The RESEA Program provide customized services to the Unemployment Insurance Agency claimants deemed most likely to exhaust their unemployment benefits; and

WHEREAS, Funding is now being provided for career services and work-based learning opportunities, such as apprenticeships and On-the-Job Training (OJT), to allow claimants at risk of exhausting their unemployment benefits an opportunity to “earn and learn”; and

WHEREAS, The grant allocation for the Michigan Works! Southeast is \$20,956; and

WHEREAS, The WDA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the RESEA Work Based Training for Special Populations grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2017 RESEA Work Based Training for Special Populations grant and accepts funding in the amount of \$20,956.

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

MEMORANDUM

WDB Resolution 16-26

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: FY 2016 WIOA Incumbent Worker contract approval for Carcoustics USA

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2016 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Carcoustics USA.

Background

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are important parts of the Business Services run in the five counties of the Southeast Michigan Consortium. Carcoustics USA located in Howell has submitted a request in the amount of \$14,977.

Discussion

WIOA expands the funding available for Incumbent Worker funds (up to 20% of WIOA Adult and up to 20% of WIOA Dislocated Worker funds). Incumbent Worker funds are used to train currently employed workers to help avoid layoffs, learn new, necessary skills and/or help keep the company competitive. The training is usually for short term class or certificate training, although On-the-Job Training is allowed. Companies must provide information on why training is needed, who will be trained, what training will be provided and the total training cost (including employer match). Applications for Incumbent Worker funding are accepted on a rolling-basis, pending availability of funds and merit of training requested by employers.

Carcoustics USA is requesting \$14,977 to train 13 employees in various electrical training, GD&T Assessment, soft skills and other technical skill training. The company will contribute \$9978.28 as match in the form of tuition for the classes. Training will be conducted by Mott Community College, MMTC and Dale Carnegie.

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Carcoustics USA	\$14,977	13	Livingston

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 16-26**

A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CARCOUSTICS USA IN THE AMOUNT OF \$14,977

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and

WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Carcoustics USA in Howell, MI; and

WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and

WHEREAS, Carcoustics USA is seeking to train 13 employees in various training such as electrical training, soft skill training and other technical training between November 1, 2016 and June 30, 2017; and

WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training application listed above in the amounts and for the time periods described.

BE IT FURTHER RESOLVED that staff are authorized to negotiate a contract with the above employer, and, as necessary, with training providers selected by the employer.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary contract(s), as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

WDB Resolution 16-27

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: FY 2016 WIOA Incumbent Worker contract approval for Thai Summit America Corporation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2016 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Thai Summit America Corporation.

Background

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are important parts of the Business Services run in the five counties of the Southeast Michigan Consortium. Thai Summit America Corporation located in Howell has submitted a request in the amount of \$5,000.

Discussion

WIOA expands the funding available for Incumbent Worker funds (up to 20% of WIOA Adult and up to 20% of WIOA Dislocated Worker funds). Incumbent Worker funds are used to train currently employed workers to help avoid layoffs, learn new, necessary skills and/or help keep the company competitive. The training is usually for short term class or certificate training, although On-the-Job Training is allowed. Companies must provide information on why training is needed, who will be trained, what training will be provided and the total training cost (including employer match). Applications for Incumbent Worker funding are accepted on a rolling-basis, pending availability of funds and merit of training requested by employers.

Thai Summit America Corporation is requesting \$5,000 to train 5 employees in Leadership Skill Development training. The company will contribute \$5,375 as match in the form of tuition for the classes. Training will be conducted by Cleary University.

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Thai Summit America Corporation	\$5,000	5	Livingston

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 16-27**

A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR THAI SUMMIT AMERICA CORPORATION IN THE AMOUNT OF \$5,000

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and

WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Thai Summit America Corporation in Howell, MI; and

WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and

WHEREAS, Thai Summit America Corporation is seeking to train 5 employees in Leadership Skill Development training between November 1, 2016 and June 30, 2017; and

WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training application listed above in the amounts and for the time periods described.

BE IT FURTHER RESOLVED that staff are authorized to negotiate a contract with the above employer, and, as necessary, with training providers selected by the employer.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary contract(s), as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

WDB Resolution 16-28

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: FY 2016 WIOA Incumbent Worker contract approval for Wedge Mill Tool, Inc.

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2016 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Wedge Mill Tool, Inc.

Background

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are important parts of the Business Services run in the five counties of the Southeast Michigan Consortium. Wedge Mill Tool, Inc. located in Brighton has submitted a request in the amount of \$2,143.

Discussion

WIOA expands the funding available for Incumbent Worker funds (up to 20% of WIOA Adult and up to 20% of WIOA Dislocated Worker funds). Incumbent Worker funds are used to train currently employed workers to help avoid layoffs, learn new, necessary skills and/or help keep the company competitive. The training is usually for short term class or certificate training, although On-the-Job Training is allowed. Companies must provide information on why training is needed, who will be trained, what training will be provided and the total training cost (including employer match). Applications for Incumbent Worker funding are accepted on a rolling-basis, pending availability of funds and merit of training requested by employers.

Wedge Mill Tool, Inc. is requesting \$2,143 to train 2 employees in MasterCam Part I & II and Mastercam Lathe training. The company will contribute \$2,150 as match in the form of tuition for the classes. Training will be conducted by Cleary University.

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Wedge Mill Tool, Inc.	\$2,143	2	Livingston

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 16-28**

A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WEDGE MILL TOOL, INC. IN THE AMOUNT OF \$2,143

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and

WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Wedge Mill Tool, Inc. in Brighton, MI; and

WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and

WHEREAS, Wedge Mill Tools, Inc. is seeking to train 2 employees in MasterCam Lathe and Master Cam I & II training between November 1, 2016 and June 30, 2017; and

WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training application listed above in the amounts and for the time periods described.

BE IT FURTHER RESOLVED that staff are authorized to negotiate a contract with the above employer, and, as necessary, with training providers selected by the employer.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary contract(s), as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

WDB Resolution 16-29

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: FY 2016 WIOA Incumbent Worker contract approval for Accubilt, Inc.

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2016 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Accubilt, Inc.

Background

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are important parts of the Business Services run in the five counties of the Southeast Michigan Consortium. Accubilt, Inc. located in Jackson has submitted a request in the amount of \$1,495.

Discussion

WIOA expands the funding available for Incumbent Worker funds (up to 20% of WIOA Adult and up to 20% of WIOA Dislocated Worker funds). Incumbent Worker funds are used to train currently employed workers to help avoid layoffs, learn new, necessary skills and/or help keep the company competitive. The training is usually for short term class or certificate training, although On-the-Job Training is allowed. Companies must provide information on why training is needed, who will be trained, what training will be provided and the total training cost (including employer match). Applications for Incumbent Worker funding are accepted on a rolling-basis, pending availability of funds and merit of training requested by employers.

Accubilt, Inc is requesting \$1,495 to train 1 employee in Solid Works Essentials. The company will contribute \$1,438 as match in the form of wages to the participant. Training will be conducted by DASI.

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Accubilt, Inc.	\$1,495	1	Jackson

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 16-29**

A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ACCUBILT, INC. IN THE AMOUNT OF \$1,495

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, The Consortium operates as the “Michigan Works! Southeast” agency; and

WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Accubilt, Inc. in Jackson, MI; and

WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and

WHEREAS, Accubilt, Inc. is seeking to train 1 employee in Solid Works Essentials training between November 2, 2016 and June 30, 2017; and

WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training application listed above in the amounts and for the time periods described.

BE IT FURTHER RESOLVED that staff are authorized to negotiate a contract with the above employer, and, as necessary, with training providers selected by the employer.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary contract(s), as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

WDB Resolution 16-30

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: Contract Award to Hartland Consolidated Schools to provide WIOA Specialized Youth Services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with Hartland Consolidated Schools in the amount not to exceed \$255,000 to provide WIOA Specialized Youth Services from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance.

Background

To support further reach of Michigan Works! Southeast's Youth Services, a Request for Proposal was released requesting bids to provide WIOA Specialized Youth Services. The focus of these bids were to be around the following goals:

- Provide WIOA approved Youth Services in an in-school setting
- Provide WIOA approved Youth Services in locations where eligible youth are gathered (with a youth-serving organization)
- Assist with WIOA approved workforce development services for both in-school and out-of-school youth
- Work with other programs, staff and contractors of Michigan Works! Southeast to offer well-rounded services to all participants

Discussion

A review committee reviewed five proposals from Hartland Consolidated Schools, Key Opportunities, Work Skills Corporation, Diverse Note and Teaching Our Youth. After much discussion, the review committee recommending awarding contracts to Hartland, Key Opportunities and Work Skills based on their proposals. Hartland is an alternative high school in Livingston County and their program focused on supporting the efforts with their youth. Key opportunities will provide services in Hillsdale County and Work Skills Corporation will focus in Washtenaw County. All five counties will still have the usual In-school and Out-of-school youth services available through the Service Center. The proposals from Diverse Note and Teaching Our Youth were not selected for funding.

Approval of the WIOA Youth Services contract with Hartland Consolidated Schools is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-30**

**RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACTS
WITH HARTLAND CONSOLIDATED SCHOOLS FOR FY 2016 AND 2017**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide WIOA Specialized Youth Services to Michigan Works! Southeast; and
- WHEREAS, Bids were received from Hartland Consolidated Schools, Key Opportunities, Work Skills Corporation, Diverse Note and Teaching Our Youth; and
- WHEREAS, Based on the strength of their proposals, Hartland, Key Opportunities and Work Skills were selected for funding. Diverse Note and Teaching Our Youth were not selected; and
- WHEREAS, The contract for Hartland Consolidated Schools is capped at \$255,000. The contract will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance; and
- WHEREAS, A review Committee has reviewed these bids and recommends approval pending negotiations between the bidders and staff over budget and other issues.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Youth services contracts with Hartland Consolidated Schools pending contract and budget negotiations between staff and the bidders.

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

	Hartland Consolidated Schools	Key Opportunities
Introduction (10 points)	10	7
Staffing and Administration Capability (30 points)	28	19
Program Design (30 points)	26	20
Performance Outcomes (10 points)	7	6
Budget (20 points)	18	19
Grand Total	89	71
	Work Skills Corporation	Diverse Note
Introduction (10 points)	10	5
Staffing and Administration Capability (30 points)	24	16
Program Design (30 points)	24	15
Performance Outcomes (10 points)	5	5
Budget (20 points)	19	6
Grand Total	82	47
	Teaching Our Youth	
Introduction (10 points)	6	
Staffing and Administration Capability (30 points)	16	
Program Design (30 points)	15	
Performance Outcomes (10 points)	5	
Budget (20 points)	12	
Grand Total	54	

MEMORANDUM

WDB Resolution 16-32

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: Contract Award to Work Skills Corporation to provide WIOA Specialized Youth Services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with Work Skills Corporation in an amount not to exceed \$153,000 to provide WIOA Specialized Youth Services from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance.

Background

To support further reach of Michigan Works! Southeast's Youth Services, a Request for Proposal was released requesting bids to provide WIOA Specialized Youth Services. The focus of these bids were to be around the following goals:

- Provide WIOA approved Youth Services in an in-school setting
- Provide WIOA approved Youth Services in locations where eligible youth are gathered (with a youth-serving organization)
- Assist with WIOA approved workforce development services for both in-school and out-of-school youth
- Work with other programs, staff and contractors of Michigan Works! Southeast to offer well-rounded services to all participants

Discussion

A review committee reviewed five proposals from Hartland Consolidated Schools, Key Opportunities, Work Skills Corporation, Diverse Note and Teaching Our Youth. After much discussion, the review committee recommending awarding contracts to Hartland, Key Opportunities and Work Skills based on their proposals. Hartland is an alternative high school in Livingston County and their program focused on supporting the efforts with their youth. Key opportunities will provide services in Hillsdale County and Work Skills Corporation will focus in Washtenaw County. All five counties will still have the usual In-school and Out-of-school youth services available through the Service Center. The proposals from Diverse Note and Teaching Our Youth were not selected for funding.

Approval of the WIOA Specialized Youth Services contract with Work Skills Corporation is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-32**

**RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACTS
WITH WORK SKILLS CORPORATION FOR FY 2016 AND 2017**

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide WIOA Specialized Youth Services to Michigan Works! Southeast; and

WHEREAS, Bids were received from Hartland Consolidated Schools, Key Opportunities, Work Skills Corporation, Diverse Note and Teaching Our Youth; and

WHEREAS, Based on the strength of their proposals, Hartland, Key Opportunities and Work Skills were selected for funding. Diverse Note and Teaching Our Youth were not selected; and

WHEREAS, The contract for Work Skills Corporation is capped at \$153,000. The contract will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance; and

WHEREAS, A review Committee has reviewed these bids and recommends approval pending negotiations between the bidders and staff over budget and other issues.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a WIOA Specialized Youth services contract with Work Skills Corporation, pending contract and budget negotiations between staff and the bidders.

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

	Hartland Consolidated Schools	Key Opportunities
Introduction (10 points)	10	7
Staffing and Administration Capability (30 points)	28	19
Program Design (30 points)	26	20
Performance Outcomes (10 points)	7	6
Budget (20 points)	18	19
Grand Total	89	71
	Work Skills Corporation	Diverse Note
Introduction (10 points)	10	5
Staffing and Administration Capability (30 points)	24	16
Program Design (30 points)	24	15
Performance Outcomes (10 points)	5	5
Budget (20 points)	19	6
Grand Total	82	47
	Teaching Our Youth	
Introduction (10 points)	6	
Staffing and Administration Capability (30 points)	16	
Program Design (30 points)	15	
Performance Outcomes (10 points)	5	
Budget (20 points)	12	
Grand Total	54	

MEMORANDUM

WDB Resolution 16-33

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: Contract Award to Robert Tebo and Associates to provide WIOA Specialized Business Services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with Robert Tebo and Associates in the amount not to exceed \$51,000 to provide WIOA Specialized Business Services from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance.

Background

To support outreach to employers and expand the reach of Michigan Works! Southeast's Business Services, a Request for Proposal was released requesting bids to provide WIOA Specialized Business Services. The focus of these bids were to be around the following goals:

- Expanding the Services provided to employers through Michigan Works! Southeast
- Increase Business engagement with the Michigan Works! system
- Increase Business engagement with the local school systems, especially secondary and post-secondary schools
- Assist businesses with locating/developing training to increase job retention and decrease turnover

Discussion

A review committee reviewed four proposals from Robert Tebo and Associates, LESA, SBDC and Ann Arbor SPARK. After much discussion, the review committee recommending awarding contracts to Robert Tebo and Associates, LESA and SBDC based on their proposals. Robert Tebo and Associates focused on the iChallengeU grant. LESA focused on expanding the MiBrightFuture program and SBDC focused on assisting with business development and entrepreneurship. SPARK's proposal will require some further clarification on outcomes before funding will be considered. After this information is gathered, the review committee will revisit the proposal and consider it for funding.

Approval of the WIOA Business Services contracts with Robert Tebo and Associates is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-33**

**RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACTS
WITH ROBERT TEBO AND ASSOCIATES FOR FY 2016 AND 2017**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide WIOA Specialized Business Services to Michigan Works! Southeast; and
- WHEREAS, Bids were received from Robert Tebo and Associates, the Livingston Educational Service Agency (LESA), the Small Business Development Center (SBDC) and Ann Arbor SPARK; and
- WHEREAS, Based on the strength of their proposals, Robert Tebo and Associates, LESA and SBDC were selected for funding at this time. Further clarification will be requested from Ann Arbor SPARK regarding their proposal and funding consideration will be re-visited; and
- WHEREAS, The contract for Robert Tebo and Associates is capped at \$51,000. The contract will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance; and
- WHEREAS, A review Committee has reviewed these bids and recommends approval pending negotiations between the bidders and staff over budget and other issues.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Business services contracts with Robert Tebo and Associates pending contract and budget negotiations between staff and the bidders.

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

	Robert Tebo and Associates	Livingston Educational Service Agency
Staffing and Administrative Capability (25 points)	18	20
Organization Structure (15 points)	13	12
Program Design (25 points)	20	20
Performance Outcomes (15 points)	12	10
Budget (20 points)	17	16
Grand Total	80	78

	Small Business Development Center
Staffing and Administrative Capability (25 points)	25
Organization Structure (15 points)	13
Program Design (25 points)	22
Performance Outcomes (15 points)	14
Budget (20 points)	15
Grand Total	89

MEMORANDUM

WDB Resolution 16-34

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: Contract Award to Livingston Educational Service Agency to provide WIOA Specialized Business Services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with the Livingston Educational Service Agency (LESA) in an amount not to exceed \$97,500 to provide WIOA Specialized Business Services from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance.

Background

To support outreach to employers and expand the reach of Michigan Works! Southeast's Business Services, a Request for Proposal was released requesting bids to provide WIOA Specialized Business Services. The focus of these bids were to be around the following goals:

- Expanding the Services provided to employers through Michigan Works! Southeast
- Increase Business engagement with the Michigan Works! system
- Increase Business engagement with the local school systems, especially secondary and post-secondary schools
- Assist businesses with locating/developing training to increase job retention and decrease turnover

Discussion

A review committee reviewed four proposals from Robert Tebo and Associates, LESA, SBDC and Ann Arbor SPARK. After much discussion, the review committee recommending awarding contracts to Robert Tebo and Associates, LESA and SBDC based on their proposals. Robert Tebo and Associates focused on the iChallengeU grant. LESA focused on expanding the MiBrightFuture program and SBDC focused on assisting with business development and entrepreneurship. At this time, SPARK's proposal was not recommended for funding due to the need for further clarification on goals, outcomes and how the partner agencies will work together. After this information is gathered, the review committee will revisit the proposal and consider it for funding.

Approval of the WIOA Business Services contract with LESA is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-34**

**RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACTS
WITH THE LIVINGSTON EDUCATION SERVICE AGENCY FOR FY 2016 AND 2017**

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide WIOA Specialized Business Services to Michigan Works! Southeast; and

WHEREAS, Bids were received from Robert Tebo and Associates, the Livingston Educational Service Agency (LESA), the Small Business Development Center (SBDC) and Ann Arbor SPARK; and

WHEREAS, Based on the strength of their proposals, Robert Tebo and Associates, LESA and SBDC were selected for funding at this time. Further clarification will be requested from Ann Arbor SPARK regarding their proposal and funding consideration will be re-visited; and

WHEREAS, The contract for LESA is capped at \$97,500. The contracts will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance; and

WHEREAS, A review Committee has reviewed these bids and recommends approval pending negotiations between the bidders and staff over budget and other issues.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Business services contracts with LESA pending contract and budget negotiations between staff and the bidders.

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

	Robert Tebo and Associates	Livingston Educational Service Agency
Staffing and Administrative Capability (25 points)	18	20
Organization Structure (15 points)	13	12
Program Design (25 points)	20	20
Performance Outcomes (15 points)	12	10
Budget (20 points)	17	16
Grand Total	80	78

	Small Business Development Center
Staffing and Administrative Capability (25 points)	25
Organization Structure (15 points)	13
Program Design (25 points)	22
Performance Outcomes (15 points)	14
Budget (20 points)	15
Grand Total	89

MEMORANDUM

WDB Resolution 16-35

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: Contract Award to the Small Business Development Center to provide WIOA Specialized Business Services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with the Small Business Development Center (SBDC) in an amount not to exceed \$90,000 to provide WIOA Specialized Business Services from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance.

Background

To support outreach to employers and expand the reach of Michigan Works! Southeast's Business Services, a Request for Proposal was released requesting bids to provide WIOA Specialized Business Services. The focus of these bids were to be around the following goals:

- Expanding the Services provided to employers through Michigan Works! Southeast
- Increase Business engagement with the Michigan Works! system
- Increase Business engagement with the local school systems, especially secondary and post-secondary schools
- Assist businesses with locating/developing training to increase job retention and decrease turnover

Discussion

A review committee reviewed four proposals from Robert Tebo and Associates, LESA, SBDC and Ann Arbor SPARK. After much discussion, the review committee recommending awarding contracts to Robert Tebo and Associates, LESA and SBDC based on their proposals. Robert Tebo and Associates focused on the iChallengeU grant. LESA focused on expanding the MiBrightFuture program and SBDC focused on assisting with business development and entrepreneurship. At this time, SPARK's proposal was not recommended for funding due to the need for further clarification on goals, outcomes and how the partner agencies will work together. After this information is gathered, the review committee will revisit the proposal and consider it for funding.

Approval of the WIOA Business Services contract with SBDC is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-35**

**RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACTS
WITH THE SMALL BUSINESS DEVELOPMENT CENTER FOR FY 2016 AND 2017**

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide WIOA Specialized Business Services to Michigan Works! Southeast; and

WHEREAS, Bids were received from Robert Tebo and Associates, the Livingston Educational Service Agency (LESA), the Small Business Development Center (SBDC) and Ann Arbor SPARK; and

WHEREAS, Based on the strength of their proposals, Robert Tebo and Associates, LESA and SBDC were selected for funding at this time. Further clarification will be requested from Ann Arbor SPARK regarding their proposal and funding consideration will be re-visited; and

WHEREAS, The contract for SBDC is capped at \$90,000. The contracts will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance; and

WHEREAS, A review Committee has reviewed these bids and recommends approval pending negotiations between the bidders and staff over budget and other issues.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Business services contracts with SBDC, pending contract and budget negotiations between staff and the bidders.

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

	Robert Tebo and Associates	Livingston Educational Service Agency
Staffing and Administrative Capability (25 points)	18	20
Organization Structure (15 points)	13	12
Program Design (25 points)	20	20
Performance Outcomes (15 points)	12	10
Budget (20 points)	17	16
Grand Total	80	78

	Small Business Development Center
Staffing and Administrative Capability (25 points)	25
Organization Structure (15 points)	13
Program Design (25 points)	22
Performance Outcomes (15 points)	14
Budget (20 points)	15
Grand Total	89

MEMORANDUM

WDB Resolution 16-37

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

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

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with Washtenaw Community College to provide Wagner-Peyser Employment Services and Trade Adjustment Act services for Michigan Works! Southeast in an amount not to exceed \$1,248,355 from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance. These services would be provided in Washtenaw, Jackson, Lenawee and Hillsdale counties.

Background

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

Discussion

The review committee agreed that both Washtenaw Community College and Livingston County Community Mental Health Authority had strong proposals that would lead to excellent program delivery. There was discussion on the counties each would cover, budgets provided by the bidders and the additional performance metrics that would be added to the contract such as return visits, total visits and referrals to other Michigan Works! programs. The Committee is recommending that WCC be awarded the contract for Washtenaw, Jackson, Lenawee and Hillsdale counties and Livingston County Community Mental Health Authority be awarded the contract for Livingston.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-37**

**RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT
CONTRACT WITH WASHTENAW COMMUNITY COLLEGE FOR FY 2016 AND 2017**

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide Merit-Based Staff program services to Michigan Works! Southeast; and

WHEREAS, Bids were received from Washtenaw Community College (WCC) and Livingston County Community Mental Health Authority (CMH); and

WHEREAS, Based on the strength of their proposal, WCC has been selected to provide Wagner-Peyser and TAA (Merit-Based Staff programs) services for Washtenaw, Jackson, Lenawee and Hillsdale counties and CMH was selected to provide these services for Livingston County; and

WHEREAS, The contract for WCC is capped at \$1,248,355. The contracts will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance; and

WHEREAS, A review Committee has reviewed these bids and recommends approval pending negotiations between the bidders and staff over budget, geographic coverage and other issues.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves Wagner-Peyser and TAA program services contracts with WCC, pending contract and budget negotiations between staff and the bidders.

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

	Washtenaw Community College	Livingston County Community Mental Health Authority
Past Experience (15 points)	15	15
Staff Organization and Structure (25 points)	20	20
Program Design (25 points)	22.5	20
Performance Outcomes (15 points)	10	10
Budget (20 points)	15	18
Grand Total	82.5	83

MEMORANDUM

WDB Resolution 16-38

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

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

Board Action Requested

It is requested that a contract with Livingston Community Mental Health Authority be approved to provide Wagner-Peyser Employment Services and Trade Adjustment Act services for Michigan Works! Southeast in an amount not to exceed \$328,636 from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance. These services would be provided in Livingston County.

Background

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

Discussion

The review committee agreed that both Washtenaw Community College and Livingston County Community Mental Health Authority had strong proposals that would lead to excellent program delivery. There was discussion on the counties each would cover, budgets provided by the bidders and the additional performance metrics that would be added to the contract such as return visits, total visits and referrals to other Michigan Works! programs. The Committee is recommending that WCC be awarded the contract for Washtenaw, Jackson, Lenawee and Hillsdale counties and Livingston County Community Mental Health Authority be awarded the contract for Livingston.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-38**

**RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT
CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH
AUTHORITY FOR FY 2016 AND 2017**

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and

WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide Merit-Based Staff program services to Michigan Works! Southeast; and

WHEREAS, Bids were received from Washtenaw Community College (WCC) and Livingston County Community Mental Health Authority (CMH); and

WHEREAS, Based on the strength of their proposal, WCC has been selected to provide Wagner-Peyser and TAA (Merit-Based Staff programs) services for Washtenaw, Jackson, Lenawee and Hillsdale counties and CMH was selected to provide these services for Livingston County; and

WHEREAS, The contract for CMH is capped at \$328,636. The contract will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance; and

WHEREAS, A review Committee has reviewed these bids and recommends approval pending negotiations between the bidders and staff over budget, geographic coverage and other issues.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves Wagner-Peyser and TAA program services contract with CMH, pending contract and budget negotiations between staff and the bidders.

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

	Washtenaw Community College	Livingston County Community Mental Health Authority
Past Experience (15 points)	15	15
Staff Organization and Structure (25 points)	20	20
Program Design (25 points)	22.5	20
Performance Outcomes (15 points)	10	10
Budget (20 points)	15	18
Grand Total	82.5	83

MEMORANDUM

WDB Resolution 16-39

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: Contract Award to Jewish Family Services to provide TANF Refugee Program and English as a Second Language services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with Jewish Family Services to provide TANF Refugee Program (TRP) and English as a Second Language (ESL) services for Michigan Works! Southeast in an amount not to exceed \$225,000 from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance.

Background

The Department of Health and Human Services (DHHS) refers refugees to Michigan Works! agencies to participate in services similar to the PATH program. Funding is provided to areas projected to have a large number of refugees. These services are very specialized and it is desirable to contract these out to organizations that have the translation and service delivery capabilities. A Request for Proposal was released and a single bid was received from Jewish Family Services.

Discussion

A review committee concluded that Jewish Family Services had a strong proposal that would lead to excellent program delivery to these participants referred by DHHS. There was discussion on the challenges this program contains. However, the bid proposal and past experience with Jewish Family Services made the committee feel that this single proposal is robust and strong enough to meet the needs of the referred participants from DHHS. The services will be focused in Washtenaw County, but additional translation services, as needed, will be available in the other counties.

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

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

RESOLUTION 16-39

RESOLUTION APPROVING A TANF REFUGEE PROGRAM (TRP) AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT WITH JEWISH FAMILY SERVICES FOR FY 2016 AND 2017

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide TANF Refugee Program (TRP) and English as a Second Language (ESL) services to participants referred by the Department of Health and Human Services to Michigan Works! Southeast; and
- WHEREAS, A bid was received from Jewish Family Services (JFS); and
- WHEREAS, Based on the strength of their proposal, Jewish Family Services has been selected to provide TRP and ESL services focused in Washtenaw County; and
- WHEREAS, The contract for JFS is capped at \$225,000. The contract will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance; and
- WHEREAS, A review Committee has reviewed this bid and recommends approval pending negotiations between the bidders and staff over budget, geographic coverage and other issues.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a TRP and ESL program services contract with Jewish Family Services, pending contract and budget negotiations between staff and the bidders.

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

	Jewish Family Services
Past Experience (15 points)	15
Staff Organization and Structure (25 points)	25
Program Design (25 points)	22
Performance Outcomes (15 points)	15
Budget (20 points)	18
Grand Total	95

7. Resolutions for Consideration of the Workforce Development Board

MEMORANDUM

WDB Resolution 16-31

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: Contract Awards to **Key Opportunities** to provide WIOA Specialized Youth Services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with Key Opportunities in an amount not to exceed \$87,000 to provide WIOA Specialized Youth Services from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance.

Background

To support further reach of Michigan Works! Southeast's Youth Services, a Request for Proposal was released requesting bids to provide WIOA Specialized Youth Services. The focus of these bids were to be around the following goals:

- Provide WIOA approved Youth Services in an in-school setting
- Provide WIOA approved Youth Services in locations where eligible youth are gathered (with a youth-serving organization)
- Assist with WIOA approved workforce development services for both in-school and out-of-school youth
- Work with other programs, staff and contractors of Michigan Works! Southeast to offer well-rounded services to all participants

Discussion

A review committee reviewed five proposals from Hartland Consolidated Schools, Key Opportunities, Work Skills Corporation, Diverse Note and Teaching Our Youth. After much discussion, the review committee recommending awarding contracts to Hartland, Key Opportunities and Work Skills based on their proposals. Hartland is an alternative high school in Livingston County and their program focused on supporting the efforts with their youth. Key opportunities will provide services in Hillsdale County and Work Skills Corporation will focus in Washtenaw County. All five counties will still have the usual In-school and Out-of-school youth services available through the Service Center. The proposals from Diverse Note and Teaching Our Youth were not selected for funding.

Approval of the WIOA Youth Services contract with Key Opportunities is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-31**

**RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACTS
WITH KEY OPPORTUNITIES FOR FY 2016 AND 2017**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide WIOA Specialized Youth Services to Michigan Works! Southeast; and
- WHEREAS, Bids were received from Hartland Consolidated Schools, Key Opportunities, Work Skills Corporation, Diverse Note and Teaching Our Youth; and
- WHEREAS, Based on the strength of their proposals, Hartland, Key Opportunities and Work Skills were selected for funding. Diverse Note and Teaching Our Youth were not selected; and
- WHEREAS, The contract for Key Opportunities is capped at \$87,000. The contract will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance; and
- WHEREAS, A review Committee has reviewed these bids and recommends approval pending negotiations between the bidders and staff over budget and other issues.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Youth services contracts with Key Opportunities, pending contract and budget negotiations between staff and the bidders.

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

	Hartland Consolidated Schools	Key Opportunities
Introduction (10 points)	10	7
Staffing and Administration Capability (30 points)	28	19
Program Design (30 points)	26	20
Performance Outcomes (10 points)	7	6
Budget (20 points)	18	19
Grand Total	89	71
	Work Skills Corporation	Diverse Note
Introduction (10 points)	10	5
Staffing and Administration Capability (30 points)	24	16
Program Design (30 points)	24	15
Performance Outcomes (10 points)	5	5
Budget (20 points)	19	6
Grand Total	82	47
	Teaching Our Youth	
Introduction (10 points)	6	
Staffing and Administration Capability (30 points)	16	
Program Design (30 points)	15	
Performance Outcomes (10 points)	5	
Budget (20 points)	12	
Grand Total	54	

MEMORANDUM

WDB Resolution 16-36

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 1, 2016

Subject: Contract Award to Ann Arbor SPARK to provide WIOA Specialized Business Services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract with Ann Arbor SPARK (as the lead agency for the Greater Ann Arbor Region), pending further clarification and negotiation with the RFP review team and staff. The contract, if awarded, will be from January 1, 2017 through June 30, 2018 with an option to extend a year based on satisfactory performance.

Background

To support outreach to employers and expand the reach of Michigan Works! Southeast's Business Services, a Request for Proposal was released requesting bids to provide WIOA Specialized Business Services. The focus of these bids were to be around the following goals:

- Expanding the Services provided to employers through Michigan Works! Southeast
- Increase Business engagement with the Michigan Works! system
- Increase Business engagement with the local school systems, especially secondary and post-secondary schools
- Assist businesses with locating/developing training to increase job retention and decrease turnover

Discussion

A review committee reviewed four proposals from Robert Tebo and Associates, LESA, SBDC and Ann Arbor SPARK. After much discussion, the review committee recommending awarding contracts to Robert Tebo and Associates, LESA and SBDC based on their proposals. Robert Tebo and Associates focused on the iChallengeU grant. LESA focused on expanding the MiBrightFuture program and SBDC focused on assisting with business development and entrepreneurship. At this time, SPARK's proposal was not recommended for funding due to the need for further clarification on goals, outcomes and how the partner agencies will work together. After this information is gathered, the review committee will revisit the proposal and consider it for funding.

Approval of the WIOA Business Services contract with Ann Arbor SPARK is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-36**

RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH ANN ARBOR SPARK FOR FY 2016 AND 2017

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to provide WIOA Specialized Business Services to Michigan Works! Southeast; and
- WHEREAS, Bids were received from Robert Tebo and Associates, the Livingston Educational Service Agency (LESA), the Small Business Development Center (SBDC) and Ann Arbor SPARK; and
- WHEREAS, Further clarification is being requested from Ann Arbor SPARK regarding their proposal and funding consideration will be re-visited; and
- WHEREAS, The contract for Ann Arbor SPARK will be capped pending negotiations and review by the RFP review committee. The contract, if awarded, will be from January 1, 2017 and June 30, 2018, with an option to extend another year based on satisfactory performance.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a WIOA Specialized Business services contract with Ann Arbor SPARK pending review and approval by the RFP review committee and budget negotiations with staff.

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