



WORKFORCE DEVELOPMENT BOARD MEETING
June 14, 2017, 10:00 a.m. – 12:00 noon
Chelsea Comfort Inn
Village Conference Center
1645 Commerce Park Drive
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 the May 10, 2017 Michigan Works! Southeast Workforce Development Board Meeting Minutes**
- 7. Approval of Consent Agenda**
 - a. MWSE WDB Resolution 16-84

WDB RESOLUTION 16-84 APPROVING THE FISCAL YEAR 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FOR THE SOUTHEAST MICHIGAN CONSORTIUM
 - c. MWSE WDB Resolution 16-85

WDB RESOLUTION 16-85 APPROVING THE FISCAL YEAR 2017 WAGNER-PEYSER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE AND PLAN SUBMISSION
 - d. MWSE WDB Resolution 16-87

WDB RESOLUTION 16-87 APPROVING ONE-STOP OPERATOR SERVICE CONTRACT WITH THOMAS P. MILLER AND ASSOCIATES

- e. MWSE WDB Resolution 16-88

WDB RESOLUTION 16-88 APPROVING THE CHAIR'S SIGNATURE ON A LETTER TO THE TALENT INVESTMENT AGENCY REGARDING MEMORANDUMS OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENTS

- f. MWSE WDB Resolution 16-93

WDB RESOLUTION 16-93 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH TRAINING INSTITUTIONS INVOLVED WITH THE ICHALLENGEU PROGRAM

8. Resolutions for Consideration of the Workforce Development Board

- a. MWSE WDB Resolution 16-86

WDB RESOLUTION 16-86 APPROVING THE FISCAL YEAR 2017 MICHIGAN WORKS! SOUTHEAST AGENCY BUDGET

- b. MWSE WDB Resolution 16-89

WDB RESOLUTION 16-89 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MELLING TOOL COMPANY IN THE AMOUNT OF \$10,000

- c. MWSE WDB Resolution 16-90

WDB RESOLUTION 16-90 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MICHIGAN AUTOMOTIVE COMPRESSOR, INC. (MACI) IN THE AMOUNT OF \$20,000

- d. MWSE WDB Resolution 16-91

WDB RESOLUTION 16-91 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREAT LAKES INDUSTRY, INC. IN THE AMOUNT OF \$7,920

- e. MWSE WDB Resolution 16-92

WDB RESOLUTION 16-92 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREENE MANUFACTURING, INC. IN THE AMOUNT OF \$10,150

- f. MWSE WDB Resolution 16-94

WDB RESOLUTION 16-94 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON COLLEGE INVOLVED WITH THE ICHALLENGEU PROGRAM

9. Presentation -Anthony Campisi, President and CEO, Annodyne to provide marketing research initiative updates for Michigan Works! Southeast

10. Discussion Items

- a. Committee Descriptions and Assignments – Sean Duval and Bill Sleight
- b. Executive Committee Report – Sean Duval
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of June 7, 2017
- c. Governor's Talent Investment Board (GTIB) Update – Marcus James
- d. Talent District Career Council Update (TDCC) – Kevin Oxley

11. Other Items

- a. Chair Update – Sean Duval will provide a Fiscal Agent Update
- b. Director Update – Bill Sleight

12. Committee Meetings

- a. **Each of the four committees – Employer Services, Job Seeker Services, TDCC and Compliance, Finance and Audit will meet briefly to review committee charges, the committee's objectives as they relate to the strategic plan, and future meeting schedules.**
- b. **Committee reports**
 - i. **Employer Services**
 - ii. **Job Seeker Services**
 - iii. **TDCC**
 - iv. **Compliance, Finance and Audit**

13. Adjourn

6. Approval of May 10, 2017 Workforce Development Board Meeting Minutes

Southeast Michigan Consortium Board
May 10, 2017, 10:00 a.m. – 12:00 Noon
Chelsea Comfort Inn and Village
Conference Center
1645 Commerce Park Drive, Chelsea, MI

5

Southeast Michigan Workforce Development Board Members Present

Leslie Alexander	Inmatech, Inc.	
Mindy Bradish-Orta	Jackson Chamber of Commerce	
Richard Currie	Hitachi Automotive Systems	via conference call
Sean Duval, Chairperson	Golden Limousine International	
Jeremy Frew	Jackson College	via conference call
Paul Ganz	DTE Energy	
Steven Girardin	Michigan Rehabilitation Service	via conference call
Lee Graham	Operating Engineers 324	
Steven Gulick	HVALF	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Timothy Jackson	Washtenaw ISD	
Marcus James, Vice Chair	StableInc.LLC	
Bill Kenney	Thai Summit Corp. America	
Sharon Miller	Consumers Energy	
Angela Parth	Livingston Family Center	
Philip Santer	Ann Arbor SPARK	
Matthew Sandstrom	Rustbelt LLC	
Grace Trudell	IBEW 58	
James Van Doren	Lenawee Now	
Leann Wilt	Venchurs, Inc.	

Southeast Michigan Workforce Development Board Members Absent

Donald Germann	County National Bank
Steven Hogwood	McDonald's
Swatee Kulkarni	GDI Infotech, Inc
Lynn Matzen	Matrix Systems LLC
Scott Menzel	Washtenaw County ISD
Kevin Oxley	Jackson County ISD
Deb Polich	The Arts Alliance
Ambrose Wilbanks	Washtenaw County Convention & Visitors Bureau, Inc.

Southeast Michigan Workforce Development Board – Alternates – Present

John Salyer	Ann Arbor Electric, JATC	Alternate for Lee Graham
-------------	--------------------------	--------------------------

Staff

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT Manager	Michigan Works! Southeast
Justin Al-Igoe, Policy and Planning Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Daniel Childs, System Administrator	Michigan Works! Southeast
Michael Cain, Career Advisor	Michigan Works! Southeast

Jim Coutu, Business Services Manager

Michigan Works! Southeast

LaDena Fredette, Business Services Coordinator
Maggie Flaherty, Administrative Services Manager
Pam Gosla, Research and Education Manager
Sandy Saltz, Career Advisor
Misty Shulters, Service Center Manager
Ashley Torrence, Customer Service Assistant
Sandy Vallance, Program Supervisor
Angela Watkins, Service Center Manager

Michigan Works! Southeast 6
Michigan Works! Southeast
Michigan Works! Southeast
Michigan Works! Southeast
Michigan Works! Southeast
Michigan Works! Southeast
Michigan Works! Southeast
Michigan Works! Southeast

Others Present

Sharon Moffett-Massey
Shelly Zervos

TIA
WCC

1. Call to order
Sean Duval, Chairperson of the Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:00 a.m.
2. Roll Call
Quorum present.
3. Introductions
4. Call to the Public
Sean Duval call to the Public for comment. No Public Comment.
5. Approval of the Agenda
Sean Duval call for approval of the Agenda.

MOTION: Paul Ganz moved to approve the Agenda.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY

6. Approval of Consent Agenda
Sean Duval call for approval of the Consent Agenda.

MOTION: Paul Ganz moved to approve the Consent Agenda.

SUPPORT: Leslie Alexander

MOTION CARRIED UNANIMOUSLY

- a. Approval of March 8, 2017 Minutes from the Joint Meeting of Michigan Works! Southeast Workforce Development Board (WDB) and Southeast Michigan Consortium Board
- b. Southeast Workforce Development Board Executive Committee Resolution 16-60 a Resolution Approving A Contract With Annodyne To Provide Marketing Services For The Southeast Michigan Consortium And Michigan Work! Southeast

- c. WDB Resolution 16-62 a Resolution Approving FY 2016 WIOA Incumbent

- d. WDB Resolution 16-63 a Resolution Approving FY 2016 WOIA Incumbent Worker Training Funds For Brighton NC Machine Corporation In The Amount Of \$28,140
- e. WDB Resolution 16-64 a Resolution Approving MOU with Job Corps
- f. WDB Resolution 16-65 a Resolution Approving a MOU with the Talent Investment Agency
- g. WDB Resolution 16-67 a Resolution Approving a MOU WITH AARP
- h. WDB Resolution 16-68 A Resolution Approving a MOU with the Offender Success-Michigan Department Of Corrections Program
- i. WDB Resolution 16-69 a Resolution Approving a MOU with Livingston Educational Service Agency
- j. WDB Resolution 16-70 a Resolution Approving a MOU with Lenawee Intermediate School District
- k. WDB Resolution 16-72 a Resolution Approving a MOU with Hillsdale Intermediate School District
- l. WDB Resolution 16-74 a Resolution Approving a MOU with the Department of Health and Human Services-Hillsdale Office
- m. WDB Resolution 16-75 a Resolution Approving a MOU with the Department of Health and Human Services-Jackson Office
- n. WDB Resolution 16-76 a Resolution Approving a MOU with the Department of Health and Human Services-Lenawee Office
- o. WDB Resolution 16-77 a Resolution Approving a MOU with the Department of Health and Human Services-Livingston Office
- p. WDB Resolution 16-78 a Resolution Approving a MOU with the Department of Health and Human Services-Washtenaw Office
- q. WDB Resolution 16-79 a Resolution Approving a MOU with Community Action Agency
- r. WDB Resolution 16-80 a Resolution Approving a MOU with the Oakland Livingston Human Service Agency (OLHSA)
- s. WDB Resolution 16-81 a Resolution Approving a MOU with Washtenaw Community College-YouthBuild Program

7. Presentations by the following Michigan Works! Southeast staff:
 - a. Families Forward Demonstration Project – Sandy Vallance, Program Services Manager
 - b. Summer 17 – Shamar Herron, Deputy Director
 - c. Adult Education – Pam Gosla, Research and Education Manager Discussion.

8. Resolutions for Consideration of the Workforce Development Board
 - a. WDB Resolution 16-61 a Resolution approving a Memorandum Of Understanding (MOU) with the Washtenaw Intermediate School District- Head Start

Sean Duval call for motion to approve WDB Resolution 16-61.

MOTION: Marcus James moved to approve Workforce Development Board Resolution 16-61 a Memorandum of Understanding with Washtenaw Intermediate School District-Head Start.

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED. Abstain: Timothy Jackson

- b. WDB Resolution 16-71 a Resolution approving a MOU with Washtenaw Intermediate School District Sean Duval call for motion to approve WDB Resolution 16-71

Sean Duval call for motion to approve WDB Resolution 16-71

MOTION: Phil Santer moved to approve Workforce Development Board Resolution 16-71 a Memorandum of Understanding with Washtenaw Intermediate School District

SUPPORT: Steven Gulick

Bill Sleight reviewed. Discussion.

MOTION CARRIED. Abstain: Timothy Jackson

- c. WDB Resolution 16-73 a Resolution Approving a MOU with Michigan Rehabilitation Services

Sean Duval call for a motion to approve WDB Resolution 16-73

MOTION: Grace Trudell moved to approve Workforce Development Resolution 16-73 with Michigan Rehabilitation

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion.

MOTION CARRIED Abstain: Steven Girardin

- d. WDB Resolution 16-82 a Resolution approving confirmation to the Talent Investment Agency (TIA) that all Title II Adult Education applications were reviewed and deemed to be in alignment with the WIOA Regional and Local Plan. Approval of negotiation and execution of MOUs and Infrastructure Funding Agreements with awarded organizations is also requested.

Sean Duval call for a motion to approve WDB Resolution 16-83

MOTION: Grace Trudell moved to approve Workforce Development

Resolution 16-83 confirming to the Talent Investment Agency (TIA) that all Title II Adult Education applications were reviewed and deemed to be in alignment with the WIOA Regional and Local Plan. Approval of negotiation and execution of MOUs and Infrastructure Funding Agreements with awarded organizations is also requested
SUPPORT: Marcus James
MOTION CARRIED. ABSTAIN: Steven Girardin 9

9. Discussion Items

- a. Committee Descriptions and Assignments
Sean Duval and Bill Sleight provide update on status of committee assignments. Discussion.
- b. Executive Committee Report
Sean Duval provided updates.
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of April 11, 2017
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of May 3, 2017
- c. Governor's Talent Investment Board (GTIB) Update
Marcus James reported the GTIB has not met since the March 8th WDB meeting. No updates. GTIB next meeting is June 19th.
- d. Talent District Career Council Update (TDCC)

10. Other Items

- a. Chair Update – Sean Duval
- b. Director Update
Bill Sleight provided updates. Discussion.

Steven Gulick and Lee Graham commented on the May 9th Michigan Construction Industry Skilled Trades Conference in the Lansing Center. Discussion.

11. Adjourn

MOTION: Phil Santer moved to adjourn.
SUPPORT: Paul Ganz
MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 11:56 a.m.

7. Approval of Consent Agenda

MEMORANDUM**WDB Resolution 16-84**

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: FY 2017 Workforce Innovation and Opportunity Act funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the Workforce Innovation and Opportunity Act (WIOA) program from the Talent Investment Agency for the period of July 1, 2017 through June 30, 2019 in the amount of up to \$4,331,263.

Background

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

Discussion

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

Adult	\$ 1,199,442
Dislocated Worker	\$ 1,677,776
Youth	\$ 1,454,045
TOTAL	\$ 4,331,263

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

**Michigan Works! Southeast Workforce Development Board
RESOLUTION 16-84**

**RESOLUTION APPROVING THE FISCAL YEAR 2017 WORKFORCE INNOVATION
AND OPPORTUNITY ACT GRANT FOR THE SOUTHEAST MICHIGAN
CONSORTIUM**

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

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

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

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

WHEREAS, Planning allocations for the FY 2017 Workforce Innovation and Opportunity Act (WIOA) have been released by the Talent Investment Agency; and

WHEREAS, WIOA has a strong emphasis on in-demand training, work-based training/learning and out-of-school youth; and

WHEREAS, WIOA funding is available to Adults, Dislocated Workers and Youth; and

WHEREAS, The Southeast Michigan Consortium's WIOA allocation is \$4,331,263 (\$1,199,442 for Adult, \$1,677,776 for dislocated worker and \$1,454,045 for youth).

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the submission of the PY 2017 Workforce Innovation and opportunity Act grant for the period of July 1, 2017 to June 30, 2019 in the amount of

\$4,331,263 to the Talent Investment Agency

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

MEMORANDUM**WDB Resolution 16-85**

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: FY 2017 Wagner-Peyser Employment Services program plan

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Wagner-Peyser Employment Services program from the Talent Investment Agency for the period of July 1, 2017 through June 30, 2019 in the amount of up to \$729,203.

Background

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

Discussion

The planning allocation for PY 2017 is \$729,203. The official allocation will likely not be released until mid to late June. Of this amount, some will be available on July 1, 2017 with the balance available on October 1, 2017. Approval of grant fund acceptance and submission of the plan requires the approval of the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board.

Attached is the FY 2017 Employment Services resolution for your consideration.

**Michigan Works! Southeast Workforce Development Board
RESOLUTION 16-85**

**RESOLUTION APPROVING THE FISCAL YEAR 2017 WAGNER-PEYSER
EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE AND PLAN SUBMISSION**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The federal Wagner-Peyser Act establishes the United States Employment Service (USES) to provide a nationwide labor exchange system and establishes State Employment Security Agencies (SESA's) to administer the system in each state and;
- WHEREAS, The Workforce Innovation and Opportunity Act of 2014 mandates that Employment Services continue to be part of the "One-Stop" system; and
- WHEREAS, The Workforce Development Agency, State of Michigan requires the Southeast Michigan Consortium to submit an Employment Services Plan for the period from July 1, 2017 through June 30, 2019; and
- WHEREAS, The Southeast Michigan Consortium's Wagner-Peyser employment service plan allocation is \$729,203; and

WHEREAS, Staff will prepare a plan based on the planning allocation.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of grant funds and the submission of the PY 2017 Wagner-Peyser Act Employment Services Plan for the period of July 1, 2017 to June 30, 2019 in the amount of \$729,203 to the Talent Investment Agency

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

MEMORANDUM**WDB Resolution 16-87**

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: Contract Award to Thomas P. Miller and Associates to serve as the agency's One-Stop Operator

Board Action Requested

It is requested that Michigan Works! Southeast Workforce Development Board approve a contract with Thomas P. Miller and Associates to serve as the One-Stop Operator for the Southeast Michigan Consortium in an amount not to exceed \$40,127.15 from July 1, 2017 through June 30, 2019.

Background

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

Discussion

A request for proposal (RFP) was released and a bidder's conference was held to solicit bidders and answers questions about the roles and responsibilities of the One-Stop Operator. Two organizations attended the bidder's conference and one bid was received from Thomas P. Miller and Associates.

Thomas P. Miller and Associates has worked with Michigan Works! Southeast recently. A review committee reviewed their proposal and deemed it satisfactory. Staff have negotiated a contract in the amount of \$40,127.15/year.

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

Michigan Works! Southeast Workforce Development Board**RESOLUTION 16-87****A RESOLUTION APPROVING ONE-STOP OPERATOR SERVICE CONTRACT WITH THOMAS P. MILLER AND ASSOCIATES**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Request for Proposal (RFP) was released seeking bids to serve as the One-Stop Operator for Michigan Works! Southeast; and
- WHEREAS, A bid was received from Thomas P. Miller and Associates; and
- WHEREAS, Based on the strength of their proposal and previous experience, Thomas P. Miller and Associates has been selected to provide One-Stop Operator services for the Consortium; and
- WHEREAS, The contract for Thomas P. Miller and Associates will be from July, 2017 through June 30, 2019 at a cost not to exceed \$40,127.15/year; and

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a One-Stop Operator contract with Thomas P. Miller and Associates in an amount not to exceed \$40,127.15/year.

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

MEMORANDUM**WDB Resolution 16-88**

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: Letter regarding Memorandum of Understanding and Infrastructure Funding Agreements to Talent Investment Agency

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the signature of the chair on a letter to the Talent Investment Agency (TIA) regarding Memorandums of Understanding (MOU) and Infrastructure Funding Agreements (IFAs).

Discussion

The Workforce Innovation and Opportunity Act (WIOA) requires that certain programs and grant recipients enter into MOUs with Michigan Works! and partner with the Agency. Additionally, IFAs with these partners is also required. An update on the execution of MOUs and IFAs is required to the Talent Investment Agency (TIA) by July 1, 2017.

Currently, IFAs are not due until September 1, 2017. However, an update on negotiations is required to TIA by July 1. The Michigan Works! Association is currently working on a methodology that will be used state-wide for all partners within a program. Until this methodology is complete, IFA agreements will not be fully executed.

MOUs are due July 1, 2017 and negotiations are largely completed with draft MOUs being reviewed by partner organizations. However, there seems to be a potential for delays with signing these agreements since some organizations believe MOUs may be handled at the state level, rather than the local office level. Due to this potential delay, staff would like to inform TIA of the situation in case any MOUs are not fully executed by July 1, 2017.

Staff are proposing that a letter be signed by the Chairs of the Consortium Board and the Workforce Board explaining the current situation regarding MOUs and IFAs between Michigan Works! Southeast and the required partners.

Approval of the Chair's signature is contingent on the approval of the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-88**

A RESOLUTION APPROVING THE CHAIR'S SIGNATURE ON A LETTER TO THE TALENT INVESTMENT AGENCY REGARDING MEMORANDUMS OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENTS

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

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

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

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

WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) requires that certain programs and grant recipients enter into Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) with the local Michigan Works! Agency; and

WHEREAS, MOUs are supposed to be executed by July 1, 2017 and IFAs are supposed to be executed by September 1, 2017; and

WHEREAS, Due to on-going development of a methodology for IFAs to be implemented state-wide and potential MOU delays at the state-level, staff would like to send a letter to TIA explaining the current situation; and

WHEREAS, The letter will be drafted by staff and signed by the Chairs of the Consortium Board and Workforce Development Board.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board approves the Chair's signature on the mentioned letter to TIA.

MEMORANDUM**WDB Resolution 16-93**

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: I Challenge U program Memorandums of Understanding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on Memorandums of Understanding (MOUs) with several educational institutions for the iChallengeU program.

Discussion

Beginning January 1, 2017, the Michigan Works! Southeast Workforce Development Board approved a Specialized Business Services contract with Robert Tebo and Associates, LLC. Through this contract, the iChallengeU program is implemented to form teams of students to create solutions to real world business problems. Working with local businesses to sponsor teams and local training institutions to offer credit to selected teams, Robert Tebo and Associates has the 2017 program well under way, per the service contract.

As part of this program, Memorandums of Understanding (MOUs) are executed between the Workforce Development Board and the schools around the required information on the students, promotion of the programs, sponsorship, etc... Robert Tebo and Associates has taken the lead on developing the MOUs, with review by administrative staff at Michigan Works! Currently, we expect MOUs with the following institutions:

- o Eastern Michigan University
- o Baker College
- o Siena Heights
- o Cleary University
- o Spring Arbor

There is a possibility of additional schools to be added as the program develops. Approval for these MOUs is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-93**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH TRAINING INSTITUTIONS INVOLVED WITH THE ICHALLENGEU PROGRAM**

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

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

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

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

WHEREAS, A Specialized Business Services Contract was awarded to Robert Tebo and Associates beginning on January 1, 2017; and

WHEREAS, This contract was based on the implementation of the iChallengeU program, which creates teams of students to solve real world business problems and involves local businesses and training institutions; and

WHEREAS, MOUs developed by Robert Tebo and Associates outline the parameters of the arrangement between the training institutions and the Workforce Development Board; and

WHEREAS, Currently, the following training institutions would like to participate in the program:

- EMU
- Baker College
- Siena Heights
- Cleary University
- Spring Arbor

WHEREAS, This agreement will last until December 31, 2017; and

WHEREAS, This MOU requires approval from the Michigan Works!
Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce
Development Board hereby approves the Memorandums of
Understanding with the institutions listed above and any other
training institutions that may wish to participate in the program.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast
Workforce Development Board or their designee is authorized
to sign the MOUs, as well as any future adjustments for
agreement language or fiscal changes.

8. Resolutions for Consideration of the Workforce Development Board

MEMORANDUM**WDB Resolution 16-86**

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: Fiscal Year 2017 agency budget approval

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Fiscal Year 2017 Michigan Works! Agency budget for the time period July 1, 2017 through June 30, 2018.

Discussion

To help with planning employer activities, jobseeker activities and staffing levels, staff have created a budget for Fiscal Year 2017 (July 1, 2017 through June 30, 2018). The budget includes a revenue projection based on grant awards and other receipts from Federal, State and additional sources. We are projecting total available funds of \$14,684,301 from all sources for the year beginning July 1, 2017. This includes about \$3.1 million in carry forward funds from the current year, and \$11.6 million in new funding. (See attached revenue projection.) This is a small increase from the current year, due primarily to an anticipated increase from the state Skilled Trades Training Fund. New funding from nearly all other revenue sources will decline next year, and more cuts are anticipated for the year beginning July 1, 2018. We plan carry-over funds of about \$2 million to help us with our first quarter cash flow when some funds are not available, as well as to give us some flexibility if federal funding declines as we expect.

We have also attached our projected expenditures for PY 17. This budget shows anticipated expenditures of \$12.59 million, an increase of about \$1.1 million from current year expenses. Most of the increase is budgeted in the participant training and support line. The increase shown in the salaries and fringes line is primarily due to the fact that we brought most of our contract staff on our payroll as of January 1, 2017. You will see a reduction in our contractor expenses which partially offsets the projected increase in salaries.

The Fiscal 2017 budget will require adjustments within the line items and to the revenue projections based on executed activities, changes in funding levels and jobseekers/employers served. These changes will be periodically updated to the Consortium Board and Workforce Development Board. The budget has been reviewed and approved by the Consortium board and has also been reviewed by the Executive Committee. The budget also requires approval from the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**Michigan Works! Southeast Workforce Development Board
RESOLUTION 16-86**

**A RESOLUTION APPROVING THE FISCAL YEAR 2017 MICHIGAN WORKS! AGENCY
BUDGET**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, To assist with planning out programs and activities, staff have developed a budget for Fiscal Year 2017 (7/1/17 through 6/30/18); and
- WHEREAS, This budget includes projected revenues from Federal, State and additional sources; and
- WHEREAS, Expenditures are estimated based on projected caseload, projected services to employers and necessary staffing levels; and
- WHEREAS, Periodic updates will be implemented by staff and communicated to the Consortium Board and Workforce Development Board; and
- WHEREAS, Approval of this budget requires approval from the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Fiscal Year 2017 budget for the Southeast Michigan Works! Agency for the time period July 1, 2017 through June 30, 2018.

BE IT FURTHER RESOLVED that staff are authorized to make adjustments, as needed, to meet programmatic and service requirements.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary documents for this approved budget, including future adjustments, as necessary.

PY 17 Revenue Projections - July 1, 2017 to June 30, 2018

27

Grant Name	Total Funds Available - July 1 2016 to June 30, 2017	Projected Expenditures through June 30, 2017	Projected Carry-forward	PY 2017 Allocation - July 1, 2017 to June 30, 2018	Total Funds Available July 1, 2017 to June 30, 2018	Change in fund availability	Projected Expenditures through June 30, 2018	Projected Change in Expenditures	Projected Carry-forward to PY 2018
Workforce Innovation and Opportunity Act									
Adult	\$1,977,097	\$1,565,312	\$411,785	\$1,079,228	\$1,491,013	-32.6%	\$1,183,382	-\$381,929.8	\$307,630.6
Dislocated	\$2,131,199	\$1,642,910	\$488,289	\$1,421,176	\$1,909,465	-11.6%	\$1,536,940	-\$105,969.5	\$372,524.1
Youth	\$1,683,614	\$1,382,307	\$301,307	\$1,308,641	\$1,609,948	-4.6%	\$1,447,776	\$65,469.4	\$162,171.1
Administration	\$649,090	\$397,181	\$251,909	\$423,227	\$675,136	3.9%	\$538,582	\$141,400.7	\$136,554.4
Statewide Activities-MWSC	\$336,622	\$263,140	\$73,482	\$229,515	\$302,997	-11.1%	\$243,000	-\$20,140.0	\$59,997.0
Statewide Apprenticeship Coordinators	\$31,250	\$0	\$31,250	\$0	\$31,250	0.0%	\$31,250	\$31,250.0	\$0.0
SP National Emergency Grant	\$450,000	\$150,000	\$300,000	\$0	\$300,000	-50.0%	\$300,000	\$150,000.0	\$0.0
America's Promise Grant		\$0	\$0	\$150,000	\$150,000	100.0%	\$150,000	\$150,000.0	\$0.0

Wagner-Peyser									
Employment Services	\$1,359,291	\$579,450	\$779,841	\$729,203	\$1,509,044	9.9%	\$953,152	\$373,702.3	\$555,891.8
RESEA	\$39,803	\$39,803	\$0	\$39,803	\$39,803	0.0%	\$39,803	\$0.0	\$0.0
RESEA - Work-Based Training	\$36,877	\$0	\$36,877	\$0	\$36,877	0.0%	\$36,877	\$36,877.0	\$0.0

Trade Act									
TAA	\$303,865	\$125,000	\$0	\$250,000	\$250,000	-21.5%	\$250,000	\$125,000.0	\$0.0
Admin	\$15,193	\$6,250	\$0	\$12,500	\$12,500	-21.5%	\$12,500	\$6,250.0	\$0.0
Case Management	\$101,289	\$101,289	\$0	\$101,289	\$101,289	0.0%	\$101,289	\$0.0	\$0.0

PATH / SNAP									
PATH /TANF	\$3,232,435	\$3,132,435	\$100,000	\$2,909,192	\$3,009,192	-7.4%	\$2,816,517	-\$315,918.0	\$192,674.5
PATH / GFGP	\$527,844	\$527,844	\$0	\$475,060	\$475,060	-11.1%	\$475,059	-\$52,785.0	\$0.6
PATH Food Asst/Support service	\$9,776	\$9,776	\$0	\$9,766	\$9,766	-0.1%	\$9,766	-\$10.0	\$0.0
State Admin Match food Asst	\$165,154	\$165,154	\$0	\$165,154	\$165,154	0.0%	\$165,154	\$0.0	\$0.0
Foster Care	\$23,530	\$23,530	\$0	\$23,530	\$23,530	0.0%	\$23,530	\$0.0	\$0.0
Refugee	\$24,709	\$24,709	\$0	\$24,709	\$24,709	0.0%	\$24,709	\$0.0	\$0.0
Families Forward	\$0	\$0	\$0	\$200,000	\$200,000	100.0%	\$200,000	\$200,000.0	\$0.0

Other									
Skilled Trades Training	\$1,468,689	\$1,176,451	\$292,238	\$1,800,000	\$2,092,238	29.8%	\$1,800,000	\$623,548.7	\$292,237.7
Skilled Trades Admin	\$73,434	\$58,823	\$14,612	\$90,000	\$104,612	29.8%	\$90,000	\$31,177.4	\$14,611.9
Apprenticeship State Accelerator Grant	\$6,250	\$0	\$6,250	\$0	\$6,250	0.0%	\$6,250	\$6,250.0	\$0.0
Adult Education(Title II)	\$80,000	\$80,000	\$0	\$154,470	\$154,470	48.2%	\$154,470	\$74,470.0	\$0.0
TOTAL	\$14,727,012	\$11,451,364	\$3,087,840	\$11,596,461	\$14,684,301	100.0%	\$12,590,007	\$1,138,643.2	\$2,094,293.6

Proposed PY 17 Line Item Budget - July 1, 2017 to June 30, 2018

28

Expenditure Line Items	PY 16 Budget	Projected PY 16 Expenditures	Variance	Proposed PY 17 Budget	Change from PY 2016 Expenditures	Comments
Salaries and Fringes / MWSE Staff	\$3,319,726.00	\$3,396,065.74	\$76,339.74	\$5,000,000.00	\$1,603,934.26	Assumes current staffing levels with adjustments for salary increases and higher benefit costs.
Contractor Expenses	\$3,400,000.00	\$2,860,757.73	-\$539,242.27	\$1,900,000.00	-\$960,757.73	Includes costs of all current contracts
SEMCA	\$534,710.00	\$350,000.00	-\$184,710.00	\$400,000.00	\$50,000.00	Adjusts for higher projected total expenditures, which impacts SEMCA's fees.
Professional Services	\$15,000.00	\$34,455.36	\$19,455.36	\$175,000.00	\$140,544.64	Covers costs of currently approved contracts plus anticipated audit costs
Travel	\$78,000.00	\$78,155.26	\$155.26	\$78,000.00	-\$155.26	Based on current activity
Conferences	\$60,000.00	\$36,330.34	-\$23,669.66	\$36,000.00	-\$330.34	Adjusts to actual PY 16 levels
Utilities	\$150,000.00	\$131,424.97	-\$18,575.03	\$140,000.00	\$8,575.03	Assumes small increase for PY 17
Office Supplies	\$40,000.00	\$37,234.97	-\$2,765.03	\$40,000.00	\$2,765.03	Assumes small increase for PY 17
Insurance	\$15,000.00	\$52,454.77	\$37,454.77	\$55,000.00	\$2,545.23	Based on PY 16 actual
Rent / Building Costs	\$560,000.00	\$607,920.11	\$47,920.11	\$610,000.00	\$2,079.89	Based on lease agreements
Technology	\$150,000.00	\$362,137.40	\$212,137.40	\$50,000.00	-\$312,137.40	Reduced need for investments in PY 17 due to upgrades in PY 16
Repairs / Maintenance	\$25,000.00	\$4,628.66	-\$20,371.34	\$15,000.00	\$10,371.34	Based on PY 16 actual plus contingency
Meeting Costs	\$8,000.00	\$13,105.13	\$5,105.13	\$12,000.00	-\$1,105.13	Based on PY 16 actual
Equipment	\$10,000.00	\$62,203.45	\$52,203.45	\$65,000.00	\$2,796.55	Based on PY 16 actual
Dues / Subscriptions	\$50,000.00	\$68,090.62	\$18,090.62	\$70,000.00	\$1,909.38	Based on PY 16 actual
Outreach / Advertising	\$150,000.00	\$38,390.57	-\$111,609.43	\$75,000.00	\$36,609.43	Provides resources to implement marketing plan
Participant Training and Support	\$2,876,151.45	\$3,305,549.42	\$429,397.97	\$3,869,007.00	\$563,457.58	Amount available after operating costs are met
TOTAL	\$11,441,587.45	\$11,438,904.50	-\$2,682.95	\$12,590,007.00	\$1,151,102.50	

MEMORANDUM

WDB Resolution 16-89

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: FY 2016 WIOA Incumbent Worker contract with Melling Tool Company

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 Melling Tool Company in the amount of \$10,000.

Background

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Melling Tool Company is requesting Internal Auditor training in the amount of \$10,000 to train 11 employees from August 14, 2017 through August 18, 2017.

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.

Melling Tools Company is a manufacturer that creates oil, well and fuel pumps. The company is located in Jackson and has 255 full time employees. The company has requested \$10,000 in Incumbent Worker funds to train 11 staff people. The company will provide a match of \$13,172 and training will be provided by Omniex.

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Melling Tool Company	\$10,000	11	Jackson

Approval of the FY 2016 WIOA Incumbent Worker contract with Melling Tool Company is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-89**

A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MELLING TOOL COMPANY IN THE AMOUNT OF \$10,000

- 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 Talent Investment Agency(TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Melling Tool Company; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Melling Tool Company is seeking to train 11 employees in Internal Auditor training in the amount of \$10,000 between August 14, 2017 and August 18, 2017; and
- WHEREAS, Approval of this contract requires approval from the Southeast Michigan 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 amount and for the time period described.

BE IT FURTHER RESOLVED that staff are authorized to negotiate contracts with the above employers, 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 16-90

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: FY 2016 WIOA Incumbent Worker contract with Michigan Automotive Compressor, Inc. (MACI)

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 MACI in the amount of \$20,000.

Background

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. MACI is requesting Leadership training in the amount of \$20,000 to train 119 employees from June 12, 2017 through December 31, 2017.

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.

MACI is a manufacturer that creates automotive air conditioning compressors. The company is located in Parma and has 1300 full time employees. The company has requested \$20,000 in Incumbent Worker funds to train 119 staff people. The company will provide a match of \$493,372 and training will be provided by Franklin Covey.

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Michigan Automotive Compressor, Inc	\$20,000	119	Jackson

Approval of the FY 2016 WIOA Incumbent Worker contract with MACI is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-90**

A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MICHIGAN AUTOMOTIVE COMPRESSOR, INC. IN THE AMOUNT OF \$20,000

- 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 Talent Investment Agency(TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Michigan Automotive Compressor, Inc (MACI); and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, MACI is seeking to train 119 employees in Leadership training in the amount of \$20,000 between June 12, 2017 and December 31, 2017; and
- WHEREAS, Approval of this contract requires approval from the Southeast Michigan 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 amount and for the time period described.

BE IT FURTHER RESOLVED that staff are authorized to negotiate contracts with the above employers, 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 16-91

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: FY 2016 WIOA Incumbent Worker contract with Great Lakes Industry, 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 Great Lakes Industry, Inc. in the amount of \$7,920.

Background

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Great Lakes Industry, Inc. is requesting CMM Open DMIS Programming and Arm Gage with CMM training in the amount of \$7,920 to train 4 employees from June 8, 2017 through June 30, 2017.

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.

Great Lakes Industry, Inc. is a manufacturer that creates transmission related parts and components for non-automotive applications. The company is located in Jackson and has 55 full time employees. The company has requested \$7,920 in Incumbent Worker funds to train 4 staff people. The company will provide a match of \$4,384 and training will be provided by Wenzel (for CCM Open DMIS Programming) and Faro (Arm Gage with CMM).

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Great Lakes Industry, Inc.	\$7,920	4	Jackson

Approval of the FY 2016 WIOA Incumbent Worker contract with Great Lakes Industry, Inc. is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-91**

A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREAT LAKES INDUSTRY, INC. IN THE AMOUNT OF \$7,920

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency(TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Great Lakes Industry, Inc.; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Great Lakes Industry, Inc. is seeking to train 4 employees in CMM Open DMIS Programming and Arm Gage training in the amount of \$7,920 between June 8, 2017 and June 30, 2017; and
- WHEREAS, Approval of this contract requires approval from the Southeast Michigan 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 amount and for the time period described.

BE IT FURTHER RESOLVED that staff are authorized to negotiate contracts with the above employers, 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 16-92**

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: FY 2016 WIOA Incumbent Worker contract with Greene Manufacturing, 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 Greene Manufacturing, Inc. in the amount of \$10,150.

Background

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Greene Manufacturing, Inc. is requesting E2 Shoptech Software training in the amount of \$10,150 to train 30 employees from June 12, 2017 through December 31, 2017.

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.

Greene Manufacturing, Inc. is a manufacturer that creates furniture and storage items. The company is located in Chelsea and has 30 full time employees. The company has requested \$10,150 in Incumbent Worker funds to train 30 staff people. The company will provide a match of \$38,067 and training will be provided by Shoptech.

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Greene Manufacturing, Inc.	\$10,150	30	Washtenaw

Approval of the FY 2016 WIOA Incumbent Worker contract with Greene Manufacturing, Inc. is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-92**

A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREENE MANUFACTURING, INC. IN THE AMOUNT OF \$10,150

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency(TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Greene Manufacturing, Inc.; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Greene Manufacturing, Inc. is seeking to train 30 employees in E2 Shoptech software training in the amount of \$10,150 between June 12, 2017 and December 31, 2017; and
- WHEREAS, Approval of this contract requires approval from the Southeast Michigan 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 amount and for the time period described.

BE IT FURTHER RESOLVED that staff are authorized to negotiate contracts with the above employers, 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 16-94**

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 7, 2017

Subject: i Challenge U program Memorandum of Understanding with Jackson College

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on Memorandums of Understanding (MOUs) with Jackson College for the iChallengeU program.

Discussion

Beginning January 1, 2017, the Michigan Works! Southeast Workforce Development Board approved a Specialized Business Services contract with Robert Tebo and Associates, LLC. Through this contract, the iChallengeU program is implemented to form teams of students to create solutions to real world business problems. Working with local businesses to sponsor teams and local training institutions to offer credit to selected teams, Robert Tebo and Associates has the 2017 program well under way, per the service contract.

As part of this program, Memorandums of Understanding (MOUs) are executed between the Workforce Development Board and the schools around the required information on the students, promotion of the programs, sponsorship, etc... Robert Tebo and Associates has taken the lead on developing the MOUs, with review by administrative staff at Michigan Works!

There is a possibility of additional schools to be added as the program develops. Approval for these MOUs is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-94**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH JACKSON COLLEGE INVOLVED WITH THE ICHALLENGEU PROGRAM**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A Specialized Business Services Contract was awarded to Robert Tebo and Associates beginning on January 1, 2017; and
- WHEREAS, This contract was based on the implementation of the iChallengeU program, which creates teams of students to solve real world business problems and involves local businesses and training institutions, including Jackson College; and
- WHEREAS, MOUs developed by Robert Tebo and Associates outline the parameters of the arrangement between the training institutions and the Workforce Development Board; and
- WHEREAS, Jackson College wishes to participate in the program:
- WHEREAS, This agreement will last until December 31, 2017; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Jackson College and any other training institutions that may wish to participate in the program.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, as well as any future adjustments for agreement language or fiscal changes.

10. Discussion Items

Sean Duval - Executive Committee Report

- Michigan Works! Southeast Workforce Development Board Executive Committee Meeting Minutes of June 7, 2017

Michigan Works! Southeast Workforce Development Board
 Executive Committee Meeting
 June 7, 2017, 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

Present: Rick Currie via conference call
 Sean Duval, Chairperson
 Donald Germann via conference call
 Marcus James, Vice Chairperson
 Lynn Matzen
 Scott Menzel
 Matthew Sandstrom
 Grace Trudell
 Leann Wilt

Staff: William Sleight, Director
 Shamar Herron, Deputy Director
 Dan Childs, System Administrator
 Justin Al-Igoe, Policy and Planning Manager
 Maggie Flaherty, Administrative Services Manager
 LaDena Fredette, Business Service Coordinator
 Alex Masten, Business Service Coordinator

1. Call to order

Sean Duval, Chairperson called the meeting to order at 2:00 pm

Quorum present

Introductions.

2. Discussion Items:

- a. Review of Industry and Occupational Demand in the MWSE Region
 Presentation by Melissa Sheldon, Workforce Intelligence Network,
 Discussion. It is planned for Melissa to provide a presentation to the full
 board.
- b. Strategic Planning Update
- c. Fiscal update
 Bill Sleight reviewed the PY 17 Revenue and Expenditure Forecast.
 Discussion. Additional information to be provided and discussed at the
 June 14, 2017 Workforce Development Board meeting.
- d. Committee Appointments and Committee Work Plans
 Sean Duval and Bill Sleight reviewed the updated project plan. Bill
 reported the project plan includes the main operation plan and the
 committees. A separate operation plan is planned for the management
 team. Discussion.

3. Action Items - Resolutions for Consideration:

- a. Michigan Works! Southeast (MWSE) Workforce Development Board (WDB)
Resolution 16-83

WDB RESOLUTION 16-83 APPROVING A CONTRACT EXTENSION WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVE AS THE FISCAL AGENCY FOR THE CONSORTIUM IN AN AMOUNT NOT EXCEED 40% OF AVAILABLE ADMINISTRATIVE FUNDS

Sean Duval call for a motion to approve MWSE WDB Resolution 16-83.

MOTION: Grace Trudell moved to approve MWSE WDB Resolution 16-83.

SUPPORT: Marcus James

Discussion.

AMEND Motion: Scott Menzel moved to amend motion to include approval is contingent upon the 60 day contract out clause and addressing concerns raised.

SUPPORT: Marcus James

MOTION Approved as AMENDED

- b. MWSE WDB Resolution 16-84

WDB RESOLUTION 16-84 APPROVING THE FISCAL YEAR 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FOR THE SOUTHEAST MICHIGAN CONSORTIUM

Sean Duval call for a motion to MWSE WDB Resolution 16-84.

MOTION: Leann Wilt moved to approve MWSE WDB Resolution 16-84

SUPPORT: Marcus James

Discussion.

MOTION APPROVED UNANIMOUSLY

- c. MWSE WDB Resolution 16-85

WDB RESOLUTION 16-85 APPROVING THE FISCAL YEAR 2017 WAGNER-PEYSEYER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE AND PLAN SUBMISSION

Sean Duval call for motion to approve MWSE WDB Resolution 16-85.

MOTION: Leann Wilt moved to approve MWSE WDB Resolution 16-85

SUPPORT: Marcus James

Discussion.

MOTION CARRIED UNANIMOUSLY

d. MWSE WDB Resolution 16-86

WDB RESOLUTION 16-86 APPROVING THE FISCAL YEAR 2017 MICHIGAN WORKS! SOUTHEAST AGENCY BUDGET

2017 Agency Budget discussed prior under agenda Item – 2. Discussion
c. Fiscal update.

e. MWSE WDB Resolution 16-87

WDB RESOLUTION 16-87 APPROVING ONE-STOP OPERATOR SERVICE CONTRACT WITH THOMAS P. MILLER AND ASSOCIATES

Sean Duval call for a motion to approve MWSE WDB Resolution 16-87

MOTION: Grace Trudell moved approve MWSE WDB Resolution 16-87

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UNANIMOUSLY

f. MWSE WDB Resolution 16-88

WDB RESOLUTION 16-88 APPROVING THE CHAIR'S SIGNATURE ON A LETTER TO THE TALENT INVESTMENT AGENCY REGARDING MEMORANDUMS OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENTS

Sean Duval call for motion to approve MWSE WDB Resolution 16-88

MOTION: Leann Wilt moved to approve MWSE WDB Resolution 16-88

SUPPORT: Grace Trudell

Discussion.

MOTION CARRIED UNANIMOUSLY

g. MWSE WDB Resolution 16-89

WDB RESOLUTION 16-89 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MELLING TOOL COMPANY IN THE AMOUNT OF \$10,000

Sean Duval call for motion to approve MWSE WDB Resolution 16-89

MOTION: Marcus James moved to approve MWSE WDB Resolution 16-89

SUPPORT: Leann Wilt

Discussion.

Abstain: Lynn Matzen
MOTION CARRIED

h. MWSE WDB Resolution 16-90

WDB RESOLUTION 16-90 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MICHIGAN AUTOMOTIVE COMPRESSOR, INC. (MACI) IN THE AMOUNT OF \$20,000

Sean Duval call for motion to approve MWSE WDB Resolution 16-90

MOTION: Scott Menzel moved to approve MWSE WDB Resolution 16-90

SUPPORT: Marcus James

Discussion.

Abstain: Sean Duval No: Matthew Sandstrom

MOTION CARRIED

i. MWSE WDB Resolution 16-91

WDB RESOLUTION 16-91 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREAT LAKES INDUSTRY, INC. IN THE AMOUNT OF \$7,920

Sean Duval call for motion to approve MWSE WDB Resolution 16-91

MOTION: Leann Grace moved to approve MWSE Resolution 16-91

SUPPORT: Grace Trudell

Discussion.

Abstain: Lynn Matzen

MOTION CARRIED

j. MWSE WDB Resolution 16-92

WDB RESOLUTION 16-92 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREENE MANUFACTURING, INC. IN THE AMOUNT OF \$10,150

Sean Duval call for motion to approve MWSE WDB Resolution 16-92

MOTION: Marcus James moved to approve MWSE Resolution 16-92

SUPPORT: Grace Trudell

Discussion.

MOTION CARRIED UNANIMOUSLY

k. MWSE WDB Resolution 16-93

WDB RESOLUTION 16-93 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH TRAINING INSTITUTIONS INVOLVED WITH THE I CHALLENGE U PROGRAM

Sean Duval call for a motion to approve MWSE WDB Resolution 16-93

MOTION: Marcus James moved to approve MWSE WDB Resolution 16-93

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UNANIMOUSLY

l. MWSE WDB Resolution 16-94

WDB RESOLUTION 16-94 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON COLLEGE INVOLVED WITH THE I CHALLENGE U PROGRAM

Sean Duval call for a motion to approve MWSE WDB Resolution 16-94

MOTION: Marcus James moved to approve MWSE WDB Resolution 16-94

SUPPORT: Grace Trudell

Discussion.

MOTION CARRIED UNANIMOUSLY

4. Other Items

a. Agenda for June 14th WDB Meeting

Bill Sleight reported on agenda items for the June 14th meeting.

-Annodyne, Inc. to present marketing research initiative updates

-Break into Committees for an initial meeting

b. Comments from Chair

c. Comments from Director

Bill Sleight commented that pictures of board members will be taken at the June 14th Workforce Development Board meeting. The board photos will be placed on the Michigan Works! Southeast website www.mwse.org under the board member section

5. Public Comment

Sean Duval offered public. No public comment.

5. Adjournment

Meeting Adjourned at 4:30 a.m.