

**Joint Meeting of the**  
**SOUTHEAST MICHIGAN CONSORTIUM BOARD**  
**and**  
**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**  
**March 8, 2017**  
**10:00 a.m. – 12:00 Noon**  
**Chelsea Comfort Inn and Village Conference Center**  
**1645 Commerce Park Drive, Chelsea, MI 48118**

**AGENDA**

1. **Call to order** – Southeast Michigan Consortium Board – KZ Bolton, Vice- Chairperson
2. **Call to order** – Southeast Michigan Workforce Development Board – Sean Duval, Chairperson
3. **Roll Call** – Southeast Michigan Consortium Board
4. **Roll Call** – Michigan Works! Southeast Workforce Development Board
5. **Introductions**
6. **Call to the Public** (both boards) – KZ Bolton
7. **Approval of the Agenda** (both boards) – KZ Bolton
8. **Approval of Minutes** –KZ Bolton (Consortium Board)
  - a. January 23, 2017 Southeast Michigan Consortium Board Minutes
9. **Consideration of Consent Agenda Items** –Sean Duval (Workforce Board)
  - a. January 11, 2017 Michigan Works! Southeast Workforce Development Board Minutes
  - b. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-45 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HILLSDALE HOSPITAL IN THE AMOUNT OF \$50,000
  - c. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-46 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GKI FOODS, LLC IN THE AMOUNT OF \$10,805.40
  - d. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD 16-47 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR PROWORKS, INC ZION RESTORATION, US IN THE AMOUNT OF \$1,650
  - e. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD 16-48 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR RW MERCER IN THE AMOUNT OF \$25,000

- f. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-49 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WELD MOLD IN THE AMOUNT OF \$12,600
- g. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-50 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR THAI SUMMIT AMERICA CORPORATION IN THE AMOUNT OF \$27,000
- h. WDB 16-51 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TG FLUID SYSTEMS, USA CORP IN THE AMOUNT OF \$10,000
- i. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-54 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GORTON CHIMNEY AND FIREPLACE IN THE AMOUNT OF \$5,990
- j. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-55 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HI-LEX CONTROLS IN THE AMOUNT OF \$25,000
- k. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-56 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AMERICAN TOOLING CENTER, INC. IN THE AMOUNT OF \$10,000
- l. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-57 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ELM PLATING COMPANY IN THE AMOUNT OF \$15,400

**10. Presentation: Strategic Plan – Sean Duval, Bill Sleight, Thomas P. Miller and Associates**

**11. Resolutions for Consideration of the Workforce Development Board – Sean Duval.**

- a. SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-59 A RESOLUTION APPROVING SPECIAL AUTHORITY DESIGNATION FOR THE MARKETING AND BRANDING REQUEST FOR PROPOSAL

**12. Resolutions for Consideration of the Southeast Michigan Consortium Board – KZ Bolton**

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-23 A RESOLUTION APPROVING THE MICHIGAN WORKS! SOUTHEAST EMPLOYEE HANDBOOK
- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-24 RESOLUTION TO APPOINT MEMBERS OF THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
- c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-25 A RESOLUTION APPROVING A LEGAL SERVICES CONTRACT WITH COHL, STOKER AND TOSKEY, P.C.

**13. Resolutions for Consideration by both the Consortium Board (KZ Bolton) and the Workforce Development Board (Sean Duval )**

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-26 A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR ONE-STOP OPERATOR

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD A RESOLUTION 16-52 A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR ONE-STOP OPERATOR

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-27 RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE-CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-53 A RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE-CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131

- c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-28 A RESOLUTION APPROVING THE ACCEPTANCE OF FUNDS AND APPROVING THE PLAN FOR THE FY 2017 FOSTER CARE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-58 A RESOLUTION APPROVING THE ACCEPTANCE OF FUNDS AND APPROVING THE PLAN FOR THE FY 2017 FOSTER CARE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

**14. Discussion Items (both boards)**

- a. Governor's Talent Investment Board (GTIB) Update – Marcus James  
 b. Executive Committee Report-Sean Duval  
 • February 1, 2017, Executive Committee Meeting Minutes  
 • March 1, 2017, Executive Committee Meeting Minutes  
 c. Talent District Career District Council Update – Kevin Oxley

**15. Other Items**

- a. Comments from Chair (both boards)  
 b. Comments from Director  
 • Video Created for the Impact Award for Michigan Works! Southeast

**16. Public Comment –KZ Bolton**

**17. Adjourn Southeast Michigan Consortium Board – KZ Bolton**

**18. Adjourn Southeast Michigan Workforce Development Board – Sean Duval**

**8. Approval of Southeast Michigan Consortium Board Meeting Minutes**

Southeast Michigan Consortium Board Meeting  
 January 23, 2017, 10:00 a.m. – 11:30 a.m.  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118

Present:	Karol KZ Bolton, Vice-Chair Michelle Deatruck Dennis Dolan Julie Games William Green Jason Morgan John Polaczyk Chris Wittenbach	Lenawee County Commissioner Washtenaw County Commissioner Livingston County Commissioner Hillsdale County Commissioner Livingston County Commissioner Washtenaw County Commissioner Jackson County Commissioner Lenawee County Commissioner
Absent:	John Burtka, Chair Sarah Lightner	Hillsdale County Commissioner Jackson County Commissioner
Staff:	Bill Sleight, Director Shamar Herron, Deputy Director Maggie Flaherty	Michigan Works! Southeast Michigan Works! Southeast Michigan Works! Southeast

1. Call to Order

KZ Bolton, Vice-Chair called the meeting to order at 10:00 a.m.  
 John Burtka, Chair, unable to attend the meeting due to the funeral of his brother.  
 KZ Bolton asked for a moment of silence in memory of John's brother.

2. Roll Call

A quorum present.

3. Introductions

Welcome to new board members Julie Games, Michelle Deatruck and Jason Morgan.

4. Election of Chairperson

Bill Sleight reported that John Burtka is willing to serve again as Chair.  
 Bill Sleight opened the floor for nominations of Chair.

MOTION: Dennis Dolan moved to nominate John Burtka as Chair  
 of the Consortium Board.

SUPPORT: Julie Games

MOTION CARRIED UNANIMOUSLY

Bill Sleight asked are there any other Nominations? Are there any other  
 Nominations? Are there any other Nominations? Bill Sleight stated are there  
 No other Nominations for Chair of the Consortium Board.

MOTION: William Green moved to close the nominations for  
 Chair of the Consortium Board and that a unanimous ballot be cast for John Burtka.

SUPPORT: Dennis Dolan

MOTION CARRIED UNANIMOUSLY

5. Election of Vice-Chairperson

Bill Sleight opened the floor for nominations of Vice-Chair.

MOTION: Chris Wittenbach moved to nominate KZ Bolton as Vice-Chair of the Consortium Board.

SUPPORT: William Green

MOTION CARRIED UNANIMOUSLY

Bill Sleight asked are there any other Nominations? Are there any other Nominations? Are there any other nominations? Bill Sleight stated are there any other Nominations for Vice-Chair.

MOTION: William Green moved to close the nominations for Vice-Chair of the Consortium Board and that a unanimous ballot be cast for KZ Bolton.

SUPPORT: Julie Games

MOTION CARRIED UNANIMOUSLY

6. Approval of Agenda

KZ Bolton request for a motion to approve the Agenda.

MOTION: John Polaczyk moved to approve the Agenda

SUPPORT: Dennis Dolan

MOTION CARRIED UNANIMOUSLY

7. Approval of Minutes

KZ Bolton call for a motion to approve the December 9, 2016 Consortium Board Minutes.

MOTION: Dennis Dolan moved to approve the December 9, 2016 Consortium Board Meeting Minutes

SUPPORT: Chris Wittenbach

MOTION CARRIED UNANIMOUSLY

8. Call to the Public

KZ Bolton offered Public Comment. No Public in attendance.

9. Consideration of Consent Agenda Items

No Consent Agenda Items.

10. Resolutions for Consideration of the Consortium Board

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-19  
A RESOLUTION APPROVING AN AGREEMENT WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) REGARDING THE SECTOR PARTNERSHIP-NATIONAL EMERGENCYGRANT (SP-NEG) FOR THE TIME PERIOD OCTOBER 1, 2015 THROUGH JUNE 30, 2017.

Bill Sleight reviewed.

KZ Bolton request for motion to approve Consortium Resolution 16-19  
 MOTION: Dennis Dolan moved to approve Consortium Board Resolution 16-19.

SUPPORT: William Green

Discussion.

MOTION APPROVED UNANIMOUSLY

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-20  
 A RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE APPRENTICESHIP SUCCESS COORDINATOR PROGRAM

Bill Sleight reviewed.

KZ Bolton request for motion to approve Consortium Resolution 16-20  
 MOTION: Dennis Dolan moved to approve Consortium Board Resolution 16-20.

SUPPORT: Julie Games

Discussion.

MOTION CARRIED UNANIMOUSLY

- c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-21  
 A RESOLUTION APPROVING SIGNATORY AUTHORITY TO THE CHAIRS OF THE CONSORTIUM BOARD AND WORKFORCE DEVELOPMENT BOARD WHEN CONTRACTS, GRANTS AND AGREEMENTS INCREASE BY 10% OR LESS

Bill Sleight reviewed.

KZ Bolton request for motion to approve Consortium Resolution 16-21.  
 MOTION: Dennis Dolan moved to approve Consortium Board Resolution 16-21.

SUPPORT: Jason Morgan

Discussion. Request for board to receive updates on any signatory on documents by the board chairs.

MOTION APPROVED UNANIMOUSLY

- d. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-22  
 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE TALENT INVESTMENT AGENCY UNEMPLOYMENT INSURANCE AGENCY

Bill Sleight reviewed.

KZ Bolton request for motion to approve Consortium Resolution 16-22  
 MOTION: William Green moved to approve Consortium Board Resolution 16-22

SUPPORT: Dennis Dolan

Discussion. Request for board to receive updates on any sign per this resolution.

## MOTION APPROVED UNANIMOUSLY

## 11. Unfinished Business

No Unfinished Business.

## 12. New Business Development Board

- a. KZ Bolton reviewed Julie Boyce, Executive Director, Key Opportunities Inc. letter of resignation from the Michigan Works! Southeast Workforce Development Board. Bill Sleight reported effective January 1, 2017, Key Opportunities became a contractor of Michigan Works! Southeast which is a conflict of interest for a WDB board member.

MOTION: John Polaczyk moved to accept with regrets the resignation of Julie Boyce from the Workforce Development Board.

SUPPORT: Dennis Dolan

MOTION CARRIED UNANIMOUSLY

- b. KZ Bolton reviewed the Workforce Development Board Vacancies:

- Community Based Organization Sector (CBO)– 1 vacancy;  
(Resignation of Julie Boyce, Key Opportunities Inc.)
- Business Sector/Private Sector – 2 vacancies  
(Resignation of Leslie Martz, Thai Summit America  
And  
(Death of Keith Peters, I Know You Can)
- Labor Sector-1 vacancy  
Resignation of Wesley Prater, Huron Valley Area Labor Federation (HVALF)

KZ Bolton reviewed the WDB nominations:

Discussion.

MOTION: Dennis Dolan moved that Bill Kenney, Training Manager, Thai Summit fill the business sector/private sector vacancy (Leslie Martz vacancy).

SUPPORT: Jason Morgan

Discussion.

MOTION CARRIED UNANIMOUSLY

Discussion.

MOTION: Jason Morgan moved that Deb Polich, President/CEO, The Arts Alliance fill the business sector/private sector vacancy (Keith Peters vacancy).

SUPPORT: Michelle Deatrick

Discussion.

MOTION CARRIED UNANIMOUSLY

Discussion regarding naming alternates to the board and naming to board committees.

## 13. Discussion Items

- a. Director's Report

Bill Sleight reported an Award Ceremony is scheduled on April 7<sup>th</sup>. Bill stated this celebration will allow opportunity to inform elected officials and community about the



work of Michigan Works! Southeast. Bill indicated outstanding local workforce development programs, program alumni, staff and volunteers throughout our region will be honored. Bill provided update on the Strategic Plan. Discussion.

14. Comments from Consortium Board Members

Thank you for the welcome; look forward to learning more serving on the board; good meeting place; good meeting; in the review of strategic plan/action plan ensure to include veterans; on behalf of John Burtka and myself a welcome to new members to the board and thank you to returning board member for their dedication.

Meeting Adjourned at 11:49 a.m.

**9. Consideration of Consent Agenda Items**

Michigan Works! Southeast  
Workforce Development Board  
January 11, 2017, 10:00 a.m. – 12:00 noon  
Chelsea Comfort Inn, Village Conference Center  
Commerce Park Drive, Chelsea, MI 48118

Southeast Michigan Workforce Development Board Members Present

Richard Currie	Hitachi Automotive Systems	via conference call
Sean Duval, Chairperson	Golden Limousine International	
Paul Ganz	DTE Energy	
Donald Germann	County National Bank	
Jeremiah “JJ” Hodshire	Hillsdale Hospital	via conference call
Tim Jackson	Washtenaw ISD	
Marcus James, Vice Chairperson	StableInc.LLC	
Swatee Kulkarni	GDI Infotech, Inc.	
Lynn Matzen	Matrix Systems LLC	
Sharon Miller	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Angela Parth	Livingston Family Center	
John Salyer	Ann Arbor Electric, JATC	
Matthew Sandstrom	Rustbelt Group	

Southeast Michigan Workforce Development Board Members Absent

Leslie Alexander	Inmatech, Inc.
Mindy Bradish-Orta	Jackson Chamber of Commerce
Jeremy Frew	Jackson College
Steven Girardin	Michigan Rehabilitation Service
Lee Graham	Operating Engineers 324
Steven Hogwood	McDonalds
Scott Menzel	Washtenaw County ISD
Philip Santer	Ann Arbor SPARK
Grace Trudell	IBEW 58
James Van Doren	Lenawee Now
Leann Wilt	Venchurs, Inc.

Southeast Michigan Workforce Development Board – Alternates – Present

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

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Gauge Aebersold	Michigan Works! Southeast
Robin Aldrich	Michigan Works! Southeast
Nicole Bell	Michigan Works! Southeast
Jim Coutu	Michigan Works! Southeast
LaDena Fredette	Michigan Works! Southeast
Maggie Flaherty	Michigan Works! Southeast
Pam Gosla	Michigan Works! Southeast
Lisa McAllister	Michigan Works! Southeast

Others Present

Niko Dawson  
Elizabeth White

WCC  
BSBP/LARA

1. Call to order  
Sean Duval, Chairperson called the meeting to order at 10:05 a.m.
2. Roll Call  
Quorum Present
3. Introductions  
Sean Duval welcomed new board members: Sharon Miller, Consumers Energy and Dr. Tim Jackson, Washtenaw ISD.
4. Call to the Public  
Sean Duval call for Public Comment. No Public Comment.
5. Approval of the Agenda  
Sean Duval call for motion to approve 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 motion to approve the Consent Agenda.
  - a. Approval of November 30, 2016 Special Workforce Development Board (WDB) Meeting Minutes
  - b. WDB 16-28-1 A RESOLUTION MODIFYING A FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WEDGE MILL TOOL, INC. BY INCREASING THE AMOUNT TO \$2,250.46
  - c. WDB 16-41 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR COIN-OP CANTEEN SERVICES, INC. IN THE AMOUNT OF \$3,285
  - d. WDB 16-42 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH TIA/UNEMPLOYMENT INSURANCE AGENCY

7.

MOTION: Paul Ganz moved to approve the Consent Agenda

SUPPORT: Tim Jackson

MOTION APPROVED UNANIMOUSLY

#### 7. Resolutions for Consideration of the Workforce Development Board

- a. WDB 16-40 A RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE APPRENTICESHIP SUCCESS COORDINATOR PROGRAM

Sean Duval call for a motion to approve WDB Resolution 16-40.

Bill Sleight reviewed.

MOTION: Lynn Matzen moved to approve WDB Resolution 16-40

SUPPORT: Marcus James

Discussion

MOTION CARRIED UNANIMOUSLY

- b. WDB 16-43 A RESOLUTION REQUESTING APPROVAL OF MODIFICATION REQUESTS TO THE WIOA AND TRAINING POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM

Bill Sleight reviewed.

Sean Duval call for a motion to approve WDB Resolution 16-43

MOTION: Lynn Matzen moved to approve WDB Resolution 16-43

SUPPORT: Paul Ganz

Discussion.

MOTION CARRIED UNANIMOUSLY

- c. WDB 16-44 A RESOLUTION APPROVING AN AGREEMENT WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA)

Bill Sleight reviewed.

Sean Duval call for a motion to approve WDB Resolution 16-44.

MOTION: Marcus James moved to approve WDB Resolution 16-44.

SUPPORT: Kevin Oxley

Discussion

MOTION CARRIED UNANIMOUSLY

8. Discussion Items

- a. Workforce Development Board Strategic Plan.

Sean Duval and Bill Sleight reviewed. Discussion.

- b. Governor's Talent Investment Board (GTIB) Update

Marcus James provided updates on the December 20<sup>th</sup> GTIB meeting. Next meeting is scheduled on March 20, 2017.

- c. Executive Committee Report

Sean Duval provided updates.

- Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of December 7, 2016
- Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of January 4, 2017

- d. Talent District Career Council Update (TDCC)

Kevin Oxley reported the TDCC next meeting is January 31, 2017.

9. Other Items

- a. Chair Update – Sean Duval

- b. Director Update – Bill Sleight

Bill Sleight introduced Lisa McAllister, newly hired HR Manager.

10. Adjourn

MOTION: Kevin Oxley moved to adjourn.

SUPPORT: Marcus James.

Meeting adjourned at 12:00 noon

**MEMORANDUM****WDB Resolution 16-45**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** January 23, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract approval for Hillsdale Hospital

**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 Hillsdale Hospital

**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. Hillsdale Hospital located in Hillsdale has submitted a request in the amount of \$55,260. A review committee for this proposal approved an amount of \$50,000.

**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.

Hillsdale Hospital is requesting \$55,260 to train 66 employees in various areas such as TNCC, OB Fetal Monitor and Risk Assessment and Medical Boot Camp. The company will contribute \$51,219 as match in the form of wages to the participant. Training will be conducted by the Key Vendors and affiliations. A review committee of the Workforce Development Board approved \$50,000 for this request.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Hillsdale Hospital	\$50,000	66	Hillsdale

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 16-45**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HILLSDALE HOSPITAL IN THE AMOUNT OF \$50,000**

- 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, The Consortium operates as the “Michigan Works! Southeast” agency; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Hillsdale Hospital in Hillsdale, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Hillsdale Hospital is seeking to train 66 employees in various training between April 1, 2017 and December 31, 2017 in the amount of \$50,000; 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 16-46**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** January 23, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract approval for GKI Foods, LLC

**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 GKI Foods, LLC

**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. GKI Foods, LLC located in Brighton has submitted a request in the amount of \$10,805.40

**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.

GKI Foods, LLC is requesting \$10,805.40 to train 11 employees in Principles and Practices of Supervision and Small Business Operation planning. The company will contribute \$15,444.60 as match in the form of wages to the participants and tuition. Training will be conducted by the American Society of Employers and Michigan Manufacturing Technology Center.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
GKI Foods, LLC	\$10,805.40	11	Livingston

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



**MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-46**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GKI FOODS, LLC IN THE AMOUNT OF \$10,805.40**

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

WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from GKI Foods, LLC 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, GKI Foods, LLC is seeking to train 11 employees in Principles and Practices of Supervision and Small Business Operation Planning between February 1, 2017 and September 30, 2017 in the amount of \$10,805.40; 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

**MEMORANDUM****WDB RESOLUTION 16-47**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** January 23, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract approval for ProWorks, Inc Zion Restoration, US

**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 ProWorks, Inc Zion Restoration, US

**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. ProWorks, Inc Zion Restoration, US located in Brighton has submitted a request in the amount of \$1,650

**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.

ProWorks, Inc Zion Restoration, US is requesting \$1,650 to train 3 employees in Supervisor Lead Renovation. The company will contribute \$2,264 as match in the form of wages to the participants and travel. Training will be conducted by the Contractors Training Institute.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
ProWorks, Inc Zion Restoration, US	\$1,650	3	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 DELOPM  
RESOLUTION 16-47**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR PROWORKS, INC ZION RESTORATION, US IN THE AMOUNT OF \$1,650**

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

WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from ProWorks, Inc Zion Restoration, US 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, ProWorks, Inc Zion Restoration, US is seeking to train 3 employees in Supervisor Lead Renovation between March 1, 2017 and September 30, 2017 in the amount of \$1,650; 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 16-48

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** January 25, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract with RW Mercer

**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 RW Mercer in the amount of \$25,000

**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. RW Mercer is requesting various training including Network Plus Certification, Dispenser Certification, Passport Certificate and Basic electrical in the amount of \$25,000 to train 27 employees from February 1, 2017 through September 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.

RW Mercer is a company in the construction industry in Jackson with 180 employees. Some of their main customers include Corrigan, Meijers and various local gas stations. The company has requested \$42,717 in Incumbent Worker funds to train the 27 staff people. A review committee of the Workforce Development Board reviewed the proposal and approved the application, but only in the amount of \$25,000. The company will cover the rest of the training as match.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
RW Mercer	\$25,000	27	Jackson

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-48**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR RW MERCER IN THE AMOUNT OF \$25,000**

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 RW Mercer 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, RW Mercer is seeking to train 27 employees in various training in the amount of \$25,000 between February 1, 2017 and September 30, 2017; and

WHEREAS, The IW applications has been reviewed and approved by a committee of the Workforce Development Board in the amount of \$25,000; and

WHEREAS, Approval/modification of these contracts requires approval from the Southeast Michigan Consortium 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 16-49**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** January 27, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract with Weld Mold

**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 Weld Mold in the amount of \$12,600

**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. Weld Mold is requesting training in Lean Principles in the amount of \$12,600 to train 21 employees from March 1, 2017 through September 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.

Weld Mold is a forging and welding company in Brighton with 21 employees. Some of their main customers include welding shops and steel mills. The company has requested \$12,600 in Incumbent Worker funds to train the 21 staff people. A review committee of the Workforce Development Board reviewed the proposal and approved the application.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Weld Mold	\$12,600	21	Livingston

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

**MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-49**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS  
FOR WELD MOLD IN THE AMOUNT OF \$12,600**

- 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 Weld Mold in Livingston, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Weld Mold is seeking to train 21 employees in various training in the amount of \$12,600 between March 1, 2017 and September 30, 2017; and
- WHEREAS, The IW applications has been reviewed and approved by a committee of the Workforce Development Board in the amount of \$12,600; and
- WHEREAS, Approval/modification of these contracts requires approval from the Southeast Michigan Consortium 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 16-50**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** January 27, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract with 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 in the amount of \$27,000

**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 is requesting training in Hydraulic Theory and Maintenance in the amount of \$27,000 to train 18 employees from March 23, 2017 through September 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.

Thai Summit America Corporation is a manufacturer of sheet metal and aluminum automotive panels in Howell with 660 employees. Some of their main customers include Ford, Chrysler and General Motors. The company has requested \$27,000 in Incumbent Worker funds to train the 18 staff people. A review committee of the Workforce Development Board reviewed the proposal and approved the application.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Thai Summit America Corporation	\$27,000	18	Livingston

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



**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-50**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS  
FOR THAI SUMMIT AMERICA CORPORATION IN THE AMOUNT OF \$27,000**

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 Thai Summit America, Livingston, 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 18 employees in hydraulic theory and maintenance in the amount of \$27,000 between March 23, 2017 and September 30, 2017; and

WHEREAS, The IW applications has been reviewed and approved by a committee of the Workforce Development Board in the amount of \$27,000; and

WHEREAS, Approval/modification of these contracts requires approval from the Southeast Michigan Consortium 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 16-51**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** January 27, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract with TG Fluids Systems, USA 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 TG Fluid Systems, USA Corporation in the amount of \$10,000.00

**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. TG Fluid Systems is requesting training in Cellular Manufacturing Kaizen in the amount of \$10,000.00 to train 10 employees from March 27, 2017 through September 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.

TG Fluid Systems, USA Corporation is a manufacturer of thermoplastic tubing assemblies in Brighton with 400 employees. Some of their main customers include Toyota and Plastic Omnium. The company has requested \$10,000 in Incumbent Worker funds to train the 10 staff people. A review committee of the Workforce Development Board reviewed the proposal and approved the application.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
TG Fluid Systems, USA Corp	\$10,000	10	Livingston

Approval of the FY 2016 WIOA Incumbent Worker contract with TG Fluid Systems, USA Corp is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-51**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS  
FOR TG FLUID SYSTEMS, USA CORP 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 TG Fluid Systems, in Livingston, MI; and

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

WHEREAS, TG Fluid Systems, USA Corp is seeking to train 10 employees in Cellular Manufacturing Kaizen in the amount of \$10,000 between March 27, 2017 and September 30, 2017; and

WHEREAS, The IW applications has been reviewed and approved by a committee of the Workforce Development Board in the amount of \$10,000; and

WHEREAS, Approval/modification of these contracts requires approval from the Southeast Michigan Consortium 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 16-54**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** March 1, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract with Gorton Chimney and Fireplace

**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 Gorton Chimney and Fireplace in the amount of \$5,990.

**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. Gorton Chimney and Fireplace is requesting training in Certified Chimney Sweep Certification in the amount of \$5,990 to train 5 employees from March 8, 2017 through September 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.

Gorton Chimney and Fireplace sells and installs stoves, inserts, fireplaces, chimneys, gas logs and similar products. They also perform maintenance and service to ensure the safety of customers, who are primarily homeowners in the local area. The company is located in Horton with 5 employees. The company has requested \$5,990 in Incumbent Worker funds to train 5 staff people.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained</b>	<b>County</b>
Gorton Chimney and Fireplace	\$5,990	5	Hillsdale

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-54**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GORTON CHIMNEY AND FIREPLACE IN THE AMOUNT OF \$5,990**

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 Gorton Chimney and Fireplace; and

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

WHEREAS, Gorton Chimney and Fireplace is seeking to train 5 employees in Certified Chimney Sweeper Certification in the amount of \$5,990 between March 8, 2017 and December 31, 2017; and

WHEREAS, Approval/modification of these contracts requires approval from the Southeast Michigan Consortium 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 16-55**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** March 1, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract with Hi-Lex Controls

**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 Hi-Lex Controls in the amount of \$25,000.

**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. Hi-Lex Controls is requesting training in Paulson Pro Molder I and Paulson Pro Molder II in the amount of \$25,000 to train 10 employees from March 27, 2017 through September 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.

Hi-Lex Controls manufactures window regulators, door module assemblies, lift gate systems and quarter vent actuators. Their customers include Ford, GM and Honda. The company is located in Litchfield and has 475 employees. The company has requested \$25,000 in Incumbent Worker funds to train 10 staff people.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Request</b>	<b># to be trained</b>	<b>County</b>
Hi-Lex Controls	\$25,000	10	Hillsdale

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-55**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HI-LEX CONTROLS IN THE AMOUNT OF \$25,000**

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 Hi-Lex Controls; and

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

WHEREAS, Hi-Lex Controls is seeking to train 10 employees in Paulson Pro Molder I and Paulson Pro Molder II in the amount of \$25,000 between March 27, 2017 and December 31, 2017; and

WHEREAS, Approval/modification of these contracts requires approval from the Southeast Michigan Consortium 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 16-56**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** March 1, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract with American Tooling Center, 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 American Tooling Center, Inc. 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. American Tooling Center, Inc. is requesting training in various trainings such as six sigma green belt, supervisory skills, 8D problem solving and fast trim laser programming in the amount of \$10,000 to train 17 employees from March 6, 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.

American Tooling Center, Inc. provides full service tool development and CAD product development. Their customers include Ford, GM and Tesla. The company is located in Grass Lake and has 161 employees. The company has requested \$10,000 in Incumbent Worker funds to train 17 staff people.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Request</b>	<b># to be trained</b>	<b>County</b>
American Tooling Center, Inc.	\$10,000	17	Jackson

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



**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-56**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AMERICAN TOOLING CENTER, INC. 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 American Tooling Center, Inc.; and

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

WHEREAS, American Tooling Center, Inc. is seeking to train 17 employees in various training in the amount of \$10,000 between March 6, 2017 and December 31, 2017; and

WHEREAS, Approval/modification of these contracts requires approval from the Southeast Michigan Consortium 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 16-57

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** March 1, 2017

**Subject:** FY 2016 WIOA Incumbent Worker contract with Elm Plating 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 Elm Plating Company in the amount of \$15,400.

**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. Elm Plating Company is requesting training in various trainings such as Arc Flash Electrical, Boiler operation maintenance and safety and electric motors and motor control circuits in the amount of \$15,400 to train 12 employees from March 15, 2017 through September 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.

Elm Plating Company provides metal finishing, heat treating and zinc electroplating services. Their customers include Dextech, Kamax and Tompkins. The company is located in Jackson and has 190 employees. The company has requested \$15,400 in Incumbent Worker funds to train 12 staff people.

**FY 2016 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Request</b>	<b># to be trained</b>	<b>County</b>
Elm Plating Company	\$15,400	12	Jackson

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-57**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS  
FOR ELM PLATING COMPANY IN THE AMOUNT OF \$15,400**

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

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the 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 Elm Plating Company; and

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

WHEREAS, Elm Plating Company is seeking to train 12 employees in various training in the amount of \$15,400 between March 15, 2017 and September 30, 2017; and

WHEREAS, Approval/modification of these contracts 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.

**11. Resolutions for Consideration of the Workforce Development Board**

**MEMORANDUM****WDB Resolution 16-59**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** March 8, 2017

**Subject:** Authority designation for the marketing and branding services Request for Proposal

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board designate authority to the Chair to appoint a review committee for the bids received for the marketing and branding Request for Proposal. Additionally, it is requested that the Michigan Works! Southeast Workforce Development grant full contract approval authority to the Executive Committee for this RFP, based on the review committee's recommendations.

**Discussion**

Previously, a Request for Proposal (RFP) was released soliciting bids for marketing and branding services for Michigan Works! Southeast. This RFP was released in early February with bids due March 3, 2017. Due to the timing of the RFP release and the due date for the bids, a review committee has not had time to be created to review the bids and make a recommendation to the Workforce Development Board (WDB) in time for the March 8, 2017 meeting. Additionally, the next WDB meeting is not scheduled until May 10, 2017. Staff would like the selected contractor to begin work in early/mid-April.

Based on these time constraints, staff is requesting special authorities be designated for the marketing and branding RFP. Staff are requesting that authority be given to the Chair of WDB to appoint a review committee to review and grade the bids received for the RFP (sometime in mid-March). Additionally, staff are also requesting that the Executive Committee be given full authority to award a contract at their meeting on April 5, 2017. Implementation on the marketing and branding contract could begin soon after that meeting.

Approval of these authorities is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**  
**RESOLUTION 16-59**  
**RESOLUTION APPROVING SPECIAL AUTHORITY DESIGNATION FOR THE**  
**MARKETING AND BRANDING REQUEST FOR PROPOSAL**

- 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 provide marketing and branding services for Michigan Works! Southeast; and
- WHEREAS, Bids were due March 3, 2017, but review of these bids was not feasible to have a contract awarded in time for the March 8, 2017 meeting; and
- WHEREAS, Due to the timing of Workforce Development Board meetings, there may be a significant delay before a bidder will be selected; and
- WHEREAS, Staff are requesting special authorities be designated to help avoid further delays of awarding the contract and implementing the services:
- The Chair of the Workforce Development Board may appoint a review committee to review the bids
  - The Executive Committee be given full authority to award a contract at their meeting on April 5, 2017

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Chair to appoint a review committee for the Marketing and Branding Request for Proposal bids.

**BE IT FURTHER RESOLVED** that the Michigan Works! Southeast Workforce Development Board gives authority to the Executive Committee to award a contract, based on the review committee’s recommendations.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the contract, pending approval by civil counsel.

**12. Resolutions for Consideration of the Southeast Michigan Consortium Board**

**MEMORANDUM****Consortium Board Resolution 16-23**

**To:** Southeast Michigan Consortium Board

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

**Date:** March 8, 2017

**Subject:** Michigan Works! Southeast Employee Handbook adoption

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve the adoption of the Michigan Works! Southeast Employee Handbook.

**Background**

Previously, the Southeast Michigan Consortium adopted the Human Resource Policies of the Southeast Michigan Community Alliance (SEMCA). SEMCA serves as the employer of record for the direct staff of the Consortium.

**Discussion**

Previously, a Request for Proposal was released seeking a fiscal agent and employer of record for direct staff of Michigan Works! Southeast. SEMCA was awarded the contract to serve in both capacities.

A handbook was recently finalized by staff of Michigan Works! Southeast. This handbook and its contained policies are specific to people working for Michigan Works! Southeast. The following policies and topics are included in the handbook:

EMPLOYMENT  
WORKPLACE SAFETY  
WORKPLACE EXPECTATIONS  
COMPENSATION  
TIME OFF/LEAVE OF ABSENCE  
BENEFITS

Approval from the Consortium Board is required for these policies to be adopted by the Consortium. A Resolution is attached for your consideration.



**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-23**

**A RESOLUTION APPROVING THE MICHIGAN WORKS! SOUTHEAST EMPLOYEE HANDBOOK**

- 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 Southeast Michigan 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, After the release of a Request for Proposal seeking a fiscal agent for the Consortium, the Southeast Michigan Community Alliance (SEMCA) was selected and awarded a contract; and
- WHEREAS, As part of this contract, SEMCA will be the employer of record for direct staff; and
- WHEREAS, Adoption of SEMCA’s Human Resource policies was previously approved by the Consortium Board. This handbook includes additional guidance and policies for Michigan Works! Southeast staff; and
- WHEREAS, Approval of these policies requires approval from the Southeast Michigan Consortium Board.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the adoption of the Michigan Works! Southeast Employee Handbook.

**BE IT FURTHER RESOLVED** that staff are directed to make any necessary forms and procedures needed to implement these policies.

**MEMORANDUM****Consortium Board Resolution 16-24**

**To:** Southeast Michigan Consortium Board

**From:** Bill Sleight, Director, Michigan Works! Southeast

**Date:** March 8, 2017

**Subject:** Appointments to Workforce Development Board

The Workforce Innovation and Opportunity Act (WIOA) requires that all local workforce areas have a Workforce Development Board appointed by the Elected Officials. The Agreement and Charter for the Southeast Michigan Consortium provides that the Consortium Board appoint members to the Workforce Development Board. Nominations for the board have been solicited and received consistent with state policy and the requirements of Workforce Innovation and Opportunity Act. As a reminder, these are the legal parameters under which appointments must be made:

- A majority of the board must be comprised of representatives of the Private Sector
- At least 20% of the members must be representatives from the workforce such as organized labor and Community Based Organizations, but all may come from labor. CBO representation is optional
- There must be at least one member from the following sectors: Adult Education, Higher Education, Rehabilitation Agencies and Economic Development.

Members will be appointed for staggered three-year terms, with about one-third of the seats expiring each year. There are currently two vacancies on the Workforce Development Board:

One Community-Based Organization seat:

Nominations

Ambrose Wilbanks Jr. Workforce Development Liaison  
Washtenaw Convention and Visitors Bureau

Agency Nominated  
AY2 Regional Chamber

Randall Yagiela, Director  
Hillsdale County Chamber

Hillsdale County Chamber

One Organized Labor seat:

Nomination

Steven Gulick Vice-President  
Huron Valley Area Labor Federation (HVALF)

HVALF

The Consortium Board can appoint any or all of the nominees, as long as the basic requirements outlined above are met. A resolution appointing members and alternates to the Workforce Development Board is also attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-24**

**RESOLUTION TO APPOINT MEMBERS TO THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**

- 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) signed into law on July 22, 2014, requires that local workforce areas establish a workforce development board that complies with Sec. 107 of the law; and
- WHEREAS, A workforce development board (WDB) that meets the requirements of WIOA must be appointed by the Southeast Michigan Consortium Board and certified by the governor; and
- WHEREAS, Nominations for the board been solicited and received in accordance within provisions of the Talent Investment Agency (TIA); and
- WHEREAS, Nominees have the option of designating an alternate who may act for the member in his/her absence, and
- WHEREAS, The following nominees and alternates have been received and are requesting appointment to the Michigan Works! Southeast Workforce Development Board:

<b>Name</b> <i>Agency</i> Alternate:	Community Based Organization	Term ending 12/31/17
<b>Name</b> <i>Agency</i> Alternate:	Labor Organization	Term ending 12/31/17

**THEREFORE BE IT RESOLVED** that the Southeast Michigan Consortium hereby appoints the members and their alternates to the Workforce Development Board for the term and representative seats as outlined above

**MEMORANDUM****Consortium Board Resolution 16-25**

**To:** Southeast Michigan Consortium Board

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

**Date:** March 8, 2017

**Subject:** Contract Award to Cohl, Stoker and Toskey, P.C. to provide legal services

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve a contract with Cohl, Stoker and Toskey, P.C. to provide legal services for the Southeast Michigan Consortium at a rate of \$190/hour from March 8, 2017 through June 30, 2019.

**Background**

As the Southeast Michigan Consortium and Michigan Works! Southeast implements workforce development programs, writes contracts and enters into agreements with other organizations, legal services including advising, reviewing contracts/agreements and representing the agency will be necessary. A Request for Proposal (RFP) was released to solicit organizations to provide these services.

**Discussion**

Eight bids were submitted for consideration for the legal services RFP released. A review committee reviewed the bids and selected the firm of Cohl, Stoker and Toskey, P.C. for the contract. Their bid does not include a retainer; they will charge \$190/hour plus travel and other out-of-pocket costs (postage, long distance phone calls, etc...). With much of the legal matters for the establishment and merger of the Consortium complete, the review of contracts and agreements is projected to be much of the work.

Approval of the legal services contract with Cohl, Stoker and Toskey, P.C. is contingent upon approval by the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-25**

**RESOLUTION APPROVING A LEGAL SERVICES CONTRACT WITH COHL, STOKER AND TOSKEY, P.C.**

- 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 provide legal services to the Southeast Michigan Consortium and staff at Michigan Works! Southeast; and
- WHEREAS, A bid was received from Cohl, Stoker and Toskey, P.C.; and
- WHEREAS, Based on the strength of their proposal and previous experience, Cohl, Stoker and Toskey, P.C. has been selected to provide legal services for the Consortium; and
- WHEREAS, The contract for Cohl, Stoker and Toskey, P.C. will be from March 8, 2017 through June 30, 2019 at a rate of \$190/hour plus travel and out-of-pocket expenses; and
- WHEREAS, The review Committee recommends approval pending negotiations between the bidders and staff.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves a legal services contract with Cohl, Stoker and Toskey, P.C., pending contract negotiations between staff and the bidders.

**BE IT FURTHER RESOLVED** that the Chair of the Southeast Michigan Consortium Board is authorized to sign the negotiated contracts.



Firm	Location	Practice	Size of Firm	Notable Clients	Fees	Experience Rating (50 possible)	Approach Rating (30 Possible)	Fee Rating (20 Possible)	Total
Banas and Associates, PLLC	Birmingham	General Businesses, Non-profits and governmental bodies.	3 Attorneys	City of Northville, Midwest Coalition for Affordable Housing,	\$150-\$210/hr. plus expenses	21.7	13.3	13.3	48.3
Clark Hill	Detroit	Full-Service Firm	350+ Attorneys	Michigan Works! JobLink Service Center. EDC for City of Detroit	\$225-\$350/hr plus expenses	43.3	23.3	8.3	75.0
Cohl, Stoker & Toskey	Lansing	Municipalities and Intergovernmental agencies	9 attorneys	Numerous Cities, Counties, intergovernmental agencies and at least seven Michigan Works! Agencies	\$190/hr plus expenses	46.7	30.0	16.7	93.3
Dickinson Wright	Lansing	Full Service Firm	450+ attorneys	GST Michigan Works!; Macomb County, City of Saline	\$250-\$445/hr	43.3	23.3	6.7	73.3
Johnson Rosati Shultz Joppich PC	Farmington Hills	Full-Service	26 attorneys	Numerous cities, townships and authorities	\$150/hr	30.0	23.3	20.0	73.3
Miller Canfield	Detroit	Business Law with Public Law Group	275+ Attorneys; 25 public law attorneys	Detroit Region Aerotropolis Cevelopment Corporation, Detroit Regional Convention Facility Authority	\$200-\$320/hr. plus expenses	40.0	26.7	5.0	71.7
Racine & Associates	Detroit	General Business Law	4 Attorneys	Cobo Authority, Detroit Police and Fire Retirement System	140-250/hr plus expenses	20.0	13.3	16.7	50.0
Shifman & Carlson	Farmington Hills	General Counsel Services for public bodies	8 attorneys	Howell Downtown Development Authority. City of Huntington Woods, City of Oak Park	\$130 /hr plus expenses	30.0	20.0	15.0	65.0

**Legal Services RFP Review Committee**

Members: Bill Kenney, Thai Summit, Workforce Board Member

Dennis Dolan, Livingston County Commissioner, Consortium Board Member

KZ Bolton, Lenawee County Commissioner, Consortium Board Member

The Committee met via conference call on March 2. After discussion, all three members concurred that the proposal submitted by Cohl, Stoker and Toskey, PC was the highest rated, based on their extensive experience with Michigan Works! agencies and with Michigan municipalities. Cohl, Stoker and Toskey currently provides legal services to Michigan Works! Southeast, and also serves as the Civil Counsel for Jackson and Livingston Counties. While a number of the other proposals were strong, the proposal from Cohl, Stoker and Toskey scored nearly 18 points more than the next highest rated proposal. As a result, the committee did not see a need to interview other applicants and they recommend that we enter into an agreement with Cohl, Stoker and Toskey to provide legal services for our organization.



**13. Resolutions for Consideration by both the Consortium Board (KZ Bolton) and Workforce Board (Sean Duval)**

## MEMORANDUM

### Consortium Board Resolution 16-26

**To:** Southeast Michigan Consortium Board

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

**Date:** March 8, 2017

**Subject:** One-Stop Operator Request for Proposal release approval

#### **Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve the release of a Request for Proposal (RFP) for One-Stop Operator services for the time period July 1, 2017 through June 30, 2021.

#### **Discussion**

The Workforce Innovation and Opportunity Act (WIOA) requires that One-Stop Operators be competitively procured by the local Workforce Development Boards (WDBs). In the past, under the Workforce Investment Act (WIA), these could be filled by the local Workforce Boards. WIOA no longer allows this designation unless a fully open and competitive procurement is done.

Just about any entity can apply to be a One-Stop Operator including Government agencies, educational institutions, non-profit agencies and private, for-profit agencies.

The primary focus of the One-Stop Operator is to coordinate the service delivery of One-Stop partners and service providers. Current Michigan Works! Southeast staff will continue to implement the day-to-day activities, report to the State, create and submit funding plans and applications, etc...

Full and open competition must be allowed for the One-Stop Operator procurement. Administrative staff have developed a Request for Proposal, ready for release upon the Board's approval.

#### **PROJECTED RFP TIMELINE**

March 8, 2017 -	Workforce Development Board and Consortium Board authorize release of Request for Proposals
March 9, 2017 -	RFP packets available
April 10, 2017 -	Proposals Due
Week of April 24, 2017 -	Volunteer review committee meets to discuss bidders and recommend awards
May 10, 2017-	WDB awards contract(s)
July 1, 2017 -	Awarded contract(s) begins

Release of this RFP is contingent on the approval of the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD****RESOLUTION 16-26****A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR ONE-STOP OPERATOR**

- 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 One-Stop Operators be competitively procured and under contract by July 1, 2017; and
- WHEREAS, The RFP will be released according to State of Michigan and Federal requirements; and
- WHEREAS, A review committee will make a recommendation regarding the Operator to select.
- IT IS THEREFORE RESOLVED** that the Southeast Michigan Consortium Board approves the publication and release of the One-Stop Operator RFP.

## MEMORANDUM

### WDB Resolution 16-52

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** February 14, 2017

**Subject:** One-Stop Operator Request for Proposal release approval

#### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of a Request for Proposal (RFP) for One-Stop Operator services for the time period July 1, 2017 through June 30, 2021.

#### **Discussion**

The Workforce Innovation and Opportunity Act (WIOA) requires that One-Stop Operators be competitively procured by the local Workforce Development Boards (WDBs). In the past, under the Workforce Investment Act (WIA), these could be filled by the local Workforce Boards. WIOA no longer allows this designation unless a fully open and competitive procurement is done.

Just about any entity can apply to be a One-Stop Operator including Government agencies, educational institutions, non-profit agencies and private, for-profit agencies.

The primary focus of the One-Stop Operator is to coordinate the service delivery of One-Stop partners and service providers. Current Michigan Works! Southeast staff will continue to implement the day-to-day activities, report to the State, create and submit funding plans and applications, etc...

Full and open competition must be allowed for the One-Stop Operator procurement. Administrative staff have developed a Request for Proposal, ready for release upon the Board's approval.

#### **PROJECTED RFP TIMELINE**

March 8, 2017 -	Workforce Development Board authorize release of Request for Proposals
March 9, 2017 -	RFP packets available
April 10, 2017 -	Proposals Due
Week of April 24, 2017 -	Volunteer review committee meets to discuss bidders and recommend awards
May 10, 2017-	WDB awards contract(s)
July 1, 2017 -	Awarded contract(s) begins

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-52**

**A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR ONE-STOP OPERATOR**

- 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 One-Stop Operators be competitively procured and under contract by July 1, 2017; and
- WHEREAS, The RFP will be released according to State of Michigan and Federal requirements; and
- WHEREAS, A review committee will make a recommendation to the Workforce Development Board on the Operator to select.
- IT IS THEREFORE RESOLVED** that the Workforce Development Board approves the publication and release of the One-Stop Operator RFP.

**MEMORANDUM****Consortium Board Resolution 16-27**

**To:** Southeast Michigan Consortium Board

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

**Date:** March 8, 2017

**Subject:** Rapid Response- Customer Relationship Management grant award

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board accept funding in an amount not to exceed \$6,131 for the Rapid Response- Customer Relationship Management grant. The program is projected to run from July 1, 2016 through March 31, 2017.

**Background**

The USDOL awards states annual Dislocated Worker formula allocations and allows states to set aside up to 25 percent of these allocations to support required and allowable State Rapid Response activities. The WIOA and USDOL allow additional flexibility with respect to the use of these funds.

**Discussion**

This funding is to be used to support existing CRM systems or for the purchase or renewal of software licenses that will aid in the identification of and information gathering for potential layoffs or opportunities for layoff aversion. This funding is being made available on a one-time basis as the TIA works on integrating CRM functionality into the state data system. By using data systems to identify and gather information, it allows the local areas to provide assistance to employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address these needs.

Staff plan to use these funds for renewing licenses for customer relationship management such as G\*Stars.

Approval of the Rapid Response-Customer Relationship Grant grant funding is contingent upon approval by the Workforce Development Board and Consortium Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-27**

**RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE-  
CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131**

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 State is releasing set aside Rapid Response funds to be used by the Michigan Works! Agencies to pay for customer relationship management software; and

WHEREAS, Michigan Works! Southeast will use the funding to help pay for a system such as G\*Stars; and

WHEREAS, Funding will be in the amount of \$6,131 for the time period 7/1/16 through 3/31/17.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves acceptance of funds in an amount not to exceed \$6,131 for the Rapid Response-Customer Relationship Management grant

**BE IT FURTHER RESOLVED** that the Chair of the Southeast Michigan Consortium Board is authorized to sign the Approval Request form and any other documents necessary for implementation of this program.

**MEMORANDUM****WDB Resolution 16-53**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** March 1, 2017

**Subject:** Rapid Response- Customer Relationship Management grant award

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding in an amount not to exceed \$6,131 for the Rapid Response- Customer Relationship Management grant. The program is projected to run from July 1, 2016 through March 31, 2017.

**Background**

The USDOL awards states annual Dislocated Worker formula allocations and allows states to set aside up to 25 percent of these allocations to support required and allowable State Rapid Response activities. The WIOA and USDOL allow additional flexibility with respect to the use of these funds.

**Discussion**

This funding is to be used to support existing CRM systems or for the purchase or renewal of software licenses that will aid in the identification of and information gathering for potential layoffs or opportunities for layoff aversion. This funding is being made available on a one-time basis as the TIA works on integrating CRM functionality into the state data system. By using data systems to identify and gather information, it allows the local areas to provide assistance to employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address these needs.

Staff to use these funds will be used for renewing licenses for customer relationship management such as G\*Stars.

Approval of the Rapid Response-Customer Relationship Grant grant funding is contingent upon approval by the Workforce Development Board and Consortium Board. A Resolution is attached for your consideration.



**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-53**

**RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE-CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131**

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 State is releasing set aside Rapid Response funds to be used by the Michigan Works! Agencies to pay for customer relationship management software; and

WHEREAS, Michigan Works! Southeast will use the funding to help pay for a system such as G\*Stars; and

WHEREAS, Funding will be in the amount of \$6,131 for the time period 7/1/16 through 3/31/17.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves acceptance of funds in an amount not to exceed \$6,131 for the Rapid Response- Customer Relationship Management grant

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the Approval Request form and any other documents necessary for implementation of this program.

**MEMORANDUM****Consortium Board Resolution 16-28**

**To:** Southeast Michigan Consortium Board

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

**Date:** March 8, 2017

**Subject:** FY 2017 Summer Youth Employment Program

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve the program plan and the acceptance of funds for the FY 2017 Foster Care Summer Youth Employment Program (SYEP) for Chafee-Eligible Youth.

**Background**

The Talent Investment Agency is providing \$23,380 to serve approximately 10 referred foster youth ages 14-20 from the Michigan Department of Health and Human Services (MDHHS) with summer work experience and job readiness training. The program will run from April 1, 2016 through August 31, 2016.

**Discussion**

Michigan Works! Southeast will provide each MDHHS referred foster youth with a minimum of two weeks of work readiness training. On top of the career exploration and career advising services available to all youth and job seekers, training such as resume preparation, interview preparation and soft/employability skills review will be provided. Work experience opportunities will last at least 6 weeks and pay at least minimum wage. At least 20 hours per week will be arranged for these youth. Support Services will be provided as needed, when those funds are released by the Talent Investment Agency.

A case manager from the nearest Michigan Works! office will be assigned to assist the referred youth participant. The Michigan Works! staff charged with providing the case management for these services will stay in close contact with the designated MDHHS SYEP Case manager/contact person to make sure the program runs smoothly. Any issues experienced by Michigan Works! staff will be communicated to this MDHHS Case manager/contact person. Summer employment for Youths may begin as early as June 1, 2017 but must be completed by the end of the grant on August 31, 2017.

SYEP participants may be enrolled into the Workforce Innovation and Opportunity Act (WIOA) Youth program if it is a fit for the Youth's education/career goals. This will be reviewed on a case-by-case basis. The expectation is that referred SYEP youth will have expanded job opportunities through the work experience and case management support from the MWA.

Approval of the FY 2017 Summer Youth Employment Program plan and acceptance of funding is contingent on approval of the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-28**

**A RESOLUTION APPROVING THE ACCEPTANCE OF FUNDS AND APPROVING THE PLAN  
FOR THE FY 2017 FOSTER CARE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)**

- 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 WDA has allocated Fiscal Year (FY) 2017 Foster Care Summer Youth Employment Program funds in the amount of \$23,380; and
- WHEREAS, The funds will be used to provide job readiness training and work-based experiences for approximately 10 youths referred by the Michigan Department of Health and Human Services for the time period April 1, 2017 through August 31, 2017; and
- WHEREAS, The grant award is contingent on approval from the Southeast Michigan Consortium Board and/or the Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the FY 2017 Foster Care Summer Youth Employment Program plan and accepts funding in a total amount of \$23,380 for the time period of April 1, 2017 to August 31, 2017.

**BE IT FURTHER RESOLVED** that the Chair of the Southeast Michigan Consortium Board or their designee be authorized to sign said plan for submission to the Talent Investment Agency as well as any future amendments for monetary and contract language adjustments.

**MEMORANDUM****WDB 16-58**

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** March 8, 2017

**Subject:** FY 2017 Summer Youth Employment Program

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the program plan and the acceptance of funds for the FY 2017 Foster Care Summer Youth Employment Program (SYEP) for Chafee-Eligible Youth.

**Background**

The Talent Investment Agency is providing \$23,380 to serve approximately 10 referred foster youth ages 14-20 from the Michigan Department of Health and Human Services (MDHHS) with summer work experience and job readiness training. The program will run from April 1, 2016 through August 31, 2016.

**Discussion**

Michigan Works! Southeast will provide each MDHHS referred foster youth with a minimum of two weeks of work readiness training. On top of the career exploration and career advising services available to all youth and job seekers, training such as resume preparation, interview preparation and soft/employability skills review will be provided. Work experience opportunities will last at least 6 weeks and pay at least minimum wage. At least 20 hours per week will be arranged for these youth. Support Services will be provided as needed, when those funds are released by the Talent Investment Agency.

A case manager from the nearest Michigan Works! office will be assigned to assist the referred youth participant. The Michigan Works! staff charged with providing the case management for these services will stay in close contact with the designated MDHHS SYEP Case manager/contact person to make sure the program runs smoothly. Any issues experienced by Michigan Works! staff will be communicated to this MDHHS Case manager/contact person. Summer employment for Youths may begin as early as June 1, 2017 but must be completed by the end of the grant on August 31, 2017.

SYEP participants may be enrolled into the Workforce Innovation and Opportunity Act (WIOA) Youth program if it is a fit for the Youth's education/career goals. This will be reviewed on a case-by-case basis. The expectation is that referred SYEP youth will have expanded job opportunities through the work experience and case management support from the MWA.

Approval of the FY 2017 Summer Youth Employment Program plan and acceptance of funding is contingent on approval of 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 16-58**

**A RESOLUTION APPROVING THE ACCEPTANCE OF FUNDS AND APPROVING THE PLAN FOR THE FY 2017 FOSTER CARE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)**

- 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 WDA has allocated Fiscal Year (FY) 2017 Foster Care Summer Youth Employment Program funds in the amount of \$23,380; and
- WHEREAS, The funds will be used to provide job readiness training and work-based experiences for approximately 10 youths referred by the Michigan Department of Health and Human Services for the time period April 1, 2017 through August 31, 2017; and
- WHEREAS, The grant award is contingent on approval from the Southeast Michigan Consortium Board and/or the Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2017 Foster Care Summer Youth Employment Program plan and accepts funding in a total amount of \$23,380 for the time period of April 1, 2017 to August 31, 2017.

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

**14. Discussion Items**

- **Executive Committee Report**
  - February 1, 2017, Executive Committee Meeting Minutes
  - March 1, 2017, Executive Committee Meeting Minutes

Workforce Development Board  
 Executive Committee Meeting  
 February 1, 2017, 2:00pm – 4:00pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118

Present: Richard Currie  
 Sean Duval, Chairperson  
 Marcus James, Vice-Chairperson  
 Scott Menzel  
 Leann Wilt via conference call

Absent: Donald Germann  
 Lynn Matzen  
 Matthew Sandstrom

Staff: William Sleight Michigan Works! Southeast  
 Shamar Herron Michigan Works! Southeast  
 Dan Childs Michigan Works! Southeast  
 Maggie Flaherty Michigan Works! Southeast

Others: Jacob Miller Thomas P. Miller & Associates via conference call  
 Brittany Dougherty Thomas P. Miller & Associates via conference call

1. Call to order  
 Sean Duval, Chairperson called the meeting to order at 2:00 p.m.

2. Discussion Items:  
 Strategic Plan discussion with Thomas P. Miller and Associates.

3. Action Items - Resolutions for Consideration:  
 Bill Sleight reviewed the resolutions.

MOTION: Scott Menzel moved to approve resolutions:

- a. Workforce Development Board (WDB) 16-45 WIOA, Incumbent Worker Training (IWT) Hillsdale Hospital, \$50,000
- b. WDB 16-46 WIOA, IWT GKI, \$10,805.40
- c. WDB 16-47, WIOA IWT ProWorks, Inc., \$1,650
- d. WDB, 16-48, WIOA IWT RW Mercer, \$25,000
- g. WDB, 16-51, WIOA IWT TG Fluid, \$10,000, amount changed from \$10,202.23.

SUPPORT: Marcus James

Discussion.

MOTION CARRIED UNANIMOUSLY.

Bill Sleight reported the IWT Review Committee has not reviewed: Agenda Items

- e. WDB Resolution 16-49, IWT Weld Mold-12,600; WDB Resolution and
- f. WDB Resolution 16-50-\$27,000. These resolutions will be reviewed for action at the March 1<sup>st</sup> Executive Committee Meeting.

#### 4. Other Items

a. Comments from Chair

b. Comments from Director- Bill Sleight reviewed fiscal report. Discussion.

Bill provided update on Michigan Works! Southeast April 7<sup>th</sup> Award Ceremony. Discussion.

Bill reported on Workforce Development Board Appointments by the Southeast Michigan Consortium Board. Appointed to the WDB: Deb Polich, CEO/President, The Arts Alliance and Bill Kenney, Training Manager, Thai Summit filled the business sector vacancies. Discussion.

Bill reported the US Department of Labor Guidance issued on the Workforce Boards selection of a one stop operator. Workforce Innovation and Opportunity Act (WIOA) request that local boards use a competitive process for selection of a one-stop operator. Discussion.

#### 5.Public Comment

No Public Present.

#### 6.Adjournment

Meeting adjourned at 4:00 pm



Workforce Development Board  
 Executive Committee Meeting  
 March 1, 2017, 2:00pm – 4:00pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118

Present:	Richard Currie Sean Duval, Chairperson Donald Germann Marcus James, Vice-Chairperson Lynn Matzen Matthew Sandstrom Leann Wilt	via conference call    via conference call via conference call
Absent:	Scott Menzel	
Staff:	William Sleight Shamar Herron Dan Childs Maggie Flaherty	Michigan Works! Southeast Michigan Works! Southeast Michigan Works! Southeast Michigan Works! Southeast

1. Call to order

Sean Duval, Chairperson called the meeting to order at 2:00 p.m.  
 Remembering the fathers of Shamar Herron and Don Germann.

2. Discussion Item

- Michigan Works! Southeast Strategic Planning Update  
 Reviewed the updates. Thomas P. Miller and Associates to present the Strategic Plan during March 8<sup>th</sup> Joint Board Meeting. Discussion.
- c. Committees  
 Discussed Workforce Development Board Committees. Additional discussion on Committees after the Strategic Plan presentation at the March 8<sup>th</sup> board meeting.
- d. Fiscal update  
 Bill Sleight reviewed the Budget/Expenditure Summary. Discussion.
- e. Workforce Board Appointments  
 Bill Sleight provided updates on board vacancies. Discussion.
- f. Executive Committee  
 Discussed Executive Committee Composition.
- g. American Center for Mobility (SPARK! Role, our role, marketing, transportation for underserved, and collaboration)  
 Sean Duval provided updates. Discussion.
- h. Convention and Visitor's Bureau collaboration  
 Sean Dual provided update. Discussion.
- i. Economic Development Partners - Engagement and Metrics Review  
 Sean Duval and Bill Sleight provided updates. Discussion.
- j. State and federal advocacy needs  
 Sean Duval and Bill Sleight provided updates. Discussion.

3. Action Items - Resolutions for Consideration:

- a. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-49 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT  
WORKER TRAINING FUNDS FOR WELD MOLD IN THE AMOUNT OF \$12,600

Sean Duval call for motion to approve WDB Resolution 16-49.

MOTION: Donald Germann moved to approve WDB Resolution 16-49.

SUPPORT: Marcus James.

Bill Sleight reviewed. Discussion

MOTION CARRIED UNANIMOUSLY

- b. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-50 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT  
WORKER TRAINING FUNDS FOR THAI SUMMIT AMERICA CORPORATION IN  
THE AMOUNT OF \$27,000

Sean Duval call for motion to approve WDB Resolution 16-50

MOTION: Marcus James moved to approve WDB Resolution 16-50

SUPPORT: Donald Germann.

Bill Sleight reviewed. Discussion

MOTION CARRIED UNANIMOUSLY

- c. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-52 A RESOLUTION APPROVING THE RELEASE OF A REQUEST  
FOR PROPOSAL FOR ONE-STOP OPERATOR

Sean Duval call for motion to approve WDB Resolution 16-52

MOTION: Donald Germann moved to approve WDB Resolution 16-52

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion

MOTION CARRIED UNANIMOUSLY

- d. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-53 RESOLUTION APPROVING ACCEPTANCE OF FUNDS  
FOR RAPID RESPONSE-CUSTOMER RELATIONSHIP MANAGEMENT IN  
THE AMOUNT OF \$6,131

Sean Duval call for motion to approve WDB Resolution 16-53

MOTION: Leann Wilt moved to approve WDB Resolution 16-53

SUPPORT: Lynn Matzen

Bill Sleight reviewed. Discussion

MOTION CARRIED UNANIMOUSLY

- e. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-54 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT  
WORKER TRAINING FUNDS FOR GORTON CHIMNEY AND FIREPLACE IN THE  
AMOUNT OF \$5,990

Sean Duval call for motion to approve WDB Resolution 16-54  
 MOTION: Donald Germann moved to approve WDB Resolution 16-54  
 SUPPORT: Lynn Matzen  
 Bill Sleight reviewed. Discussion  
 MOTION CARRIED UNANIMOUSLY

- f. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-55 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HI-LEX CONTROLS IN THE AMOUNT OF \$25,000

Sean Duval call for motion to approve WDB Resolution 16-55  
 MOTION: Donald Germann moved to approve WDB Resolution 16-55  
 SUPPORT: Marcus James  
 Bill Sleight reviewed. Discussion  
 MOTION CARRIED UNANIMOUSLY

- g. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-56 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AMERICAN TOOLING CENTER, INC. IN THE AMOUNT OF \$14,350

Sean Duval call for motion to approve WDB Resolution 16-56  
 MOTION: Donald Germann moved to approve WDB Resolution 16-56  
 SUPPORT: Richard Currie  
 Bill Sleight reviewed. Discussion

AMEND MOTION: Donald German moved to amend WDB Resolution 16-56 to change amount of award to \$10,000 from \$14,350.  
 SUPPORT: Marcus James  
 AMENDED MOTION CARRIED UNANIMOUSLY

- h. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-57 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ELM PLATING COMPANY IN THE AMOUNT OF \$15,400

Sean Duval call for motion to approve WDB Resolution 16-57  
 MOTION: Marcus James moved to approve WDB Resolution 16-57  
 SUPPORT: Donald Germann  
 Bill Sleight reviewed. Discussion  
 MOTION CARRIED UNANIMOUSLY

4. Other Items

- a. Comments from Chair
- b. Comments from Director

5. Public Comment

Sean call for public comment. No public in present.

6. Adjournment

The meeting adjourned at 4:24 p.m.