

MINUTES APPROVED AT SEPTEMBER 13, 2017 BOARD MEETING

Michigan Works! Southeast Workforce Development Board Meeting
 June 14, 2017, 10:00 am – 12 noon
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI

Michigan Works! Southeast Workforce Development Board Members Present

Richard Currie	Hitachi Automotive Systems	via conference call
Sean Duval, Chairperson	Golden Limousine	
Timothy Jackson	Washtenaw ISD	
Marcus James, Vice Chair	StableInc, LLC	
Bill Kenney	Thai Summit Corp. America	
Sharon Miller	Consumers Energy	
Dr. Michelle Mueller	Washtenaw Community College, Alternate for Scott Menzel	
Angela Parth	Livingston Family Center	
Kevin Oxley	Jackson ISD	
Deb Polich	The Arts Alliance	
John Salyer	Ann Arbor Electric, JATC, Alternate for Lee Graham	
Philip Santer	Ann Arbor Spark	
Matthew Sandstrom	Rustbelt LLC	via conference call
Grace Trudell	IBEW 58	via conference call
Ambrose Wilbanks	Washtenaw Convention & Visitors Bureau	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board Members Absent

Leslie Alexander	Inmatech, Inc.
Mindy Bradish-Orta	Jackson County Chamber of Commerce
Jeremy Frew	Jackson College
Paul Ganz	DTE
Donald Germann	County National Bank
Steven Girardin	MRS
Lee Graham	Operating Engineers 324 alternate John Salyer present
Steven Gulick	HVALF
Jeremiah JJ Hodshire	Hillsdale Hospital
Steven Hogwood	McDonalds
Swatee Kulkarni	GDI InfoTech, Inc.
Lynn Matzen	Matrix Systems LLC
Scott Menzel	Washtenaw County ISD alternate Michelle Mueller present
James Van Doren	Lenawee

Michigan Works! Southeast Workforce Development Board – Alternates – Present

Dr. Michelle Mueller	Washtenaw County Community College –Alternate for Scott Menzel
John Salyer	Ann Arbor Electric JATC – Alternate for Lee Graham

Staff

Bill Sleight	Director
Shamar Herron	Deputy Director
Robin Aldrich	IT Manager

Nicole Bell	Communications Manager
Dan Childs	System Administrator
Jim Coutu	Business Services Manager
Johnny Epps	Service Center Manager
Maggie Flaherty	Administrative Services Manager
Cordelia Gonzalez	Fiscal Manager
Alex Matsen	Business Services Coordinator
Janet Myers	Service Center Manager
Pam Gosla	Research and Education Manager
Sandy Vallance	Program Services Manager
LaDena Fredette	Business Services Coordinator
Peg Windsor	Business Services Coordinator

Others Present

Anthony Campisi	Annodyne
Dan Furton	LARA
Simon Lindsay	Annodyne
Greg Pitoniak	Southeast Michigan Community Alliance (SEMCA)
Traci Sassak	SEMCA
Darin Swan	Annodyne
Bob Tebo	Robert Tebo & Associates

1. Call to Order
Sean Duval, Chairperson, Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:05 am.
2. Introductions followed
3. Presentation – SEMCA, Traci Sassak, CFO, and Greg Pitoniak, CEO provided Fiscal Agent Update. Discussion.
4. Roll Call.
Quorum Present
5. Call to the Public
Sean Duval call for public comment. No public comment.
6. Approval of the Agenda
Sean Duval call to approve the Agenda.
MOTION: Sharon Miller moved to approve the Agenda
SUPPORT: Deb Polich
Discussion
AMEND MOTION: Michelle Mueller moved to approve change in order of Agenda Item(s)
SUPPORT: Deb Polich
MOTION CARRIED AS AMENDED

7. Approval of the May 10, 2017 Michigan Works! Southeast Workforce Development Board meeting minutes.
Sean Duval call for approval of the May 10, 2017 WDB meeting minutes.
MOTION: Leann Wilt moved to approve the minutes.
SUPPORT: Marcus James
MOTION CARRIED UNANIMOUSLY
8. Presentation – Annodyne, Anthony Campisi, President/CEO
Michigan Works! Southeast marketing research initiatives update provided by Campisi. Discussion.
9. Approval of Consent Agenda
Sean Duval call for motion to approve Consent Agenda.
Bill Sleight reviewed.

MOTION: Michelle Mueller moved to approve the Consent Agenda.

SUPPORT: Kevin Oxley

MOTION CARRIED UNANIMOUSLY

- a. MWSE WDB Resolution 16-84
WDB RESOLUTION 16-84 APPROVING THE FISCAL YEAR 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FOR THE SOUTHEAST MICHIGAN CONSORTIUM
- c. MWSE WDB Resolution 16-85
WDB RESOLUTION 16-85 APPROVING THE FISCAL YEAR 2017 WAGNER-PEYSER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE AND PLAN SUBMISSION
- d. MWSE WDB Resolution 16-87
WDB RESOLUTION 16-87 APPROVING ONE-STOP OPERATOR SERVICE CONTRACT WITH THOMAS P. MILLER AND ASSOCIATES
- e. MWSE WDB Resolution 16-88
WDB RESOLUTION 16-88 APPROVING THE CHAIR'S SIGNATURE ON A LETTER TO THE TALENT INVESTMENT AGENCY REGARDING MEMORANDUMS OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENTS
- f. MWSE WDB Resolution 16-93
WDB RESOLUTION 16-93 APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH TRAINING INSTITUTIONS INVOLVE WITH THE ICHALLENGEU PROGRAM.

10. Resolutions for Consideration of the Workforce Development Board

a. MWSE WDB Resolution 16-86

Sean Duval call for a motion to approve WDB Resolution 16-86 a Resolution APPROVING THE FISCAL YEAR 2017 MICHIGAN WORKS! SOUTHEAST AGENCY BUDGET

MOTION: Sharon Miller moved to approve WDB Resolution 16-86

SUPPORT: Grace Trudell

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

b. MWSE WDB Resolution 16-89

Sean Duval call for a motion to approve WDB Resolution 16-89 a Resolution APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MELLING TOOL COMPANY IN THE AMOUNT OF \$10,000

MOTION: Tim Jackson moved to approve WDB Resolution 16-89

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

c. MWSE WDB Resolution 16-90

Sean Duval call for a motion to approve WDB Resolution 16-90 a Resolution APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MICHIGAN AUTOMOTIVE COMPRESSOR, INC. (MACI) IN THE AMOUNT OF \$20,000

MOTION: Kevin Oxley moved to approve WDB Resolution 16-90

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion.

ABSTAIN: Sean Duval

MOTION CARRIED

d. MWSE WDB Resolution 16-91

Sean Duval call for a motion to approve WDB Resolution 16-91 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREAT LAKES INDUSTRY, INC. IN THE AMOUNT OF \$7,920

MOTION: Kevin Oxley moved to approve WDB Resolution 16-91

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

e. MWSE WDB Resolution 16-92

Sean Duval call for a motion to approve WDB RESOLUTION 16-92 APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREENE MANUFACTURING, INC. IN THE AMOUNT OF \$10,150

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

SUPPORT: Tim Jackson

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

(Matt Sandstrom joined the meeting via conference call at 11:10 am)
 (Ambrose Wilbanks exited the meeting at 11:11am)

- f. MWSE WDB Resolution 16-94
 Sean Duval call for a motion to approve WDB RESOLUTION 16-94
 APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON
 COLLEGE INVOLVED WITH THE ICHALLENGEU PROGRAM
 MOTION: Kevin Oxley moved to approve WDB Resolution 16-94
 SUPPORT: Marcus James
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED UNANIMOUSLY

(Matt Sandstrom left the meeting at 11:18 am)

11. Discussion Items

- a. Committee Descriptions and Assignments-discussed during committee meetings
- b. Executive Committee Report
 -Executive Committee Meeting Minutes of June 7, 2017
 Sean Duval provided update.
- c. Governor's Talent Invest Board (GTIB) Update
 Marcus James reported the GTIB meets on June 19th. No update.
- d. Talent District Career Council (TDCC) Update – Kevin Oxley

12. Committee Meetings

- a. The Employer Services, Job Seeker Services, and Talent District Career Council (TDCC) met to review committee responsibilities, the committee's objectives in regards to the strategic plan and to schedule future meeting. Committee reports were provided. Discussion.

13. Adjourn

- MOTION: Deb Polich moved to adjourn.
- SUPPORT: Leann Wilt
- MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 11:57 a.m.

Workforce Development Board
Executive Committee Meeting
July 12, 2017, 2:00pm – 4:00pm
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Present: Donald Germann (via conference call)
Sean Duval
Marcus James
Lynn Matzen
Scott Menzel
Matthew Sandstrom
Grace Trudell (via conference call)
Leann Wilt

Absent: Richard Currie

Staff: Bill Sleight
Shamar Herron
Jim Coutu
Maggie Flaherty
Peg Windsor

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

Quorum Present

2. Chair Report
 - a. Evaluation of the Director
Sean Duval provided update on Director's Evaluation. Marcus James and Sean Duval to review the director's evaluation (examples from Southeast Michigan Community Alliance-SEMCA, and South Central Michigan Works!). Discussion.
 - b. Balanced Scorecard (BSC)
Update provided by Bill Sleight. Bill and Shamar scheduled to meet individually with manager's to review their BSC. Performance evaluation planned for staff. BSC is part of the staff annual performance evaluation. Discussion.
3. Director Report
 - a. Fiscal Update
Bill reviewed the Southeast Michigan Consortium Income Statement for Period Ending June 30, 2017-Prelliminary. Discussion.
 - b. Contractor Reports
Bill reported the Contractors to provide written reports with regular updates to the reports. Monitoring of Contractors scheduled for August-

Fall. Discussion.

c. Sector Initiatives

Bill and Sean met with the Washtenaw County Convention Visitors Bureau (CVB) to discuss the hospitality industry and to discuss providing a career awareness path for the hospitality industry. Sean reported on the Washtenaw County Convention Visitors Bureau's (CVB) study which identified improving the benefits of the industry to create more retention within the workforce as an important need for many of its members. Discussion.

d. Compensation Study Update

Bill reported consultant is coordinating a salary survey with comparable organizations. Next week consultant is providing a mythology review of the compensation study with staff. Discussion.

e. Marketing Project Update

Bill reported Annodyne provides regular written updates. Current phase is reviewing Michigan Works! Southeast research. Discussion.

f. One Stop Operator Update

Bill Sleight reported the One-Stop Partners meeting scheduled on August 2, 2017. Meeting facilitated by Thomas P. Miller and Associates. Discussion.

Shamar Herron provided update on Summer 17. Discussion.

4. Committee Reports

a. Employer Services – Rick Currie, Chair

-Jim Coutu reported on the committee meeting on June 14 held during the WDB meeting. Jim and Rick Currie plan to meet to discuss specific priorities for the committee.

b. Job Seeker Services

– Marcus James, Chair provided update. Marcus reviewed the Mind Mapping chart he condensed from ALICE Asset, Limited, Income Constrained, Employed United Way Report. ALICE is a study on financial hardship. Discussion.

c. Talent District Career Council (TDCC) Scott Menzel

-Scott Menzel reported on Adult Education (AE). AE continued funding. State did not implement the formula. Discussion.

d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair

-Lynn Matzen reported an August meeting is planned for the committee. Discussion.

5. Action Items - Resolutions for Consideration:

Memorandum - Workforce Innovation and Opportunity Act required Partner Memorandums of Understanding (MOU)

a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-01
A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON COLLEGE

Sean Duval call for motion to approve WDB Resolution 17-01
 MOTION: Scott Menzel moved to approve WDB Resolution 17-01 MOU with Jackson College.
 SUPPORT: Matthew Sandstrom
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED UNANIMOUSLY

b. WDB RESOLUTION 17-02
 A RESOLUTION APPROVING MOU WITH WASHTENAW COMMUNITY college

Sean Duval call for a motion to approve WDB 17-02
 MOTION: Marcus James moved to approve WDB Resolution 17-02 the MOU with Washtenaw College.
 SUPPORT: Leann Wilt
 Bill Sleight provided update. Discussion.
 MOTION CARRIED UNANIMOUSLY

c. WDB RESOLUTION 17-03
 A RESOLUTION APPROVING MOU WITH MOTT COMMUNITY COLLEGE

Sean Duval call for motion to approve WDB Resolution 17-03
 MOTION: Scott Menzel moved to approve WDB 17-03 the MOU with Mott Community College.
 SUPPORT: Marcus James
 Bill Sleight reviewed discussion.
 MOTION CARRIED UNANIMOUSLY

d. WDB RESOLUTION 17-04
 A RESOLUTION APPROVING A MOU WITH THE BUREAU OF SERVICES FOR BLIND PERSONS

Sean Duval call for a motion to approve WDB Resolution 17-04
 MOTION: Matthew Sandstrom moved to approve WDB 17-04 the MOU with the Bureau of Services for Blind
 SUPPORT: Leann Wilt
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED UNANIMOUSLY

e. WDB RESOLUTION 17-05
 A RESOLUTION APPROVING A MOU WITH THE BUREAU OF SERVICES FOR CATHOLIC SOCIAL SERVICES OF WASHTENAW COUNTY

Sean Duval call for a motion to approve WDB Resolution 17-05
 MOTION: Marcus James moved to approve WDB 17-05 the MOU with the Bureau of Services for Catholic Social Services of Washtenaw County
 SUPPORT: Lynn Matzen
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED UNANIMOUSLY

f. WDB RESOLUTION 17-06
A RESOLUTION APPROVING AN AGREEMENT FOR ADVANCE MICHIGAN CENTER
FOR APPRENTICESHIP INNOVATION (AMCAI) GRANT

Sean Duval call for a motion to approve WDB Resolution 17-06
MOTION: Lynn Matzen moved to approve WDB 17-06 the agreement for
advance Michigan Center for Apprenticeship Innovation (AMCAI) Grant
SUPPORT: Leann Wilt
Bill Sleight reviewed. Discussion.
MOTION CARRIED UNANIMOUSLY

g. WDB RESOLUTION 17-07
RESOLUTION APPROVING AN AGREEMENT FOR MICHIGAN ROBOTICS AND
ADVANCE MANUFACTURING TECHNOLOGY EDUCATION COLLABORATIVE (AM-
RAMTEC) GRANT

Sean Duval call for motion to approve WDB Resolution 17-07
MOTION: Scott Menzel moved to approve WDB 17-07 an agreement for
Michigan Robotics and Advance Manufacturing Technology Education
Collaborative (AM-RAMTE) GRANT
SUPPORT: Marcus James
Bill Sleight reviewed. Discussion.
MOTION CARRIED UNANIMOUSLY

h. WDB RESOLUTION 17-08
A RESOLUTION APPROVING AN AGREEMENT FOR THE FAMILY FORWARD
DEMONSTRATION PROJECT

Sean Duval call for a motion to approve WDB Resolution 17-08
MOTION: Lynn Matzen moved to approve WDB 17-08 an agreement with the
Family Forward Demonstration Project.
SUPPORT: Marcus James
Bill Sleight reviewed. Discussion.

i. WDB RESOLUTION 17-09
A RESOLUTION APPROVING FY 2017 WORKFORCE INNOVATION AND
OPPORTUNITY ACT WIOA INCUMBENT WORKER TRAINING IWT FUNDS FOR MID-
MICHIGAN MACHINING, INC. IN THE AMOUNT OF \$2,250

Sean Duval call for a motion to approve WDB Resolution 17-09
MOTION: Leann Wilt moved to approve WDB 17-09 the WIOA IWT Training funds
for Mid-Michigan Machining, Inc. in the amount of \$2,250.
SUPPORT: Lynn Matzen
Bill Sleight reviewed. Discussion.
MOTION CARRIED UNANIMOUSLY

j. WDB RESOLUTION 17-10

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ACCUBILT, INC. IN THE AMOUNT OF \$1,850

Sean Duval call for a motion to approve WDB Resolution 17-10

MOTION: Marcus James moved to approve WDB 17-10 the WIOA IWT funds for Accubilt, Inc. in the amount of \$1,850.

SUPPORT: Matthew Sandstrom

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

k. WDB RESOLUTION 17-11

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CASTER CONCEPTS, INC. IN THE AMOUNT OF \$3,000

Sean Duval call for motion to approve WDB Resolution 17-11

MOTION: Matthew Sandstrom moved to approve WDB 17-11 the WIOA IWT funds for Caster Concepts, Inc. in the amount of \$3,000

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

l. WDB RESOLUTION 17-12

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR FULL SPECTRUM SOLUTIONS IN THE AMOUNT OF \$12,000

Sean Duval call for a motion to approve WDB Resolution 17-12

MOTION: Scott Menzel moved to approve WDB 17-12 the WIOA IWT funds for Full Spectrum Solutions in the amount of \$12,000.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY

m. WDB RESOLUTION 17-13

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DUSTY WHITNEY AUTOMOTIVE GROUP INC. IN THE AMOUNT OF \$24,785

Sean Duval call for a motion to approve WDB Resolution 17-13

MOTION: Matthew Sandstrom moved to approve WDB 17-13 the WIOA IWT funds for Dusty Whitney Automotive Group Inc. in the amount of \$24,785.

Bill Sleight reviewed. Discussion.

AMEND MOTION: Matthew Sandstrom moved to change the amount approved to \$15,000

SUPPORT: Lynn Matzen

MOTION APPROVED AS AMENDED

6. Public Comment

Sean Duval call for Public Comment. Public not present.

7. Adjournment
Meeting adjourned at 4:05 p.m.

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

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

Absent: Scott Menzel
 Matthew Sandstrom
 Grace Trudell
 Leann Wilt

Staff: Bill Sleight
 Justin Al-Igoe
 Dan Childs
 Dan English
 Maggie Flaherty
 La Dena Fredette

1. Call to order
 Sean Duval called the meeting to order at 2:00 pm.
2. Roll Call
 Quorum Present
3. Chair Report
 - a. Executive Session – Director's Evaluation
 Sean Duval read the written request by Bill Sleight "Pursuant to Michigan Open Meetings Act that the Executive Committee of the Workforce Development Board go into closed session for the purpose of my performance evaluation."
 Roll Call Vote for the purpose of closed session to discuss the Director's Evaluation.

Rick Currie	Yes
Sean Duval	Yes
Donald Germann	Yes
Marcus James	Yes
Lynn Matzen	Yes
Scott Menzel	Not Present
Matthew Sandstrom	Not Present
Grace Trudell	Not Present
Leann Wilt	Not Present

Closed session at 2:08 p.m.

Closed session ends at 2:35 p.m.

- b. Director's Balanced Scorecard (BSC) 2017-2018
 Marcus James reviewed the Directors BSC.
 Discussion. Marcus to email BSC for comments back to Marcus
 By August 9th.

2. Director Report

- a. Fiscal Update
 Bill Sleight reviewed the Southeast Michigan Consortium Statement
 For Period ending June 30 2017 – Preliminary. Discussion.
- b. Contractor Reports
 Contractor reports included in the meeting packet. Discussion.
- c. One Stop Operator Partners Meeting
 Bill Sleight reported One Stop Operator Partners meeting held early this
 day facilitated by Thomas P. Miller and Associates. Next planned meeting
 schedule November 2017. Discussion.
- d. 2018 Workforce Development Board Meeting Schedule-Draft
 2018 Executive Committee Meeting Schedule-Draft
 Bill Sleight reviewed meeting schedules for approval by WDB during the
 September 13 board meeting. Discussion.
- e. Marketing Update
 Bill Sleight reported Annodyne reviewing our research and looking at
 MWSE website. A conference call planned with Annodyne next week with
 Bill and staff. Annodyne to provide report at September 6th Executive
 Committee meeting. Discussion.
- f. Compensation Study Update
 Bill Sleight reported consultant meeting with staff to explain compensation
 study. No results for request of salary study from comparable agencies. Bill
 plans to reach-out these organizations. Compensation study results is
 planned for six months by for consultant. Discussion.
- g. Workforce Development Board (WDB) Committees- Consortium Board
 Bill Sleight reported during the Southeast Michigan Consortium board
 meeting on July 31 he asked for volunteers from the Consortium board to
 participate in the WDB Committees. Discussion.

4. Committee Reports

- a. Employer Services - Rick Currie, Chair
Committee discussed preliminary objectives of group on June 14.
Committee plans to meet in later this month. Discussion items to discuss during the committee meeting include IWT review committee.
- b. Job Seeker Services – Marcus James, Chair
Follow-up to ALICE (**A**sset **L**imited **I**ncome **C**onstrained, **E**mployed) Report does not report those that are underemployed. Committee conference call planned during August.
- c. Talent District Career Council (TDCC) – Scott Menzel
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
Committee is meeting on August 14th.

5. Consent Agenda:

- a. Workforce Development Board (WDB) Resolution 17-14 A Resolution approving FY 2017 Workforce Investment and Opportunity Act (WIOA) Incumbent Worker Training (IWT) funds for JAC Products in the amount of \$2,184
Call for a motion to approve Consent Agenda.

MOTION: Lynn Matzen moved to approve the Consent Agenda.

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

6. Action Items - Resolutions for Consideration:

- a. WDB RESOLUTION 17-15 A Resolution approving FY WIOA IWT funds for Thai Summit America Corporation in the amount of \$10,010
Call for a motion to approve WDB Resolution 17-15

MOTION: Richard Currie moved to approve WDB Resolution 17-15

SUPPORT: Lynn Matzen

Discussion.

MOTION CARRIED UNANIMOUSLY

- b. WDB RESOLUTION 17-16 A Resolution approving FY WIOA IWT funds for American Axle and Manufacturing in the amount of \$5737.52
Call for a motion to approve WDB 17-16

MOTION: Lynn Matzen moved to approve WDB Resolution 17-16

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

- c. WDB RESOLUTION 17-17 A Resolution approving FY WIOA IWT funds for HI-LEX Controls, Inc. in the amount of \$10,000

Call for a motion to approve WDB 17-17

MOTION: Lynn Matzen moved to approve WDB Resolution 17-17

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

- d. WDB Resolution 17-18 A Resolution approving FY WIOA IWT funds for Nyloncraft of Michigan in the amount of \$5737.52

Call for a motion to approve WDB Resolution 17-18

MOTION: Lynn Matzen moved to approve WDB 17-18

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

- e. WDB Resolution 17-19 A Resolution approving FY WIOA IWT funds for Classic Metal Finishing, Inc. in the amount of \$10,000

Call for a motion to approve WDB Resolution 17-19

MOTION: Richard Currie moved to approve WDB Resolution 17-19

SUPPORT: Lynn Matzen

Discussion.

MOTION APPROVED UNANIMOUSLY

- f. WDB Resolution 17-20 A Resolution approving the receipt of funds for 2017 WIOA Capacity Building and Professional Development Grant in the amount of \$56,716

Call for a motion to approve WDB Resolution 17-20

MOTION: Richard Currie moved to approve WDB Resolution 17-20

SUPPORT: Lynn Matzen

Discussion.

MOTION CARRIED UNANIMOUSLY

7. Public Comment

No Public Present.

8. Adjournment

Meeting adjourned at 3:34 p.m.

Workforce Development Board
 Executive Committee Meeting
 September 6, 2017 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

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

Staff: Bill Sleight
 Shamar Herron
 Nicole Bell
 Dan Childs
 Jim Coutu
 Maggie Flaherty

1. Call to order
 Sean Duval, Chairperson called the meeting order at 2:00 p.m.
2. Roll Call
 Quorum Present
3. Approval of August 2, 2017 Executive Committee Meeting Minutes
 Sean Duval call for a motion to approve August 2, 2017 Executive Committee Meeting Minutes.
 MOTION: Richard Currie moved to approve the August 2, 2017 Executive Committee meeting minutes.
 SUPPORT: Donald Germann
 MOTION CARRIED UNANIMOUSLY
4. Approval of August 2, 2017 Executive Committee minutes meetings for Closed Session to Discuss Director's Evaluation
 Sean Duval call for a motion to approve the August 2, 2017 Executive Committee Meeting minutes for Closed Session to discuss Director's Evaluation.
 MOTION: Leann Wilt
 SUPPORT: Marcus James
 Discussion.
 MOTION CARRIED UNANIMOUSLY
5. Approval of Agenda
 Sean Duval call for a motion to approve the Agenda.

MOTION: Marcus James moved to approve the Agenda.

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UNANIMOUSLY

6. Chair Report

a. Marketing Update – Annodyne

Darin Swan provided an update on the Michigan Works! Southeast Marketing strategy and next steps. Discussion.

b. Director's Evaluation

Evaluation of Director's 2016-2017 Balanced Scorecard.

Sean Duval call for a motion.

MOTION: Marcus James moved to recommend 1.55x of current target for 2016-2017 amount in Balanced Scorecard.

Discussion.

SUPPORT: Lynn Matzen

MOTION CARRIED UNANIMOUSLY

c. Balanced Scorecard (BSC) 2017-2018

Marcus James reviewed Director's BSC.

Bill Sleight and Shamar Herron have met with Management Team regards their Balanced Scorecard. Discussion.

7. Director Report

a. Fiscal Update

Bill Sleight reviewed the Budget Revisions for Program Year 2017-July 1, 2017 to June 30, 2018.

Sean Duval call for motion.

MOTION: Matthew Sandstrom moved to recommend to the Consortium Board approval of the Budget Revisions for Program Year 2017 – July 1, 2017 to June 30 2018.

SUPPORT: Grace Trudell

MOTION CARRIED UNANIMOUSLY

Bill Sleight provided updates:

b. Contractor Reports

i. Livingston Educational Service Agency (LESA)

c. One Stop Operator Report-Thomas P. Miller & Associates next visit is planned in early November. Scheduled to meet Washtenaw Service Center and Livingston Service Center. Discussion.

d. 2018 Workforce Development Board Meeting Schedule-Draft

2018 Executive Committee Meeting Schedule-Draft

Review and approval by Workforce Development Board at September 13 meeting.

e. Compensation Study

30 days for completion.

f. Summer 17

Shamar Herron provided report. Shamar is presenting the Summer 17 program at the Michigan Works! Conference. Discussion.

8. Committee Reports

- a. Employer Services
Rick Currie, Chair provided a summary of meeting on August 30.
 - b. Job Seeker Services
Marcus James, Chair provided summary.
 - c. Talent District Career Council (TDCC)
Scott Menzel reported the TDCC meets on September 26.
 - d. Compliance, Finance and Operations (CFO)
Lynn Matzen, Chair, provided summary of meeting on August 14.
- Additional Committee reporting during the September 13 board meeting.

9. Consent Agenda:

- a. WDB RESOLUTION 17-22
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON INTERMEDIATE SCHOOL DISTRICT
- b. WDB RESOLUTION 17-26
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SECTION 107 ADULT EDUCATION CAREER TECHNICAL PILOT PROGRAM
- c. WDB RESOLUTION 17-27
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE MICHIGAN ARMY NATIONAL GUARD

Sean Duval call for a motion to approve Consent Agenda.

MOTION: Scott Menzel moved to approve the Consent Agenda.

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UNANIMOUSLY

10. Action Items - Resolutions for Consideration:

- a. WDB Resolution 17-21
A RESOLUTION APPROVING THE FISCAL YEAR 2015 SERVICE CENTER OPERATIONS GRANT FUNDS

Sean Duval call for a motion to approve WDB Resolution WDB 17-21.

MOTION: Marcus James moved to approve WDB 17-21.

SUPPORT: Matthew Sandstrom

Discussion.

MOTION CARRIED UNANIMOUSLY

- b. WDB Resolution 17-23
A RESOLUTION APPROVING A CONTRACT MODIFICATION WITH JEWISH FAMILY SERVICES INCREASING THE CONTRACT TO \$339,241

Sean Duval call for a motion to approve WDB Resolution WDB 17-23

MOTION: Grace Trudell moved to approve WDB Resolution 17-23

SUPPORT: Scott Menzel

MOTION CARRIED UNANIMOUSLY

c. WDB Resolution 17-24

A RESOLUTION APPROVING THE FISCAL YEAR 2018 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

Sean Duval call for a motion to approve WDB Resolution 17-24

MOTION: Leann Wilt moved to approve WDB Resolution 17-24

SUPPORT: Marcus James

Discussion.

MOTION CARRIED UNANIMOUSLY

d. WDB Resolution 17-25

A RESOLUTION APPROVING THE FISCAL YEAR 2018 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS

Sean Duval call for a motion to approve WDB Resolution 17-25

MOTION: Marcus James

SUPPORT: Matthew Sandstrom

Discussion.

MOTION CARRIED UNANIMOUSLY

11. Agenda For September 13, 2017 Joint Meeting of Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board
Bill Sleight reviewed the agenda. Discussion.
12. Public Comment
Sean Duval offered public comment. No public present.
13. Adjournment
Meeting adjourned at 4:12 p.m.