



WORKFORCE DEVELOPMENT BOARD MEETING
May 10, 2017, 10:00 a.m. – 12:00 noon
Chelsea Comfort Inn
Village Conference Center
1645 Commerce Park Drive
Chelsea, MI 48118

AGENDA

- 1. Call to order**
- 2. Roll Call**
- 3. Introductions**
- 4. Call to the Public**
- 5. Approval of the Agenda**
- 6. Approval of Consent Agenda**
 - a. Approval of March 8, 2017 Minutes from the Joint Meeting of Michigan Works! Southeast Workforce Development Board (WDB) and Southeast Michigan Consortium Board
 - b. Southeast Workforce Development Board Executive Committee Resolution 16-60 a Resolution Approving A Contract With Annodyne To Provide Marketing Services For The Southeast Michigan Consortium And Michigan Work! Southeast
 - c. WDB Resolution 16-62 a Resolution Approving FY 2016 WIOA Incumbent Worker Training Funds For Precision Tool And Manufacturing In The Amount Of \$6,600
 - d. WDB Resolution 16-63 a Resolution Approving FY 2016 WOIA Incumbent Worker Training Funds For Brighton NC Machine Corporation In The Amount Of \$28,140
 - e. WDB Resolution 16-64 a Resolution Approving MOU with Job Corps
 - f. WDB Resolution 16-65 a Resolution Approving a MOU with the Talent Investment Agency
 - g. WDB Resolution 16-67 a Resolution Approving a MOU WITH AARP
 - h. WDB Resolution 16-68 A Resolution Approving a MOU with the Offender Success-Michigan Department Of Corrections Program
 - i. WDB Resolution 16-69 a Resolution Approving a MOU with Livingston Educational Service Agency

- j. WDB Resolution 16-70 a Resolution Approving a MOU with Lenawee Intermediate School District
- k. WDB Resolution 16-72 a Resolution Approving a MOU with Hillsdale Intermediate School District
- l. WDB Resolution 16-74 a Resolution Approving a MOU with the Department of Health and Human Services-Hillsdale Office
- m. WDB Resolution 16-75 a Resolution Approving a MOU with the Department of Health and Human Services-Jackson Office
- n. WDB Resolution 16-76 a Resolution Approving a MOU with the Department of Health and Human Services-Lenawee Office
- o. WDB Resolution 16-77 a Resolution Approving a MOU with the Department of Health and Human Services-Livingston Office
- p. WDB Resolution 16-78 a Resolution Approving a MOU with the Department of Health and Human Services-Washtenaw Office
- q. WDB Resolution 16-79 a Resolution Approving a MOU with Community Action Agency
- r. WDB Resolution 16-80 a Resolution Approving a MOU with the Oakland Livingston Human Service Agency (OLHSA)
- s. WDB Resolution 16-81 a Resolution Approving a MOU with Washtenaw Community College-YouthBuild Program

7. Presentations:

- a. Families Forward Demonstration Project – Sandy Vallance, Program Services Manager
- b. Summer 17 – Shamar Herron, Deputy Director
- c. Adult Education – Pam Gosla, Research and Education Manager

8. Resolutions for Consideration of the Workforce Development Board

- a. WDB Resolution 16-61 a Resolution Approving a Memorandum Of Understanding(MOU) With The Washtenaw Intermediate School District- Head Start
- b. WDB Resolution 16-71 a Resolution Approving a MOU with Washtenaw Intermediate School District
- c. WDB Resolution 16-73 a Resolution Approving a MOU with Michigan Rehabilitation Services

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

9. Discussion Items

- a. Committee Descriptions and Assignments – Sean Duval and Bill Sleight
- b. Executive Committee Report – Sean Duval
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of April 11, 2017
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of May 3, 2017
- c. Governor's Talent Investment Board (GTIB) Update – Marcus James
- d. Talent District Career Council Update (TDCC) – Kevin Oxley

10. Other Items

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

11. Adjourn

6. Approval of Consent Agenda

Joint Minutes Meeting of the
Michigan Works! Southeast Workforce Development Board
And
Southeast Michigan Consortium 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

Southeast Michigan Consortium Board Present:

Karol KZ Bolton, Vice-Chair	Lenawee County Commissioner	
John Burtka, Chair	Hillsdale County Commissioner	via conference call
Michelle Deatrick	Washtenaw County Commissioner	
Dennis Dolan	Livingston County Commissioner	
Julie Games	Hillsdale County Commissioner	
William Green	Livingston County Commissioner	
Jason Morgan	Washtenaw County Commissioner	
John Polaczyk	Jackson County Commissioner	

Southeast Michigan Consortium Board Absent:

Sarah Lightner	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Southeast Michigan Workforce Development Board Members Present

Leslie Alexander	Inmatech, Inc.	
Richard Currie	Hitachi Automotive Systems	via conference call
Sean Duval, Chairperson	Golden Limousine International	
Jeremy Frew	Jackson College	
Paul Ganz	DTE Energy	
Steven Girardin	Michigan Rehabilitation Service	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Tim Jackson	Washtenaw ISD	
Marcus James, Vice Chairperson	StableInc.LLC	
Bill Kenney	Thai Summit Corp. America	
Swatee Kulkarni	GDI Infotech, Inc.	
Lynn Matzen	Matrix Systems LLC	via conference call
Sharon Miller	Consumers Energy	
Michelle Mueller	Washtenaw Community College	
Angela Parth	Livingston Family Center	
Deb Polich	The Arts Alliance	
John Salyer	Ann Arbor Electric, JATC	
Philip Santer	Ann Arbor SPARK	
Matthew Sandstrom	Rustbelt LLC	
James Van Doren	Lenawee Now	
Leann Wilt	Venchurs, Inc.	

Southeast Michigan Workforce Development Board Members Absent

Mindy Bradish-Orta	Jackson Chamber of Commerce
Donald Germann	County National Bank
Lee Graham	Operating Engineers 324

8. Approval of Minutes – Consortium Board
 - a. January 23, 2017 Southeast Michigan Consortium Board Minutes
KZ Bolton call for Consortium Board to approve the January 23 2017 Consortium board meetings.
MOTION: John Polaczyk
SUPPORT: Julie Games
9. Consideration of Consent Agenda Items –Workforce Board
Sean Duval call for Workforce Development Board to approve the Consent Agenda.
MOTION: Paul Ganz moved to approve the Consent Agenda.
SUPPORT: Leslie Alexander
Bill Sleight reviewed.
ABSTAIN: Jeremiah JJ Hodshire
MOTION CARRIED UNANIMOUSLY
 - 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. Strategic Plan

Presentation by Sean Duval, Bill Sleight, and Holly Brauneller, Thomas P. Miller and Associates. Discussion.

11. Resolutions for Consideration of the Workforce Development Board

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

Sean Duval call for a WDB to approve WDB Resolution 16-59

MOTION: Marcus James moved to approve WDB Resolution 16-59 approving special authority designation for the marketing and branding request for proposal.

SUPPORT: Leann Wilt.

Bill Sleight reviewed.

Discussion.

MOTION CARRIED UNANIMOUSLY

12. Resolutions for Consideration of the Southeast Michigan Consortium Board

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 16-23 A RESOLUTION APPROVING THE MICHIGAN WORKS! SOUTHEAST EMPLOYEE HANDBOOK

KZ Bolton call for Consortium Board to approve CB Resolution 16-23.

MOTION: Dennis Dolan moved to approve CB Resolution 16-23 approving the Michigan Works! Southeast Employee Handbook.

SUPPORT: John Polaczyk

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-24 RESOLUTION TO APPOINT MEMBERS OF THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

KZ Bolton call for Consortium Board to approve CB Resolution 16-24

MOTION: Dennis Dolan moved to approve CB Resolution 16-24 approving to appoint members of the Michigan Works! Southeast Workforce Development Board.

SUPPORT: John Polaczyk

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

- c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-25 A RESOLUTION APPROVING A LEGAL SERVICES CONTRACT WITH COHL, STOKER AND TOSKEY, P.C.

KZ Bolton call for Consortium Board to approve CB Resolution 16-25.

MOTION: William Green moved to approve CB Resolution 16-25 approving Legal Services Contract with Cohl, Stoker, and Toskey, P.C.

SUPPORT: Dennis Dolan

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

13. Resolutions for Consideration by both the Consortium Board and the Workforce Development Board

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

KZ Bolton call for Consortium Board motion to approve CB Resolution 16-26.

MOTION: John Polaczyk moved to approve CB Resolution 16-26 approving the release of RFP for One Stop Operator.

SUPPORT: William Green Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

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

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

MOTION: Marcus James moved to approve WDB 16-52 approving the release of RFP for One Stop Operator.

SUPPORT: Jeremy Frew

MOTION CARRIED UNANIMOUSLY

- 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

KZ Bolton call for a Consortium Board motion to approve CB Resolution 16-27.

MOTION: John Polaczyk moved to approve CB Resolution 16-27 acceptance of funds for Rapid Response-Customer Relationship Management in the amount of \$6,131.

SUPPORT: Julie Games
 Bill Sleight reviewed. Discussion.
 MOTION APPROVED UNANIMOUSLY

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

Sean Duval call for a WDB motion to approve WDB Resolution 16-53.
 MOTION: Sharon Miller moved to approve WDB Resolution 16-53 approving acceptance of funds for Rapid Response-Customer Relationship Management in the amount of \$6,131.
 SUPPORT: Leann Wilt
 MOTION CARRIED UNANIMOUSLY

- 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)

KZ Bolton call for a Consortium Board motion to approve CB Resolution 16-28
 MOTION: William Green moved to approve CB Resolution 16-28 acceptance of funds and approving the Plan for the FY 2017 Foster Care Summer Youth Employment Program (SYEP)
 SUPPORT: Jason Morgan
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED UNANIMOUSLY

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)

Sean Duval call to approve WDB Resolution 16-58.
 MOTION: Michelle Mueller moved to approve WDB Resolution 16-58 acceptance of funds and approving the Plan for the FY 2017 Foster Care Summer Youth Employment Program (SYEP).
 SUPPORT: Steven Girardin
 MOTION CARRIED UNANIMOUSLY

14. Discussion Items (both boards)

- a. Governor's Talent Investment Board (GTIB)
 Marcus James provided update on GTIB.
- b. Executive Committee Report-Sean Duval
 Sean Duval provided updates.
 - February 1, 2017, Executive Committee Meeting Minutes
 - March 1, 2017, Executive Committee Meeting Minutes.
- c. Talent District Career Council (TDCC)
 Next meeting is March 21, 2017. Discussed changes to TDCC State of Michigan may implement.

15. Other Items

- a. Comments from Chair (both boards)
Sean Duval reported on American Center for Mobility.
- b. Comments from Director
 - Video Created for the Impact Award for Michigan Works! Southeast

16. Public Comment. Public comment offered by KZ Bolton.
Shamar Herron commented.

17. Adjourn Southeast Michigan Consortium Board
KZ Bolton call for motion to adjourn Consortium Board.
MOTION: William Green moved to adjourn.
SUPPORT: Julie Games.
MOTION CARRIED UNANIMOUSLY

18. Adjourn Southeast Michigan Workforce Development Board
Sean Duval call for motion to adjourn the WDB.
MOTION: Marcus James moved to adjourn the Workforce Development Board.
SUPPORT: Deb Polich
MOTION CARRIED UNANIMOUSLY

19. Meeting adjourned at 12:02 pm

MEMORANDUM**Resolution 16-60**

To: Executive Committee of the Michigan Works! Southeast Workforce Development Board

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

Date: April 5, 2017

Subject: Approval of a contract with Annodyne for marketing and outreach services

Board Action Requested

It is requested that the Executive Committee of the Michigan Works! Southeast Workforce Development Board approve a contract with Annodyne in the amount of \$74,490 for marketing and outreach services for the time period April 5, 2017 through December 31, 2017.

Background

Staff released a Request for Proposal (RFP) to solicit proposals for an organization to provide marketing and outreach services the agency. Proposals were due on March 3, 2017. Due to timing issues, the Workforce Development Board (WDB), in Resolution 16-59, gave the Executive Committee of the WDB approval to review the recommendations of a review committee and select a provider for program implementation in early/mid April.

Discussion

The review committee met and reviewed all fourteen of the proposals. After discussion and grading, Annodyne was selected to be the provider of the marketing and outreach services. The committee approved a contract in the amount of \$74,490 for the time period April 5, 2017 through December 31, 2017.

Approval of the Agreement is contingent upon approval by the Executive Committee of the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD EXECUTIVE
COMMITTEE**

RESOLUTION 16-60

**A RESOLUTION APPROVING A CONTRACT WITH ANNODYNE TO PROVIDE MARKETING
SERVICES FOR THE SOUTHEAST MICHIGAN CONSORTIUM AND MICHIGAN WORKS!**

SOUTHEAST

- 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 was released to solicit proposals from agencies to provide marketing and outreach services to the agency; and
- WHEREAS, Fourteen proposals were received and reviewed by a review committee; and
- WHEREAS, The review committee recommends Annodyne to receive the contract in the amount of \$74,490; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board granted final contract approval authority to the Executive Committee of the Workforce Development Board in Resolution 16-59, passed at the March 8, 2017 meeting; and
- WHEREAS, The contract requires approval from the Executive Committee of the Michigan Works! Southeast Workforce Development Board.
- IT IS THEREFORE RESOLVED** the Executive Committee of the Michigan Works! Southeast Workforce Development Board hereby approves the contract with Annodyne in the amount of \$74,490 for the time period April 5, 2017 through December 31, 2017.
- BE IT FURTHER RESOLVED** that staff are authorized to negotiate a contract, pending review by civil counsel.
- BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the contract, as well as any future amendments for monetary or language adjustments.

MEMORANDUM**WDB Resolution 16-62**

To: Michigan Works! Southeast Workforce Development Board

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

Date: April 5, 2017

Subject: FY 2016 WIOA Incumbent Worker contract with KRT Precision Tool and Manufacturing

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 KRT Precision Tool and Manufacturing in the amount of \$6,600.

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. KRT Precision Tool and Manufacturing is requesting training in sales/marketing training and website training in the amount of \$6,600 to train 3 employees from April 5, 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.

KRT Precision Tool and Manufacturing provides precision CNC machining services. Their customers include Meritor and Supreme Castings. The company is located in Jackson and has 5 full time employees. The company has requested \$6,600 in Incumbent Worker funds to train 3 staff people. The company will provide a match of \$9,824 and training will be provided by MMTC.

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
KRT Precision Tool and Manufacturing	\$6,600	3	Jackson

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
WDB RESOLUTION 16-62**

**A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING
FUNDS FOR PRECISION TOOL AND MANUFACTURING IN THE AMOUNT OF \$6,600**

- 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 Precision Tool and Manufacturing; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Precision Tool and Manufacturing is seeking to train 3 employees in sales/marketing and website training in the amount of \$6,600 between April 5, 2017 and September 30, 2017; and
- WHEREAS, Approval of this contract requires approval from the Southeast Michigan Workforce Development Board.

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

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

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

MEMORANDUM**WDB RESOLUTION 16-63**

To: Michigan Works! Southeast Workforce Development Board

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

Date: April 11, 2017

Subject: FY 2016 WIOA Incumbent Worker contract with Brighton NC Machine 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 Brighton NC Machine Corporation in the amount of \$28,140.

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. Brighton NC Machine Corporation is requesting various trainings in areas such as FANUC, Root Cause Analysis and Kaizen in the amount of \$28,140 to train 48 employees from April 25, 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.

Brighton NC Machine Corporation provides precision CNC machining services that create machine parts and assemblies. The company is located in Brighton and has 141 full time employees. The company has requested \$47,859 in Incumbent Worker funds to train 48 staff people. The IW review committee approved \$28,140. The company will provide a match of \$63,040 and training will be provided by MMTC and FANUC America.

FY 2016 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Brighton NC Machine Corporation	\$28,140	48	Livingston

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-63**

A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR BRIGHTON NC MACHINE CORPORATION IN THE AMOUNT OF \$28,140

- 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 Brighton NC Machine Corporation; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Brighton NC Machine Corporation is seeking to train 48 employees in various training such as FA NUC, Root Cause Analysis and Kaizen in the amount of \$28,140 between April 25, 2017 and December 31, 2017; and
- WHEREAS, Approval of this contract requires approval from the Southeast Michigan Workforce Development Board.

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

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

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

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: May 10, 2017

Subject: Workforce Innovation and Opportunity Act required partner Memorandums of Understanding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on Memorandums of Understanding (MOUs) with all of the required partners for the Workforce Innovation and Opportunity Act (WIOA).

Discussion

The WIOA law requires that MOUs with certain grant/program partners be established. Many of these partner agencies have had MOUs with the previous Michigan Works! Agencies before the merger. The execution of new MOUs, under the WIOA, will help to re-establish these partnerships and focus on using referrals to expand the outreach of the Michigan Works! system.

Related to these MOUs is the requirement that all required partners contribute to the Infrastructure costs of the local Michigan Works! center. Further guidance will be provided by the Talent Investment Agency (TIA).

MOUs are required to be executed by 7/1/17 and the Infrastructure Funding Agreements must be in place by 9/1/17. Staff have had discussions with many of the required partner agencies and plan to have all MOUs ready for signature by 7/1/17. Below is a current list of agencies and organizations that will have MOUs established:

Organization

Job Corps
Talent Investment Agency

AARP
Offender Success/DOC
Livingston Education Service Agency
Lenawee ISD
Washtenaw ISD
Hillsdale County ISD
MI Rehabilitation Services
DHHS- Hillsdale/Jackson
DHHS- Lenawee
DHHS-Livingston

Programs

Job Corps
National Farmworkers programs
Jobs for Veterans Services Grant
Unemployment Insurance
Senior Comm. Service Employment Programs
Reentry Employ. Opp/Second Chance Act
Career/Tech Ed/Carl Perkins programs
Career/Tech Ed/Carl Perkins programs
Career/Tech Ed/Carl Perkins programs
Career/Tech Ed/Carl Perkins programs
Vocational Rehab
TANF/FAE&T
TANF/FAE&T
TANF/FAE&T

DHHS-Washtenaw Community Action Agency	TANF/FAE&T CSBG (Employ/Training Activities) Housing and Urban Development Adult Education
OLHSA	CSBG (Employ/Training Activities) HUD
WCC	Youthbuild

Additional organizations may be added as "required" partners as decisions on funding for Title II Adult Education and Sec 107 funds are made.

Quarterly meetings will be held with all of the required One-Stop partners to collaborate on events, continue promotion and working knowledge of each organization's programs and share resources when possible.

Approval for these MOUs and Infrastructure Funding Agreements is contingent upon approval by the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-64**

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JOB CORPS

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of the required partners is Job Corps, which provides services in all five counties of Michigan Works! Southeast; and
- WHEREAS, The focus of this MOU will be on promoting both programs and agencies and providing outreach opportunities through each other's organization; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Job Corps.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

RESOLUTION 16-65

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE TALENT INVESTMENT AGENCY (TIA)

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of the required partners is Talent Investment Agency (TIA), which oversees the unemployment insurance, Migrant Seasonal Farmworkers and Jobs for Veterans Services Grant, all of which are required partner grants/programs; and
- WHEREAS, The focus of this MOU will be on adhering to the rules and regulations of TIA while TIA provides the previously mentioned programs with adequate staffing and training to assist job seekers and employers in our five counties; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Talent Investment Agency.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-67**

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH AARP

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is AARP, which oversees the Senior Community Service Employment Program (SCSEP) for all five counties and is a required partner grant/program; and
- WHEREAS, The focus of this MOU will be on the promotion of both programs and referrals for potentially interest applicants for each agency's programs and services; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with AARP.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

RESOLUTION 16-68

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE OFFENDER SUCCESS-MICHIGAN DEPARTMENT OF CORRECTIONS PROGRAM

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) requires that MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is Offender Success- Michigan Department of Corrections, which oversees the Reentry Employment Opportunity/Second Change Act grants/programs for all five counties; and
- WHEREAS, The focus of this MOU will be on referrals for returning citizens and recent paroles to access services at Michigan Works! and to provide pre-release assistance workshops when necessary; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Offender Success-Michigan Department of Corrections.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-69**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
LIVINGSTON EDUCATIONAL SERVICE AGENCY**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is Livingston Educational Service Agency, which oversees Career/Tech Ed/Perkins Grant programs for Livingston County; and
- WHEREAS, The focus of this MOU will be on referrals for training completers to the service available through Michigan Works!; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Livingston Educational Service Agency.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-70**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
LENAAWEE INTERMEDIATE SCHOOL DISTRICT**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is the Lenawee Intermediate School District, which oversees Career/Tech Ed/Perkins Grant programs for Lenawee County; and
- WHEREAS, The focus of this MOU will be on referrals for training completers to the service available through Michigan Works! and supporting the reverse job fair held by LISD; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Lenawee Intermediate School District.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-72**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
HILLSDALE INTERMEDIATE SCHOOL DISTRICT**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is the Hillsdale Intermediate School District, which oversees Career/Tech Ed/Perkins Grant programs for Hillsdale and Jackson counties; and
- WHEREAS, The focus of this MOU will be on referrals for training completers to the service available through Michigan Works! and providing soft skill/employability skill training to Perkins grant recipients; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Hillsdale Intermediate School District.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-74**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES-HILLSDALE OFFICE**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is DHHS-Hillsdale, which serves as the Temporary Assistance for Needy Families (TANF) and Food Assistance Employment and Training (FAE&T) organization for Hillsdale County; and
- WHEREAS, The focus of this MOU will be on continued collaborating on referrals for TANF and FAE&T programs and promoting and encouraging the resources of each organization; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with DHHS-Hillsdale.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-75**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES-JACKSON OFFICE**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is DHHS-Jackson, which serves as the Temporary Assistance for Needy Families (TANF) and Food Assistance Employment and Training (FAE&T) organization for Jackson County; and
- WHEREAS, The focus of this MOU will be on continued collaborating on referrals for TANF and FAE&T programs and promoting and encouraging the resources of each organization; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with DHHS-Jackson.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-76**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES-LENAWEE OFFICE**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is DHHS-Lenawee, which serves as the Temporary Assistance for Needy Families (TANF) and Food Assistance Employment and Training (FAE&T) organization for Lenawee County; and
- WHEREAS, The focus of this MOU will be on continued collaborating on referrals for TANF and FAE&T programs and promoting and encouraging the resources of each organization; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

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

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-77**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES-LIVINGSTON OFFICE**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is DHHS-Livingston, which serves as the Temporary Assistance for Needy Families (TANF) and Food Assistance Employment and Training (FAE&T) organization for Livingston County; and
- WHEREAS, The focus of this MOU will be on continued collaborating on referrals for TANF and FAE&T programs and promoting and encouraging the resources of each organization; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with DHHS-Livingston.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-78**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES-WASHTENAW OFFICE**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is DHHS-Washtenaw, which serves as the Temporary Assistance for Needy Families (TANF) and Food Assistance Employment and Training (FAE&T) organization for Washtenaw County; and
- WHEREAS, The focus of this MOU will be on continued collaborating on referrals for TANF and FAE&T programs and promoting and encouraging the resources of each organization; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with DHHS-Washtenaw.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-79**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH
COMMUNITY ACTION AGENCY**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is Community Action Agency, which serves as the Community Service Block Grant (CSBG), Housing and Urban Development (HUD) and Adult Education provider for Jackson, Lenawee and Hillsdale Counties; and
- WHEREAS, The focus of this MOU will be on referrals and promotions of each organizations' programs and services; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Community Action Agency.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-80**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
OAKLAND LIVINGSTON HUMAN SERVICE AGENCY (OLHSA)**

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is OLHSA, which serves as the Community Service Block Grant (CSBG) and Housing and Urban Development (HUD) provider for Livingston County; and
- WHEREAS, The focus of this MOU will be on referrals and promotions of each organizations' programs and services; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with OLHSA.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-81**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH
WASHTENAW COMMUNITY COLLEGE-YOUTHBUILD PROGRAM**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) requires that MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is Washtenaw Community College- Youthbuild program, which serves as the Youthbuild partner in Washtenaw County; and
- WHEREAS, The focus of this MOU will be on referrals and promotions of each organizations' programs and services; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Washtenaw Community College- Youthbuild program.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

8.Resolutions for Consideration of the Workforce Development Board

MEMORANDUM

WDB Resolution 16-61

To: Michigan Works! Southeast Workforce Development Board

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

Date: April 5, 2017

Subject: Washtenaw Intermediate School District- Head Start Memorandum of Understanding (MOU) approval

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with Washtenaw Intermediate School District (WISD)-Head Start for the time period January 1, 2017 through December 31, 2018.

Discussion

The Workforce Innovation and Opportunity Act (WIOA) encourages close partnerships with organizations such as economic development, non-profits, schools and other social service agencies to best serve the participants in workforce development programs. Partnerships with agencies such as WISD-Head Start are encouraged to expand outreach, recruitment and community involvement.

Some highlights of the MOU:

WISD-Head Start will:

- Provide at least two presentations to the local Harriet St. Service Center/PATH staff about the program and what it offers families
- Provide a site for qualified volunteers/trainees from PATH program to complete hours needed for training /volunteering purposes.
- Provide display space for information about Michigan Works Service Center in the family resource area at WISD Head Start sites.
- Provide eligible PATH clients with contact information for WISD Head Start services

Michigan Works! Southeast will:

- Provide the opportunity for Head Start staff to present information about Head Start qualifications and services at the Harriet St. Service Center/PATH job fairs, staff meetings, or as appropriate
- Provide documented confirmation of PATH participation for those volunteering in Head Start classrooms
- Include the Head Start staff on the e-mail blast, sharing information about job opportunities that can be passed on to Head Start families
- Encourage team at Michigan Works! to participate as volunteers in Head Start classrooms
- Provide information to the Head Start program about potential male involvement/fatherhood initiatives that may be offered via the Michigan Works program.

Further provisions in this MOU may be added, pending negotiations. This will be no funds exchanged in this MOU.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-61**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
WASHTENAW INTERMEDIATE SCHOOL DISTRICT- HEAD START**

- 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) encourages partnerships with other organizations to enhance services to job seekers; and
- WHEREAS, One of the partners that would like to continue a partnership and renew a MOU is Washtenaw Intermediate School District- Head Start (WISD); and
- WHEREAS, A MOU has been negotiated between the WISD-Head Start and Michigan Works! Southeast; and
- WHEREAS, The focus of the MOU is to partner on referrals and information sharing between the two agencies in Washtenaw County; and
- WHEREAS, This agreement will last for two years from 1/1/17 through 12/31/18; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with WISD-Head Start.

BE IT FURTHER RESOLVED that staff are authorized to negotiate more specifics for the MOU, if needed.

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

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

RESOLUTION 16-71_

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE WASHTENAW INTERMEDIATE SCHOOL DISTRICT

- 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is the Washtenaw Intermediate School District, which oversees Career/Tech Ed/Perkins Grant programs with Washtenaw County; and
- WHEREAS, The focus of this MOU will be on referrals for training completers to the service available through Michigan Works!; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Washtenaw Intermediate School District.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 16-73**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH
MICHIGAN REHABILITATION SERVICES**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the 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 MOUs be established with certain grant/programs; and
- WHEREAS, One of these partners is Michigan Rehabilitation Services, which serves as the Vocational Rehabilitation organization for all five counties; and
- WHEREAS, The focus of this MOU will be on collaborating on referrals between the two programs and working together to use funding for training and support services for eligible participants; and
- WHEREAS, This agreement will last for three years from 7/1/17 through 6/30/20; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Michigan Rehabilitation Services.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU and the corresponding Infrastructure Cost Agreement.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU and Infrastructure Cost Agreement.

MEMORANDUM

WDB Resolution 16-82

To: Michigan Works! Southeast Workforce Development Board

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

Date: May 5, 2017

Subject: Title II Adult Education applicant review confirmation and MOU and Infrastructure Funding Agreement approval

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board confirm review of Title II Adult Education applications and approve negotiation and execution of Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements with awarded agencies.

Discussion

The Talent Investment Agency (TIA) solicited proposals from organizations for Title II Adult Education funding. As part of this process, TIA has asked local Workforce Development Boards (WDBs) to review and comment on the proposals in their area. The main focus was to see how aligned the plan and program of the Adult Education applicant was with the regional and local Workforce Innovation and Opportunity Act (WIOA).

Ten Title II applications were deemed by TIA to be eligible for consideration and all were reviewed. All of the proposals were graded "highly aligned" or "moderately aligned" (none were "little/no alignment"). The following organizations applied for Title II funding:

Adrian REA Literacy
 Ann Arbor Public Schools –General Instruction Adult Education and Family Literacy Act
 Ann Arbor Public Schools Integrated English Literacy and Civics
 Ann Arbor Public Schools –Institutional Programming
 Jewish Family Services of Washtenaw County
 Livingston Educational Services Adult Education
 Michigan Works! Southeast Adult Education
 Milan Area Schools- General Instruction
 Milan Area Schools- Institutional Programming
 Washtenaw Community College

Additionally, all organizations that are awarded funding through TIA will require a MOU to be executed with the WDB. Since it is not known at this time who will receive funds, staff are asking for WDB approval to negotiate and execute MOUs with all agencies that are awarded when determined by TIA. Infrastructure Funding Agreements, like with WIOA required partner MOUs, may be necessary.

Approval of the confirmation of Title Adult Education application reviews and negotiation and execution of MOUs is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

RESOLUTION 16-82

A RESOLUTION APPROVING CONFIRMATION TO THE TALENT INVESTMENT AGENCY THAT ALL TITLE II ADULT EDUCATION APPLICATIONS WERE REVIEWED AND DEEMED TO BE IN ALIGNMENT WITH THE WIOA REGIONAL AND LOCAL PLAN. APPROVAL OF NEGOTIATION AND EXECUTION OF MOUS AND INFRASTRUCTURE FUNDING AGREEMENTS WITH AWARDED ORGANIZATIONS IS ALSO REQUESTED

- 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 Talent Investment Agency (TIA) has asked local workforce development boards (WDBs) to review Title II Adult Education applications in their area and comment on the alignment with the Workforce Innovations and Opportunity Act (WIOA) Regional and Local plans; and
- WHEREAS, Ten Title II applications were deemed by TIA to be eligible for consideration in the five counties of Michigan Works! Southeast; and
- WHEREAS, A review team looked at the proposals and all were deemed to be "highly aligned" or "moderately aligned"; and
- WHEREAS, All organizations that are awarded Title II Adult Education funding will need to enter into a Memorandum of Understanding with the WDB; and
- WHEREAS, Organization awarded Title II Adult Education will likely have to enter into Infrastructure Funding Agreements with the WDB; and
- WHEREAS, This confirmation of review of Title II applications and approval of MOU negotiations and execution with awarded agencies requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby confirms that all ten Title II Adult Education funding applications deemed eligible for consideration by TIA were reviewed and deemed to be in alignment with the WIOA Regional and Local plan.

BE IT FURTHER RESOLVED that staff are authorized to negotiate MOUs and Infrastructure Funding Agreements with all organizations awarded Title II funds by the Talent Investment Agency.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOUs that are negotiated by staff and Infrastructure Funding Agreements, if necessary.

9. Discussion Items

- a. Committee Descriptions and Assignments – Sean Duval and Bill Sleight
- b. Executive Committee Report – Sean Duval
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of April 11, 2017
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes of May 3, 2017
- c. Governor's Talent Investment Board (GTIB) Update – Marcus James
- d. Talent District Career Council Update (TDCC) – Kevin Oxley

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD COMMITTEE DESCRIPTIONS

Employer Services Committee

This committee oversees the development and delivery of business services and sector initiatives. The committee establishes local policies for demand driven training services such as incumbent worker training, customized training, apprenticeships, on-the-job training and the Skilled Trades Training Fund. Committee members review requests for incumbent worker funding, and make recommendations to the board.

Using appropriate labor market information and economic data, the committee identifies approved occupational areas for training. It also identifies appropriate industry targets for sector initiatives and develops strategies to convene partners to address identified issues impacting the selected sectors. The committee is responsible for maintaining strong linkages with local economic development partners, and establishes outreach and marketing priorities directed toward business services.

Meeting Frequency: Monthly

Data and Reports: The committee will review labor market supply and demand data, occupational and industry forecasts, data on skill gaps, and training program performance and outcomes. The committee will also review regular reports on business services including the numbers and types of business customers, services provided, and the impact of marketing and outreach efforts.

Talent District Career Council

The Talent District Career Council aims to better connect business and education in order to develop and retain talent in our region. Members are appointed by the Workforce Development Board and membership must conform to state policy. As an advisory group to the WDB, the TDCC will coordinate with high schools, community colleges, career and technical education programs, adult education programs and other educational entities in support of the WDB's mission and strategic workforce development plans. It will support work-based training opportunities such as internships, work experience, job shadowing, MI Bright Future, and similar activities which promote lifelong learning and career development. In accordance with state policy, it will also make recommendations on Adult Education and Career and Technical Education programs.

Meeting Frequency: At least quarterly and as needed.

Data and Reports: The committee will review regular reports on adult education, career and technical education, and career preparation activities, including the numbers and types individual served and program performance and outcomes.

Job Seeker Services Committee

This Committee will oversee programs and services for job seekers enrolled in workforce programs administered by Michigan Works! Southeast including resource room services, career services, job search assistance, workshops, training and support services. The primary focus of the committee will be to design a system which enables job seekers to attain self-sufficiency by moving unemployed workers into the labor force as quickly as possible. Special emphasis will be on services to priority groups such as welfare recipient, individuals with disabilities, veterans, offenders, high school dropouts, and at risk older youth. The committee will encourage, develop and oversee partnerships and collaboration with those organizations and resources which are working in our community to address the root causes of unemployment.

Meeting Frequency: Monthly

Data and Reports: Program outcome and performance reports, community needs assessments, data on high priority groups.

Compliance, Finance, and Oversight

The Compliance, Finance, and Oversight Committee will have the primary responsibility for ensuring that board resources are used efficiently and effectively to achieve the board's goals, and to comply with funding source rules. It will provide fiscal oversight responsibility for all Council activities and will review and recommend the overall operating budgets for MWSE. The committee will monitor expenditures, insure that appropriate fiscal controls are in place, and review financial reports, audits and monitoring reports.

Meeting Frequency: At least quarterly or as needed.

Data and Reports: Expenditure reports and projections, audits, monitoring reports, revenue forecasts.

**MICHIGAN WORKS! SOUTHEAST
WORKFORCE DEVELOPMENT BOARD
COMMITTEE PREFERENCE FORM**

Name: _____

Please rank your committee assignment preferences from 1-4, where 1 is your first choice and 4 is your last choice. The Workforce Board Chair will contact you to confirm your assignment.

Committees

_____ Employer Services

_____ Job Seeker Services

_____ Talent District Career Council

_____ Compliance, Finance, and Oversight

Workforce Development Board
Executive Committee Meeting
April 11, 2017, 2:00pm – 4:00pm
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Present: Rick Currie via conference call
Sean Duval, Chairperson
Marcus James, Vice Chairperson
Lynn Matzen via conference call
Matthew Sandstrom via conference call

Absent: Donald Germann
Scott Menzel
Leann Wilt

Staff: William Sleight, Director
Shamar Herron, Deputy Director
Diane Carson, Business Services Coordinator
Dan Childs, System Administrator
Dan English, Business Services Coordinator
Maggie Flaherty, Administrative Services Manager
LaDena Fredette, Business Services Coordinator

1. Call to order

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

Quorum not present

2. Discussion Items:

a. Strategic Planning Update

i. Staff input

Bill Sleight provided updates on meetings he and Shamar Herron held at each service center with staff regarding the Strategic Plan/Balance Score Card. Reviewed Mission, Vision, Values and Objectives and Vision Elements. Shamar Herron to direct manager's team to recommend strategic plan alignments for agency/BSC

2:15 pm - Quorum present – Matthew Sandstrom joined the meeting

ii. Goals and Action Plans

iii. Plan for Balanced Scorecards (BSC)

b. Committees

Bill Sleight reviewed the draft Workforce Development Board committee responsibilities, priorities 1) Employer Service Committee 2) Talent District Career Council 3) Job Seeker Committee 4) Compliance, Finance, Oversight. Discussion.

- c. Fiscal update
Bill Sleight reviewed the Revenue and Expenditure Report.
Discussion.
- d. Executive Committee.
Discussed vacancy on the Executive Committee and Executive Committee composition.
- e. RFP/RFQ Review Committees – Compensation System and One-Stop Operator
Bill provided updates. A review committee to evaluate proposals submitted for the RFQ Compensation System. The RFP One-Stop Operator proposals are due April 21st.
Discussion.
- f. State and federal advocacy needs
 - i. Michigan Works! Legislative Day – May 10
May 10th is the Michigan Association Annual Legislative Day in Lansing. The Association coordinates afternoon appointments for staff/board members to meet with the legislators. Planning to meet with Legislators: Staff: Bill Sleight, Shamar Herron; Board Members: Sean Duval, Marcus James, and John Burtka.
 - ii. Federal budget – Bill Sleight provided update.

3. Action Items - Resolutions for Consideration:

- a. Michigan Works! Southeast Workforce Development Board
Executive Committee Resolution 16-60 a Resolution Approving a Contract With Annodyne To Provide Marketing Services For The Southeast Michigan Consortium And Michigan Works! Southeast

Bill Sleight reported four bidders were interviewed by the review team on March 31st. Review team: Sharon Miller, Michelle Mueller, Marcus James, Sean Duval, Nicole Bell, and Bill Sleight. Bill Sleight reviewed the matrix rating scores. Discussion.

Sean Duval call for motion.

MOTION: Marcus James moved to approve contract with Annodyne pending interview with lead Annodyne contact.

SUPPORT: Lynn Matzen

Discussion.

MOTION APPROVED. Abstain: Sean Duval

- b. Michigan Works! Southeast Workforce Development Board
Resolution 16-61 a Resolution Approving A Memorandum Of Understanding (MOU) With The Washtenaw Intermediate School District- Head Start

Bill Sleight reviewed.

Sean Duval call for motion.

MOTION: Lynn Matzen moved to approve WDB Resolution 16-61 approving MOU with the Washtenaw ISD-Head Start.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY

- c. Michigan Works! Southeast Workforce Development Board
Resolution 16-62 a Resolution Approving FY 2016 WIOA Incumbent

Worker Training (IWT) Funds For Precision Tool And Manufacturing In The Amount Of \$6,600
 Bill Sleight and LaDena Fredette reviewed.

Sean Duval call for a motion.

MOTION: Marcus James moved to approve WDB Resolution 16-62 approving FY 2016 WIOA IWT funds for Precision Tool and Manufacturing in the amount of \$6,600.

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

- d. Michigan Works! Southeast Workforce Development Board Resolution 16-63 a Resolution Approving FY 2016 WIOA Incumbent Worker Training Funds For Brighton NC Machine Corporation In The Amount Of \$47,859_

Bill Sleight and Diane Carson reviewed.

Sean Duval call for a motion.

MOTION: Lynn Matzen moved to approve WDB Resolution IWT for Brighton NC Machine Corporation in the amount of \$47,859

SUPPORT: Marcus James

Discussion.

Sean Duval call to amend the motion.

AMEND MOTION: Marcus James moved to amend motion to reduce amount of award amount to \$28,140

SUPPORT: Richard Currie

Discussion.

MOTION APPROVED AS AMENDED.

4. Other Items

a. Comments from Chair

b. Comments from Director

- Bill and Shamar attended the National Association of Workforce Board Forum in Washington DC March 26– March 28. Bill met with Congressman Tim Walberg; Shamar met with Congresswoman Debbie Dingle. Discussion.
- April 7th Awards Ceremony a success. Discussion.
- Bill reported implementing Memorandum of Understanding (MOUs) per the Workforce Innovation and Opportunity Act (WIOA). Instructions to be issued soon by Talent Investment Agency (TIA) that an Infrastructure Funding Agreements (IFAs) must be executed between the local board and each of the required One-Stop partners to be part an addendum to the MOU. Discussion.
- Partnership updates: Meetings with AARP-Wayne, Jackson and Ingham Counties. Prisoner Re-entry at Washtenaw Service Center with service center staff. Discussion.

5. Public Comment

Sean Duval offered public comment. Public not present.

6. Adjournment

Meeting adjourned at 3:58 p.m.

Workforce Development Board
Executive Committee Meeting
May 3, 2017, 2017, 2:00pm – 4:00pm
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Present: Sean Duval, Chairperson
Donald Germann via conference call
Lynn Matzen
Scott Menzel via conference call
Matthew Sandstrom
Leann Wilt

Absent: Rick Currie
Marcus James, Vice Chairperson

Staff: William Sleight, Director
Jim Coutu, Business Services Manager
Maggie Flaherty, Administrative Services Manager

1. Call to order

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

Quorum present

2. Discussion Items

a. RFP One Stop Operator Proposal

Bill Sleight reported one proposal received in response to the RFP One Stop Operator. Discussion.

Sean Duval call for a motion,

MOTION: Lynn Matzen moved to authorize Bill Sleight to negotiate a contract with Thomas P. Miller and Associates regarding their proposal submitted for the One Stop Operator RFP

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UNANIMOUSLY

b. SEMCA Fiscal Agent Renewal

Bill Sleight reported the Southeast Michigan Community Alliance (SEMCA) contract for Fiduciary services requires renewal effective July 1, 2017. Bill will meet with SEMCA regarding the contract renewal. The Southeast Michigan Consortium will discuss and take action on the contract renewal during their June 5 meeting. Discussion.

c. Strategic Planning Update

i. Committees

ii. Goals and Action Plans

iii. Plan for Balanced Scorecards

Discussed committee responsibilities. 1) Employer Services 2) Talent District Career Council 3) Job Seeker Services Committee 4) Finance, Budget and Compliance Committee. Revise the Strategic Intent and definition for the Finance, Budget and Compliance Committee. Committee descriptions and assignments planned for discussion during the May 10 Workforce Development Board meeting.

Bill provided update on Balanced Scorecards. Discussion.

- c. Fiscal update
Bill reviewed the Budget and Expenditure Quarter Ending March 31, 2017. Discussion.
- d. Executive Committee vacancies
Discussed Executive Committee vacancy due to Wesley Prater Resignation/Retirement from the board. Discussed structure of the Executive Committee.
- e. Review Committees – Compensation System
Compensation RFQ review committee to discuss proposals received. The amount of the contract per agency purchasing policy allows the Director to negotiate a contract without board approval. Discussion.
- f. State and federal advocacy needs
 - i. Michigan Works! Legislative Day – May 10
Michigan Works! Association has scheduled meeting times with Legislators for board members-John Burtka, Consortium; WDB-Sean Duval, Marcus James, and staff-Bill Sleight, Shamar Herron and Jim Coutu. Discussion.
- g. Federal budget
Bill provided update.

5. Action Items - Resolutions for Consideration:

No Resolutions.

Bill Sleight reported staff is preparing Memorandums of Understanding (MOUs) under separate resolutions for approximately 20 required partners. Bill indicated it is plan to include the MOU on the Consent Agenda for the May 10 Workforce Development Board Meeting. Discussion.

6. Other Items

- a. Comments from Chair
Sean Duval reported on the Youth Impact Program at the University of Michigan. Discussion.
- b. Comments from Director
 - i. The July Executive Committee meeting is on the 5th. The meeting date may be rescheduled due to the July 4th holiday.
 - ii. Michigan Works! Conference
Bill Sleight reported the Michigan Works! Association Annual meeting is September 10-12 at Soaring Eagle. Discussion
 - iii. Updates on programs, state, federal, administration and business services. Discussion

7. Public Comment

Sean Duval offered public comment. No Public Present.

8. Adjournment

Meeting Adjourned at 4:06 p.m.