

**Joint Meeting of the  
SOUTHEAST MICHIGAN CONSORTIUM BOARD  
And  
MICHIGAN WORKS! SOUTHEAST  
WORKFORCE DEVELOPMENT BOARD**

September 14, 2016 10:00 a.m. – 12:00 p.m.  
Chelsea Comfort Inn, Village Conference Center  
Commerce Park Drive, Chelsea, MI 48118

**AGENDA**

1. **Call to order** – Southeast Michigan Consortium Board – *John Burtka, Chair*
2. **Call to order** – Southeast Michigan Workforce Development Board – *Sean Duval, Chair*
3. **Roll Call** – Southeast Michigan Consortium Board
4. **Roll Call** – Michigan Works! Southeast Workforce Development Board
5. **Introductions** – *John Burtka*
6. **Call to the Public** (both boards) – *John Burtka*
7. **Approval of the Agenda** (both boards) – *John Burtka*
8. **Approval of Minutes** – Consortium Board – *John Burtka*
  - a. August 4, 2016 Southeast Michigan Consortium Board Meeting
9. **Consideration of Consent Agenda Items** - *John Burtka/Sean Duval* (both boards)
  - a. June 8, 2016 Michigan Works! Southeast Workforce Development Board Meeting Minutes
  - b. Workforce Development Board- Resolution 16-10
 

WDB 16-10 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN THE AMOUNT OF \$1,500
  - c. Workforce Development Board- Resolution 16-18
 

RESOLUTION APPROVING THE CALENDAR YEAR 2017 MEETING SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
10. **Presentation: Skilled Trades Training Fund** - *Jim Coutu, Business Services Manager* (both boards)
11. **Resolutions for Consideration of the Workforce Development Board** – *Sean Duval*
  - a. MICHIGAN WORKS! SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-06  
A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR REFUGEE ASSISTANCE AND ENGLISH AS A SECOND LANGUAGE WORKFORCE DEVELOPMENT SERVICES

- b. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-07  
A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR WAGNER-PEYSER AND TRADE ADJUSTMENT ASSISTANCE
- c. SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-08  
A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR SPECIALIZED WIOA YOUTH SERVICES
- d. SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-09  
A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR SPECIALIZED BUSINESS SERVICES- ECONOMIC DEVELOPMENT

**12. Resolutions for Consideration of the Consortium Board** *John Burtka*

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

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

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-07 AND SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-11  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH HILLSDALE COMMUNITY SCHOOLS
- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-08 AND SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-12  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH JACKSON COLLEGE
- c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-9 AND SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-13  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH LENAWEI TRANSPORTATION
- d. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-10 AND SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-14  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH WASHTENAW COMMUNITY COLLEGE
- e. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-11 AND SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-15  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH COMMUNITY ACTION AGENCY

- f. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-12 AND SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-16
- RESOLUTION APPROVING THE FISCAL YEAR 2017 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM
- g. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-13 AND SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-17
- RESOLUTION APPROVING THE FISCAL YEAR 2017 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS

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

- a. Governor's Talent Invest Board (GTIB) Update Marcus James
- b. Executive Committee Report Sean Duval
- Michigan Works! Southeast Transitional Executive Committee Meeting Minutes June 8, 2016
  - Michigan Works! Southeast Transitional Executive Committee Meeting Minutes June 22, 2016
  - Michigan Works! Southeast Transitional Executive Committee Meeting Minutes July 6, 2016
  - Michigan Works! Southeast Transitional Executive Committee Meeting Minutes July 20, 2016
  - Michigan Works! Southeast Transitional Executive Committee Meeting Minutes August 3, 2016
  - Michigan Works! Southeast Transitional Executive Committee Meeting Minutes September 7, 2016
- c. Talent District Career County (TDCC) Update Kevin Oxley
- d. Resignation from Workforce Development Board - Timothy Jackson, Executive Director for Secondary Initiatives, Livingston Educational Service Agency/Washtenaw Intermediate School District

**15. Other Items**

- a. Comments from Chair (both boards)
- b. Comments from Director

**16. Adjourn Southeast Michigan Consortium Board John Burtka**

**17. Adjourn Michigan Works! Southeast Workforce Development Board - Sean Duval**

8. APPROVAL OF MINUTES – CONSORTIUM BOARD  
-AUGUST 4, 2016 CONSORTIUM BOARD MINUTES

Southeast Michigan Consortium Board Meeting  
 August 4, 2016, 8:30am – 10:00 am  
 The Grand River Brewery, 117 W Louis Glick Hwy, Jackson, MI

Southeast Michigan Consortium Board Present:

John Burtka, Chair	Hillsdale County Commissioner
Karol KZ Bolton, Vice Chair	Lenawee County Commissioner
Dennis Dolan	Livingston County Commissioner
William Green	Livingston County Commissioner
Sarah Lightner	Jackson County Commissioner
John Polaczyk	Jackson County Commissioner
Conan Smith	Washtenaw County Commissioner
Andy Welden	Hillsdale County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Southeast Michigan Consortium Board Absent:

Alicia Ping	Washtenaw County Commissioner
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Staff

William Sleight, Director	Michigan Works! Southeast
Maggie Flaherty	Michigan Works! Southeast

1. Call to Order

John Burtka, Chair called the meeting to order at 8:47 am.

2. Roll Call

A quorum present.

3. Introductions

4. Approval of Agenda

John Burtka call for motion to approve the Agenda.

MOTION: Dennis Dolan moved to approve the Agenda.

SUPPORT: Karol KZ Bolton

MOTION CARRIED UNANIMOUSLY

5. Call to the Public

John Burtka call for public comment. Second call for public comment. No Public Comment.

6. Approval of Minutes

- a. Approval of minutes for the June 28, 2016 Southeast Michigan Consortium Board Meeting Minutes

John Burtka call for motion to approve the June 28, 2016 Southeast Michigan Consortium Board Meeting Minutes

MOTION: Karol KZ Bolton moved to approve the June 28, 2016 Southeast Michigan Consortium Board meeting minutes.

SUPPORT: Sarah Lightner

MOTION CARRIED UNANIMOUSLY

7. Consideration of Consent Agenda Items - None

8. Resolutions for Consideration of the Consortium Board

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 16-01  
CB RESOLUTION 16-01 APPROVING THE SIGNATURE OF THE CHAIRPERSON  
ON THE REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT  
(RESEA) PROGRAM GRANT APPLICATION

John Burtka call for motion to approve CB Resolution 16-01.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-01 the signature of the Chairperson on the Reemployment Services and Eligibility Assessment (RESEA) program grant application

SECOND: Sarah Lightner

Discussion.

MOTION CARRIED UNANIMOUSLY

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 16-02  
CB RESOLUTION 16-02 APPROVING AN AGREEMENT WITH WASHTENAW  
COUNTY TO PROVIDE INFORMATION TECHNOLOGY SERVICES AT THE  
WASHTENAW COUNTY SERVICE CENTER IN YPSILANTI

John Burtka call for motion to approve CB Resolution 16-02.

MOTION: Karol Bolton moved to approve CB Resolution 16-02 an agreement with Washtenaw County to provide information technology services at the Washtenaw County service center in Ypsilanti

SECOND: Andy Welden

Discussion.

ABSTAIN: Conan Smith

NO: John Burtka

MOTION CARRIED

- c. CB RESOLUTION 16-03 APPROVING A RESOLUTION APPROVING A RE-  
ASSIGNMENT OF THE PROJECT MANAGEMENT CONTRACT FROM PRIMA  
CIVITAS TO ONE COMMUNITY CONSULTING

John Burtka call for motion to approve CB Resolution 16-03.

MOTION: Karol Bolton moved to approve CB Resolution 16-03 a re-assignment of the Project Management contract from Prima Civitas to One Community Consulting.  
Discussion.

SECOND: Sarah Lightner

MOTION CARRIED UNANIMOUSLY

- d. CB RESOLUTION 16-04 APPROVING A RESOLUTION APPROVING THE TRANSFER OF A LEASE FROM WASHTENAW COUNTY TO THE SOUTHEAST MICHIGAN CONSORTIUM

John Burtka call for motion to approve CB Resolution 16-04.

MOTION: Karol KZ Bolton moved to approve CB Resolution 16-04 the transfer of a lease from Washtenaw County to the Southeast Michigan Consortium.

SUPPORT: Sarah Lightner

Discussion.

ABSTAIN: Conan Smith

MOTION CARRIED

(Karol KZ Bolton exited the meeting at 9:22 a.m.)

- e. CB RESOLUTION 16-05 APPROVING THE PAID HOLIDAY SCHEDULE AND SERVICE CENTER CLOSURE FOR MICHIGAN WORKS! SOUTHEAST

John Burtka call for motion to approve CB Resolution 16-05.

MOTION: Conan Smith moved to approve CB Resolution 16-05 the paid Holiday Schedule and Service Center for Michigan Works! Southeast.

SUPPORT: Andy Welden

Discussion.

NO: John Polaczyk

MOTION CARRIED

- f. CB RESOLUTION 16-06 APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL TO PROCURE LEGAL SERVICES

John Burtka call for motion to approve CB Resolution 16-06

MOTION: Sarah Lightner moved to approve CB Resolution 16-06 a Request for Proposal to procure legal services.

SUPPORT: Andy Welden

Discussion

MOTION CARRIED UNANIMOUSLY

9. Unfinished Business - None

10. New Business - None

11. Discussion Items

- a. Program Year (PY) 2016 Budget  
-Bill Sleight reviewed the Budget projections. Discussion.
- b. King Media Branding Strategy Report  
-Bill Sleight reviewed the King Media Branding final report. Discussion.
- c. Report of the Director  
-Bill Sleight provided update on USDOL Grant – America’s Promise. Meetings attended at Fanuc Rochester Hills; Skill Trades Training Funds (STTF); WIOA Final Rules; Project Management for Agency reorganization; RFP Strategic Plan; and WDB committees. Discussion.

12. Comments from Consortium Board Members

Appreciate the board working together on the consolidation; looking forward to accomplishing many additional tasks during the next year; thank you to John Burtka for hosting the meeting;

13. Adjournment

John Butka call for motion to adjourn the meeting.

MOTION: Sarah Lightner moved to adjourn the meeting.

SUPPORT: Conan Smith

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 10:08 am.



9. CONSIDERATION OF CONSENT AGENDA ITEMS

-APPROVAL OF JUNE 8, 2016 WDB MEETING MINUTES

-WDB RESOLUTION 16-10 IWT FOR WORK SKILLS CORPORATION

-WDB RESOLUTION 16-18 WDB CALENDAR YEAR 2017 MEETING  
SCHEDULE

Michigan Works! Southeast Workforce Development Board  
 June 8, 2016, 10:00 a.m. 12:00 noon  
 Chelsea Comfort Inn, Village Conference Center, 1645 Commerce Park Drive, Chelsea, MI

Southeast Michigan Workforce Development Board Members Present

Leslie Alexander	Inmatech	Washtenaw County
Sean Duval, Chair	Golden Limousine International	Washtenaw County
Jeremy Frew	Jackson College	Jackson County
Donald Germann	County National Bank	Hillsdale County
Steven Girardin	Michigan Rehabilitation Services	Washtenaw County
Jeremiah "JJ" Hodshire	Hillsdale Hospital	Hillsdale County
Timothy Jackson	Livingston Education Service Agency	Livingston County/
	Washtenaw County ISD	Washtenaw County
Marcus James, Vice Chair	StableInc.LLC	Jackson County
Swatee Kulkarni	GDI Infotech, Inc.	Washtenaw County
Lynn Matzen	Matrix Systems LLC	Jackson County
Scott Menzel	Washtenaw County ISD	Washtenaw County
Kevin Oxley	Jackson County ISD	Jackson County
Keith Peters	I Know I Can	Jackson County
Wesley Prater	Huron Valley CLC	Washtenaw County
Matthew Sandstrom	Rustbelt Group	Washtenaw County
Jonathan Younkman (alternate)	Ann Arbor SPARK	Washtenaw County
James Van Doren	Lenawee Now	Lenawee County
Leann Wilt	Venchurs, Inc.	Lenawee County

Southeast Michigan Workforce Development Board Members Absent

Julie Boyce	Key Opportunities, Inc.	Hillsdale County
Mindy Bradish-Orta	Jackson Chamber of Commerce	Jackson County
Richard Currie	Hitachi Automotive Systems	Livingston County
Paul Ganz	DTE Energy	Washtenaw County
Lee Graham	Operating Engineers 324	Livingston County
Steven Hogwood	McDonalds	Jackson County
Leslie Martz	Thai Summit America	Livingston County
Angela Parth	Livingston Family Center	Livingston County
Philip Santer	Ann Arbor Spark	Washtenaw County
Grace Trudell	IBEW 58	Livingston County

Southeast Michigan Workforce Development Board Alternates Present

Jonathan Younkman	Ann Arbor Spark	Alternate for Philip Santer
Michelle Mueller	Washtenaw Community College	Alternate for Scott Menzel

Staff

William Sleight	Michigan Works! Southeast
Sarah Hartzler	Michigan Works! Southeast
Shamar Herron	Michigan Works! Southeast
Nicole Bell	Michigan Works! Southeast
Jim Coutu	Michigan Works! Southeast
Maggie Flaherty	Michigan Works! Southeast

Others Present

Colleen Mallory	Michigan Works!
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1. Call to order  
Sean Duval, Chair called the Michigan Works! Southeast Workforce Development Board meeting to order at 10:00 am.
2. Roll Call  
A Quorum Present.
3. Introductions
4. Call to the Public  
Sean Duval call to the Public. Call to the Public. No Public Comment
5. Approval of the Agenda  
Sean Duval call for a motion to approve the Agenda.

MOTION: Wesley Prater moved approve the Agenda

SUPPORT: Scott Menzel

MOTION CARRIED UNANIMOUSLY

6. Approval of Consent Agenda
  - a. May 11, 2016 Joint Meeting of Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium Board
  - b. WDB 15-33 Alternate Designee to Sign for Southeast Michigan Workforce Development Board Chair- to sign workforce development plans and modifications on behalf of Workforce Development Board Chair.

Sean Duval call for a motion to approve the Consent Agenda.

MOTION: Scott Menzel moved to approve the Consent Agenda.

SUPPORT: Jeremiah JJ Hodshire

MOTION CARRIED UNANIMOUSLY

7. Resolutions for Consideration of the Workforce Development Board
  - a. WDB 15-27 WIOA Regional and Local Plans  
Bill Sleight provided review.  
Sean Duval call for a motion to approve WDB Resolution 15-27.

MOTION: Marcus James moved to approve WDB Resolution 15-27 submission of the FY 2016-FY 2019 WIOA Regional and Local Plans

SUPPORT: Wesley Prater

Discussion.

MOTION CARRIED UNANIMOUSLY

- b. WDB 15-28 Employer Contract Policy

Bill Sleight provided review.

Sean Duval call for a motion to approve WDB Resolution 15-28

MOTION: Leann Wilt moved to approve WDB Resolution 15-28 requesting The Employer Contract Policy for use in the Southeast Michigan Consortium

SUPPORT: Jeremiah JJ Hodshire

Discussion.

MOTION CARRIED UNANIMOUSLY

c. WDB 15-29 Information Technology (IT) Policy

Bill Sleight provided review.

Sean Duval call for a motion to approve WDB Resolution 15-29

MOTION: Scott Menzel moved to approve WDB Resolution 15-29 requesting approval of the Employer Contract Policy for use in the Southeast Michigan Consortium

SUPPORT: Donald Germann

Discussion.

MOTION CARRIED UNANIMOUSLY

d. WDB 15-30 Monitoring Policy

Bill Sleight provided review.

Sean Duval call for a motion to approve WDB Resolution 15-30

MOTION: Marcus James moved to approve WDB Resolution 15-30 requesting approval of the monitoring policy for use in the Southeast Michigan Consortium.

SUPPORT: Kevin Oxley

Discussion.

MOTION CARRIED UNANIMOUSLY

e. WDB 15-31 Social Media Policy

Bill Sleight provided review.

Sean Duval call for a motion to approve WDB Resolution 15-31

MOTION: Swatee Kulkarni move to approve WDB Resolution 15-31

A resolution requesting approval of the Social Media Policy for use in the Southeast Michigan Consortium

SUPPORT: Wesley Prater

Discussion.

MOTION CARRIED UNANIMOUSLY

f. WDB 15-32 WIOA Training Policy

Bill Sleight provided review.

Sean Duval call for a motion to approve WDB Resolution 15-32

MOTION: Tim Jackson moved to approve WDB Resolution 15-32 requesting approval of the draft WIOA Training Policy for use in the Southeast Michigan Consortium

SUPPORT: Marcus James

Discussion.

MOTION CARRIED UNANIMOUSLY

g. WDB 15-34 Support Service Policy

Bill Sleight provided review.

Sean Duval call for a motion to approve WDB Resolution 15-34

MOTION: Jeremy Frew moved to approve WDB Resolution 15-34 requesting approval of the draft Support Service Policy for use by Michigan Works! Southeast

SUPPORT: Wesley Prater

Discussion.

MOTION CARRIED UNANIMOUSLY

h. WDB 15-35 Incumbent Worker Request Datapak Services, Inc.  
Bill Sleight provided review.

Sean Duval call for a motion to approve WDB Resolution 15-35

MOTION: Keith Peters moved to approve WDB Resolution 15-35 the FY 2015 WIOA Incumbent Worker Training Funds for DATAPAK Services in the amount of \$18,500

SUPPORT: Kevin Oxley

Discussion.

MOTION CARRIED UNANIMOUSLY

i. WDB 15-36 Modification to Washtenaw Community College Employment Services Contract

Bill Sleight provided review.

Sean Duval call for a motion to approve WDB Resolution 15-36

MOTION: Scott Menzel moved to approve WDB Resolution 15-36 the modification of the Employment Services Contract service provider contract with Washtenaw Community College to add staff to meet merit staffing requirements in the agency.

SUPPORT: Wesley Prater

Discussion.

MOTION CARRIED UNANIMOUSLY

8. Presentation: Mi Bright Future

Laura Hoehn Livingston Educational Service Agency. Discussion.

9. Discussion Items

a. Governor's Talent Investment Board (GTIB) Update

Marcus James reported on the GTIB Seven Committee Action Plans. Next GTIB meeting is June 20<sup>th</sup>.

b. Executive Committee Report

c. Sean Duval provide updates in regards to Executive Committee Meeting minutes:

- Michigan Works! Southeast Workforce Development Board Transitional Executive Committee and Consortium Board Joint Meeting Minutes of June 1, 2016
- Michigan Works! Southeast Workforce Development Board Transitional Executive Committee Meeting Minutes of May 18, 2016

d. Talent District Career Council Update (TDCC)

-Kevin Oxley provided update on 61(B) CTE Early/Middle College Strategic Plan Update

e. Chair Update Sean Duval

f. Director Update Bill Sleight

10. Other Items

a. Resignation from Workforce Development Board

Leslie Martz, HR Manager, Thai Summit America.

Bill Sleight reviewed Leslie Martz resignation letter from the Workforce Development Board.

Sean Duval call to accept with regrets Leslie Martz resignation from the Workforce Development Board.

MOTION: Moved by Marcus James to accept with regrets Leslie Martz resignation from the Workforce Development Board.

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UNANIMOUSLY

11. Adjourn

Sean Duval call for motion to adjourn the meeting.

MOTION: Matthew Sandstrom moved to adjourn the meeting.

SUPPORT: Wesley Prater

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 11:42 am.

**MEMORANDUM**

WDB 16-10

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

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

**Date:** September 1, 2016

**Subject:** FY 2016 WIOA Incumbent Worker contract approval for Work Skills 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 Work Skills Corporation.

**Background**

FY 2016 WIOA Incumbent Worker (7/1/16 through 6/30/17) training contracts are important parts of the Business Services run in the five counties of the Southeast Michigan Consortium. Work Skills Corporation located in Brighton has submitted a request in the amount of \$1,500.

**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.

Work Skills Corporation is requesting \$1,500 to train 3 employees in Magnetic Particle I and II training. The company will contribute approximately \$750 as match in the form of tuition for the classes. Training will be conducted by X-R-I Testing in Troy, MI.

**FY 2015 Incumbent Worker contracts for approval**

Company Name	Grant Award	# to be trained	County
Work Skills Corporation	\$1,500	3	Livingston

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-10**

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

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

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

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

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

WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Work Skills Corporation in Brighton, MI; and

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

WHEREAS, Work Skills Corporation is seeking to train 3 employees in Magnetic Particle I and II Training in the amount of \$1,500 between August 1, 2016 and March 31, 2017; and

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

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

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

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



**MEMORANDUM**

WDB 16-18

**To:** Michigan Works! Southeast Workforce Development Board  
**From:** William S. Sleight, Director, Michigan Works! Southeast  
**Date:** September 1, 2016  
**Subject:** Calendar year 2017 meeting Schedule

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the following meeting schedule for Calendar Year 2017.

**Background**

The following proposed dates are presented for meetings for the Workforce Development Board in Calendar Year 2017. All meetings, unless otherwise notified, will begin at 10:00 a.m. at the Chelsea Comfort Inn and Village Conference Center

- January 11
- March 8
- May 10
- June 14
- September 13
- November 8

The meeting dates must be approved by both the Michigan Works! Southeast Workforce Development Board. A resolution has been attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-18**

**RESOLUTION APPROVING THE CALENDAR YEAR 2017 MEETING  
SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE  
DEVELOPMENT BOARD**

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

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

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

WHEREAS, The proposed meeting dates are below, all with 10:00 a.m. starts at the Chelsea Comfort Inn and Village Conference Center:

- January 11
- March 8
- May 10
- June 14
- September 13
- November 8

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves following the above mentioned meeting schedule for Calendar Year 2017.

## 11. RESOLUTIONS FOR CONSIDERATION OF WDB APPROVAL

- WDB 16-06

- WDB 16-07

- WDB 16-08

- WDB 16-09

**MEMORANDUM**

WDB 16-06

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

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

**Date:** September 1, 2016

**Subject:** Refugee Assistance and English as a Second Language (ESL) Request for Proposal release approval

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of a Request for Proposal (RFP) for Refugee Assistance and English as a Second Language (ESL) workforce development services for the time period January 1, 2017 through June 30, 2018.

**Discussion**

Michigan Works! staff desire to bid out service for Refugee Assistance and ESL due to the specialized services needed to effectively assist these populations. Several agencies are locally available that can adequately implement these programs. Refugee Assistance will largely be funded through the TANF Refugee Program (TRP) and ESL participants may be funded through any of our programs.

**PROJECTED RFP TIMELINE**

September 14, 2016 - Consortium Board/Workforce Development Board authorize release of Request for Proposals

Week of September 19, 2016 - RFP packets available

Week of September 26, 2016 - Bidders Conference

October 24, 2016 - Proposals Due

Week of October 31, 2016 - Review by Proposal Review Committee

November 9, 2016 - Contract Awards by WDB

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-06**

**A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL  
FOR REFUGEE ASSISTANCE AND ENGLISH AS A SECOND LANGUAGE  
WORKFORCE DEVELOPMENT 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 Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS,** The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS,** The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS,** It is desirable to procure the delivery of workforce development services for Refugee Assistance and English as a Second Language (ESL) for the time period January 1, 2017 and ending June 30, 2018; and
- WHEREAS,** The RFP will be released according to State of Michigan and Federal requirements; and
- WHEREAS,** A review committee will make a recommendation to the Workforce Development Board on the vendor and proposal to select.
- IT IS THEREFORE RESOLVED** that the Workforce Development Board approves the publication and release of the Request for Proposals for Refugee Assistance and ESL services.

**MEMORANDUM**

WDB 16-07

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

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

**Date:** September 1, 2016

**Subject:** Wagner-Peyser and Trade Adjustment Assistance Request for Proposal release approval

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of a Request for Proposal (RFP) for Wagner-Peyser and Trade Adjustment Assistance (TAA) workforce development services for the time period January 1, 2017 through June 30, 2018.

**Discussion**

Michigan Works! staff desire to bid out service for Wagner-Peyser and TAA due to the need for merit-based staffing being a requirement to deliver services to these populations. Several agencies are locally available that can adequately implement these programs.

**PROJECTED RFP TIMELINE**

September 14, 2016 - Consortium Board/Workforce Development Board authorize release of Request for Proposals

Week of September 19, 2016 - RFP packets available

Week of September 26, 2016 - Bidders Conference

October 24, 2016 - Proposals Due

Week of October 31, 2016 - Review by Proposal Review Committee

November 9, 2016 - Contract Awards by WDB

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-07**

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

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, It is desirable to procure the delivery of workforce development services for Wagner-Peyser and Trade Adjustment Assistance for the time period January 1, 2017 and ending June 30, 2018; and
- WHEREAS, The RFP will be released according to State of Michigan and Federal requirements; and
- WHEREAS, A review committee will make a recommendation to the Workforce Development Board on the vendor and proposal to select.

**IT IS THEREFORE RESOLVED** that the Workforce Development Board approves the publication and release of the Request for Proposals for Wagner-Peyser and Trade Adjustment Assistance services.

**MEMORANDUM**

WDB 16-08

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

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

**Date:** September 1, 2016

**Subject:** WIOA Youth Services Request for Proposal release approval

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of a Request for Proposal (RFP) for specialized WIOA Youth workforce development services for the time period January 1, 2017 through June 30, 2018.

**Discussion**

Michigan Works! staff desire to bid out service for specialized WIOA Youth due to the specialized skills needed to deliver services to these populations. The “specialized” services are for programs such as alternative high schools, off-site youth services programs and other related workforce services targeted to eligible Youth. Several agencies are locally available that can adequately implement these programs.

**PROJECTED RFP TIMELINE**

September 14, 2016 - Consortium Board/Workforce Development Board authorize release of Request for Proposals

Week of September 19, 2016 - RFP packets available

Week of September 26, 2016 - Bidders Conference

October 24, 2016 - Proposals Due

Week of October 31, 2016 - Review by Proposal Review Committee

November 9, 2016 - Contract Awards by WDB

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



**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-08**

**A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL  
FOR SPECIALIZED WIOA YOUTH**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, It is desirable to procure the delivery of workforce development services for WIOA Youth for the time period January 1, 2017 and ending June 30, 2018; and
- WHEREAS, The RFP will be released according to State of Michigan and Federal requirements; and
- WHEREAS, A review committee will make a recommendation to the Workforce Development Board on the vendor and proposal to select.

**IT IS THEREFORE RESOLVED** that the Workforce Development Board approves the publication and release of the Request for Proposals for the WIOA Youth program.

**MEMORANDUM**

WDB 16-09

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

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

**Date:** September 1, 2016

**Subject:** Specialized Business Services- Economic Development Request for Proposal release approval

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of a Request for Proposal (RFP) for Specialized Business Services- Economic Development services for the time period January 1, 2017 through June 30, 2018.

**Discussion**

Michigan Works! staff desire to bid out services for economic development due to the specialized services needed to effectively assist local employers. This RFP will focus on procuring activities for retention services, organizing partnerships with established economic development agencies and business engagement. This RFP release and subsequent contract will fall under the "Business Services" umbrella of Michigan Works! Southeast and work closely with Business Services staff. Several agencies are locally available that can adequately implement these programs.

**PROJECTED RFP TIMELINE**

September 14, 2016 - Consortium Board/Workforce Development Board authorize release of Request for Proposals

Week of September 19, 2016 - RFP packets available

October 3, 2016 - Proposals Due

Week of October 10, 2016 - Review by Proposal Review Committee

Late October, 2016 - Contract Awards by WDB Executive

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-09**

**A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL  
FOR SPECIALIZED BUSINESS SERVICES- ECONOMIC DEVELOPMENT**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, It is desirable to procure the delivery of services as part of the Business Services provided by Michigan Works! Southeast for the time period January 1, 2017 and ending June 30, 2018; and
- WHEREAS, The RFP will be released according to State of Michigan and Federal requirements; and
- WHEREAS, A review committee will make a recommendation to the Workforce Development Board on the vendor and proposal to select.

**IT IS THEREFORE RESOLVED** that the Workforce Development Board approves the publication and release of the Specialized Business Services- Economic Development RFP.

12. RESOLUTIONS FOR CONSIDERATION OF CONSORTIUM APPROVAL

- CB 16-06

**MEMORANDUM**

CB 16-06

**To:** Southeast Michigan Consortium Board

**From:** William S. Sleight, Director, Southeast Michigan Consortium

**Date:** September 1, 2016

**Subject:** Expense Reimbursement policy modification

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve these modifications to the Expense Reimbursement policy and certify it as "Official."

**Discussion**

Staff would like to request some minor changes to the Expense reimbursement policy previously approved by the Southeast Michigan Consortium Board. The use of Federal General Services Administration (GSA) rates is sometimes more reasonable to use when calculating per diem. It is proposed that these rates be used as a "cap" for reimbursements when staff are traveling on business.

Additionally, at the Director's discretion, the use of the GSA per diem rates may be used in lieu of collecting receipts when doing so is too cumbersome and difficult to track. This will be on a case-by-case basis at the Director's approval only.

Approval from the Consortium Board is required for this policy modification to go into effect. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-06**

**A RESOLUTION APPROVING MODIFICATIONS TO THE EXPENSE REIMBURSEMENT POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM**

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

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

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

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

WHEREAS, A policy modification setting the reimbursement rate cap for participant mileage and staff/Board travel and expenses in support of agency functions has been proposed; and

WHEREAS, This cap will be at the Federal General Services Administration (GSA) level; and

WHEREAS, When allowed by the Director, per diem may be awarded at the GSA cap when the collection of receipts is not efficient or economical; and

WHEREAS, Staff have created a draft Expense Reimbursement policy with these modifications; and

WHEREAS, Approval of these policy modifications require approval from the Southeast Michigan Consortium Board.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the modifications to the Expense Reimbursement policy presented to the Consortium Board and certifies it as "Official."

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

**13. RESOLUTIONS FOR APPROVAL BY BOTH THE  
CONSORTIUM BOARD AND WDB BOARD**

**MEMORANDUM**

CB 16-07

**To:** Southeast Michigan Consortium Board

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

**Date:** September 1, 2016

**Subject:** Hillsdale Community Schools Memorandum of Understanding (MOU) approval

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve a Memorandum of Understanding with Hillsdale Community Schools (HCS) for the time period beginning July 1, 2016.

**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. In Hillsdale County, a partnership exists where Hillsdale Community Schools oversees the Adult Education program.

**In summary, HCS will:**

- Award credit to program participants who complete the program
- Complete cash requests and cash draws as needed for program operations funded under Sec. 107 Adult Education funds
- Employ teaching staff for the program including hiring, evaluating, processing payroll, any necessary REP reporting and holding Workers Comp, Liability and unemployment insurance for the teaching staff
- HCS Business manager will input the budget details into the MEGS system for the Hillsdale Community Schools in the school level budget pages

**Michigan Works! Southeast will:**

- Complete all administration work required for the Adult Education program
- Write the grant for the program
- Record participation in any necessary databases
- Follow the accreditation policies of Hillsdale Community Schools
- Meet the program requirements and Performance Standards of the Workforce Development Agency

Total payments to Michigan Works! will not exceed the total Sec. 107 funding received by HCS for the three year period beginning July 1, 2016 and ending June 30, 2019. Annual update may be required for funding source and level changes. Both organizations are able to terminate the agreement with 30 days notice. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.



**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-07**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH HILLSDALE COMMUNITY SCHOOLS**

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

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

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

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

WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with other organizations to enhance services to job seekers; and

WHEREAS, Hillsdale Community Schools (HCS) is an organization Michigan Works! Agencies have worked with in the past to provide Adult Education and Hillsdale County; and

WHEREAS, CAA will serve as the fiscal agent and will reimburse Michigan Works! for services; and

WHEREAS, Total payments to Michigan Works! will not exceed the total Sec. 107 funding received by HCS for the three year period beginning July 1, 2016 and ending June 30, 2019, exact amount still to be determined; and

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

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the Memorandum of Understanding with Hillsdale Community Schools.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, pending review by civil counsel.

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

## MEMORANDUM

WDB 16-11

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

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

**Date:** September 1, 2016

**Subject:** Hillsdale Community Schools 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 Hillsdale Community Schools (HCS) for the time period beginning July 1, 2016.

### **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. In Hillsdale County, a partnership exists where Hillsdale Community Schools oversees the Adult Education program.

### **In summary, HCS will:**

- Award credit to program participants who complete the program
- Complete cash requests and cash draws as needed for program operations funded under Sec. 107 Adult Education funds
- Employ teaching staff for the program including hiring, evaluating, processing payroll, any necessary REP reporting and holding Workers Comp, Liability and unemployment insurance for the teaching staff
- HCS Business manager will input the budget details into the MEGS system for the Hillsdale Community Schools in the school level budget pages

### **Michigan Works! Southeast will:**

- Complete all administration work required for the Adult Education program
- Write the grant for the program
- Record participation in any necessary databases
- Follow the accreditation policies of Hillsdale Community Schools
- Meet the program requirements and Performance Standards of the Workforce Development Agency

Total payments to Michigan Works! will not exceed the total Sec. 107 funding received by HCS for the three year period beginning July 1, 2016 and ending June 30, 2019. Annual update may be required for funding source and level changes. Both organizations are able to terminate the agreement with 30 days notice. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan

Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-11**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH HILLSDALE COMMUNITY SCHOOLS**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with other organizations to enhance services to job seekers; and
- WHEREAS, Hillsdale Community Schools (HCS) is an organization Michigan Works! Agencies have worked with in the past to provide Adult Education and Hillsdale County; and
- WHEREAS, CAA will serve as the fiscal agent and will reimburse Michigan Works! for services; and
- WHEREAS, Total payments to Michigan Works! will not exceed the total Sec. 107 funding received by HCS for the three year period beginning July 1, 2016 and ending June 30, 2019, exact amount still to be determined; and
- WHEREAS, This MOU requires approval from the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.

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

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, 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 MOU, as well as any future amendments for monetary or language adjustments.

**MEMORANDUM**

CB 16-08

**To:** Southeast Michigan Consortium Board

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

**Date:** September 1, 2016

**Subject:** Jackson College Memorandum of Understanding (MOU) approval

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve a Memorandum of Understanding with Jackson College for the time period beginning July 1, 2016

**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. In Jackson County, Jackson College has proven to be a strong partner and an adoption of a MOU is desired to layout the responsibilities and expectations of the partnership.

**In summary, Jackson College will:**

1. Use reasonable efforts to assist MICHIGAN WORKS! SOUTHEAST in promotion of its Program where possible and appropriate
2. At no cost, provide MICHIGAN WORKS! SOUTHEAST with classroom space sufficient to accommodate the classes offered by this Programming.
3. JC shall maintain appropriate comprehensive general and liability insurance as is reasonable and customary.
4. JC shall provide security and related emergency support services to the students and employees of MICHIGAN WORKS! SOUTHEAST while on the JC campus.

**Michigan Works! Southeast will:**

1. Offer General Education Diploma (GED) Preparation, High School Diploma Education, and Adult Education Programming.
2. Be responsible for hiring and staffing and shall conduct and administer all courses offered by MICHIGAN WORKS! SOUTHEAST at JC.
3. On a regular basis, MICHIGAN WORKS! SOUTHEAST's liaison administrator shall visit with the Director of Workforce Training, in order to consult and communicate on matters related to Program coordination.
4. Conduct an annual review of the Program in order to facilitate monitoring and to determine whether the Program should be extended for a subsequent term.

5. Collaborate with JC to develop marketing and promotion of the Program by developing appropriate promotional literature and Programming brochures and utilize a variety of marketing methods to promote the Program.
6. Be responsible for advising participants pursuing services offered through the Programming.
7. Be responsible for returning office room keys from staff members who are no longer employed at the JC location.
8. Provide a reasonable effort that MICHIGAN WORKS! SOUTHEAST participants shall conduct themselves in a manner which does not jeopardize the general welfare of JC and conforms with the rules and regulations established by JC and MICHIGAN WORKS! SOUTHEAST.
9. MICHIGAN WORKS! SOUTHEAST shall maintain appropriate comprehensive general and liability insurance as is reasonable and customary.
10. MICHIGAN WORKS! SOUTHEAST shall maintain Workers' Compensation Insurance covering MICHIGAN WORKS! SOUTHEAST employees on JC Campus as required by the laws of the State of Michigan.

This will be a no cost, no end date MOU although both organization are able to terminate the agreement with 30 days notice. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-08**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH JACKSON COLLEGE**

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

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

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

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

WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with organizations such as post-secondary schools; and

WHEREAS, Jackson College has proven to be a valuable partner to workforce development in the past; and

WHEREAS, Both organizations wish to enter into a no cost MOU; and

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

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the Memorandum of Understanding with Jackson College.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, pending review by civil counsel.

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

**MEMORANDUM**

WDB 16-12

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

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

**Date:** September 1, 2016

**Subject:** Jackson College 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 Jackson College for the time period beginning July 1, 2016

**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. In Jackson County, Jackson College has proven to be a strong partner and an adoption of a MOU is desired to layout the responsibilities and expectations of the partnership.

**In summary, Jackson College will:**

1. Use reasonable efforts to assist MICHIGAN WORKS! SOUTHEAST in promotion of its Program where possible and appropriate
2. At no cost, provide MICHIGAN WORKS! SOUTHEAST with classroom space sufficient to accommodate the classes offered by this Programming.
3. JC shall maintain appropriate comprehensive general and liability insurance as is reasonable and customary.
4. JC shall provide security and related emergency support services to the students and employees of MICHIGAN WORKS! SOUTHEAST while on the JC campus.

**Michigan Works! Southeast will:**

1. Offer General Education Diploma (GED) Preparation, High School Diploma Education, and Adult Education Programming.
2. Be responsible for hiring and staffing and shall conduct and administer all courses offered by MICHIGAN WORKS! SOUTHEAST at JC.
3. On a regular basis, MICHIGAN WORKS! SOUTHEAST's liaison administrator shall visit with the Director of Workforce Training, in order to consult and communicate on matters related to Program coordination.
4. Conduct an annual review of the Program in order to facilitate monitoring and to



determine whether the Program should be extended for a subsequent term.

5. Collaborate with JC to develop marketing and promotion of the Program by developing appropriate promotional literature and Programming brochures and utilize a variety of marketing methods to promote the Program.
6. Be responsible for advising participants pursuing services offered through the Programming.
7. Be responsible for returning office room keys from staff members who are no longer employed at the JC location.
8. Provide a reasonable effort that MICHIGAN WORKS! SOUTHEAST participants shall conduct themselves in a manner which does not jeopardize the general welfare of JC and conforms with the rules and regulations established by JC and MICHIGAN WORKS! SOUTHEAST.
9. MICHIGAN WORKS! SOUTHEAST shall maintain appropriate comprehensive general and liability insurance as is reasonable and customary.
10. MICHIGAN WORKS! SOUTHEAST shall maintain Workers' Compensation Insurance covering MICHIGAN WORKS! SOUTHEAST employees on JC Campus as required by the laws of the State of Michigan.

This will be a no cost, no end date MOU although both organization are able to terminate the agreement with 30 days notice. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-12**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH JACKSON COLLEGE**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with organizations such as post-secondary schools; and
- WHEREAS, Jackson College has proven to be a valuable partner to workforce development in the past; and
- WHEREAS, Both organizations wish to enter into a no cost MOU; and
- WHEREAS, This MOU requires approval from the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.

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

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, 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 MOU, as well as any future amendments for language adjustments.

**MEMORANDUM**

CB 16-09

**To:** Southeast Michigan Consortium Board

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

**Date:** September 1, 2016

**Subject:** Lenawee Transportation Memorandum of Understanding (MOU) approval

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve a Memorandum of Understanding with Lenawee Transportation for the time period beginning July 1, 2016.

**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. In Lenawee County, a partnership exists where Lenawee transportation assists with the transportation of job seekers in their pursuit of employment and training.

**In summary, Lenawee Transportation will:**

- Provide a van for the transportation of eligible residents of Lenawee County to and from work-related activities
- Secure funding through Jobs Access Reverse Commute (JARC)/Michigan Department of Transportation (MDOT) Section 5311 Operating Formula funds to support this partnership
- Invoice Michigan Works! Southeast monthly for the operating costs of the van (rent, van maintenance) and cell phone for the driver. These funds will later be reimbursed with JARC/MDOT funding

**Michigan Works! Southeast will:**

- Request the use of Lenawee Transportation's van for eligible participant and for work-related activities only
- Invoice Lenawee Transportation quarterly for the wages and benefits of the driver, who will be an employee of Michigan Works!
- Invoice Lenawee Transportation for the operating costs of the van

Total payments to Michigan Works! will not exceed \$65,000 for FY 2016 (July 1, 2016 through June 30, 2017). This will be a no end date MOU although both organizations are able to terminate the agreement with 30 days notice. An Annual update will be requested to account for any changes in funding levels and funding sources. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-09**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH  
LENAWEE TRANSPORTATION**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with other organizations to enhance services to job seekers; and
- WHEREAS, Lenawee Transportation is an organization Michigan Works! Agencies have worked with in the past to provide transportation to job seekers in Lenawee County; and
- WHEREAS, This partnership is funded with MDOT Section 5311 funds and Jobs Access Reverse Commute (JARC) in an amount not to exceed \$65,000; and
- WHEREAS, Lenawee Transportation will reimburse Michigan Works! Southeast for the wages and benefits to the driver along with any operating costs of the van; and
- WHEREAS, This MOU requires approval from the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the Memorandum of Understanding with Lenawee Transportation.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, pending review by civil counsel.

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

## MEMORANDUM

WDB 16-13

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

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

**Date:** September 1, 2016

**Subject:** Lenawee Transportation 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 Lenawee Transportation for the time period beginning July 1, 2016.

### 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. In Lenawee County, a partnership exists where Lenawee transportation assists with the transportation of job seekers in their pursuit of employment and training.

### In summary, Lenawee Transportation will:

- Provide a van for the transportation of eligible residents of Lenawee County to and from work-related activities
- Secure funding through Jobs Access Reverse Commute (JARC)/Michigan Department of Transportation (MDOT) Section 5311 Operating Formula funds to support this partnership
- Invoice Michigan Works! Southeast monthly for the operating costs of the van (rent, van maintenance) and cell phone for the driver. These funds will later be reimbursed with JARC/MDOT funding

### Michigan Works! Southeast will:

- Request the use of Lenawee Transportation's van for eligible participant and for work-related activities only
- Invoice Lenawee Transportation quarterly for the wages and benefits of the driver, who will be an employee of Michigan Works!
- Invoice Lenawee Transportation for the operating costs of the van

Total payments to Michigan Works! will not exceed \$65,000 for FY 2016 (July 1, 2016 through June 30, 2017). This will be a no end date MOU although both organizations are able to terminate the agreement with 30 days notice. An Annual update will be requested to account for any changes in funding levels and funding sources. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-13**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH  
LENAWEE TRANSPORTATION**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with other organizations to enhance services to job seekers; and
- WHEREAS, Lenawee Transportation is an organization Michigan Works! Agencies have worked with in the past to provide transportation to job seekers in Lenawee County; and
- WHEREAS, This partnership is funded with MDOT Section 5311 funds and Jobs Access Reverse Commute (JARC) in an amount not to exceed \$65,000; and
- WHEREAS, Lenawee Transportation will reimburse Michigan Works! Southeast for the wages and benefits to the driver along with any operating costs of the van; and
- WHEREAS, This MOU requires approval from the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.

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

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, 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 MOU, as well as any future amendments for monetary or language adjustments.

**MEMORANDUM**

CB 16-10

**To:** Southeast Michigan Consortium Board

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

**Date:** September 1, 2016

**Subject:** Washtenaw Community College Memorandum of Understanding (MOU) approval

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve a Memorandum of Understanding with Washtenaw Community College (WCC) for the time period beginning July 1, 2016.

**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. In Washtenaw County, a partnership exists where Washtenaw Community College and Michigan Works! collaborates closely to train and place job seekers and additionally help employers.

**In summary, WCC will:**

- Work with Michigan Works! to explore and create new training opportunities for employer and job seekers
- Use reasonable efforts to assist Michigan Works! in promotion of its programs where possible and appropriate
- Work with Michigan Works! on outreach to employers and referrals to Michigan Works! Business Services, when appropriate
- Provide Michigan Works! participants with approximately \$100,000 (exact amount still to be determined) of "Community Scholarship" which may be used by referred participants from Michigan Works! for credit and non-credit classes through Washtenaw Community College. The Community Scholarship is in lieu of rent for space dedicated to Washtenaw Community College

**Michigan Works! Southeast will:**

- Work with Washtenaw Community College on employer services and training opportunities as appropriate for eligible program participants
- Receive and quickly review employer training applications for suitability and funding considerations in programs such as WIOA Incumbent Worker and Skilled Trade Training Fund (STTF)
- Explore the possibility of establishing a full-time computer lab that WCC staff may use for open entry/exit training of participants to take assessments and/or self-paced training in the pursuit of industry-based credentials

- If established, provide the computer lab as a part of the sub-lease agreement to be approved and signed by both parties
- Establish a sub-lease with WCC for the space at the Harriet Street Service Center

The “Community Scholarship” and potential computer lab is in addition to the Service Provider contract currently in place with WCC. Annual update may be required for Community Scholarship funding level changes. Both organizations are able to terminate the agreement with 30 days notice. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.



**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-10**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH  
WASHTENAW COMMUNITY COLLEGE**

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with other organizations to enhance services to job seekers; and
- WHEREAS, Washtenaw Community College (WCC) is an organization Michigan Works! Agencies have worked with in the past to provide training and workforce development services in Washtenaw County; and
- WHEREAS, The basis of this MOU establishes the Community Scholarship fund in lieu of rent payment and the exploration of a dedicated computer lab for open entry/exit training at the Harriet St. Service Center; and
- WHEREAS, The exact amount of the Community Scholarship is still to be determined and negotiated; and
- WHEREAS, This agreement will have no end date but will likely need annual updates for Community Scholarship levels and other additional agreement changes; and
- WHEREAS, This MOU requires approval from the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.
- IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the Memorandum of Understanding with Washtenaw Community College.
- BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, pending review by civil counsel.
- BE IT FURTHER RESOLVED** the Chair of the Southeast Michigan Consortium Board or their designee is authorized to sign the MOU, as well as any future amendments for monetary or language adjustments.

## MEMORANDUM

WDB 16-14

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

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

**Date:** September 1, 2016

**Subject:** Washtenaw Community College 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 Community College (WCC) for the time period beginning July 1, 2016.

### **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. In Washtenaw County, a partnership exists where Washtenaw Community College and Michigan Works! collaborates closely to train and place job seekers and additionally help employers.

### **In summary, WCC will:**

- Work with Michigan Works! to explore and create new training opportunities for employer and job seekers
- Use reasonable efforts to assist Michigan Works! in promotion of its programs where possible and appropriate
- Work with Michigan Works! on outreach to employers and referrals to Michigan Works! Business Services, when appropriate
- Provide Michigan Works! participants with approximately \$100,000 (exact amount still to be determined) of "Community Scholarship" which may be used by referred participants from Michigan Works! for credit and non-credit classes through Washtenaw Community College. The Community Scholarship is in lieu of rent for space dedicated to Washtenaw Community College

### **Michigan Works! Southeast will:**

- Work with Washtenaw Community College on employer services and training opportunities as appropriate for eligible program participants
- Receive and quickly review employer training applications for suitability and funding considerations in programs such as WIOA Incumbent Worker and Skilled Trade Training Fund (STTF)
- Explore the possibility of establishing a full-time computer lab that WCC staff may use for open entry/exit training of participants to take assessments and/or self-paced training in the pursuit of industry-based credentials

- If established, provide the computer lab as a part of the sub-lease agreement to be approved and signed by both parties
- Establish a sub-lease with WCC for the space at the Harriet Street Service Center

The “Community Scholarship” and potential computer lab is in addition to the Service Provider contract currently in place with WCC. Annual update may be required for Community Scholarship funding level changes. Both organizations are able to terminate the agreement with 30 days notice. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-14**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH  
WASHTENAW COMMUNITY COLLEGE**

- WHEREAS,** The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS,** The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS,** The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS,** The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS,** The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with other organizations to enhance services to job seekers; and
- WHEREAS,** Washtenaw Community College (WCC) is an organization Michigan Works! Agencies have worked with in the past to provide training and workforce development services in Washtenaw County; and
- WHEREAS,** The basis of this MOU establishes the Community Scholarship fund in lieu of rent payment and the exploration of a dedicated computer lab for open entry/exit training at the Harriet St. Service Center; and
- WHEREAS,** The exact amount of the Community Scholarship is still to be determined and negotiated; and
- WHEREAS,** This agreement will have no end date but will likely need annual updates for Community Scholarship levels and other additional agreement changes; and
- WHEREAS,** This MOU requires approval from the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.
- IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Washtenaw Community College.
- BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, 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 MOU, as well as any future amendments for monetary or language adjustments.

## MEMORANDUM

CB 16-11

**To:** Southeast Michigan Consortium Board

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

**Date:** September 1, 2016

**Subject:** Community Action Agency Memorandum of Understanding (MOU) approval

**Board Action Requested**

It is requested that the Southeast Michigan Consortium Board approve a Memorandum of Understanding with Community Action Agency (CAA) for the time period beginning July 1, 2016 through June 30, 2017.

**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. In Jackson, Lenawee and Hillsdale Counties, a partnership exists where Community Action Agency oversees the Adult Education program while Michigan Works! teaches and trains participants.

**In summary, Community Action Agency will:**

CAA will serve as the Program Director and the fiduciary for the grant award. CAA will be responsible for referring participants to MWSE. Upon awarding of funding CAA and MWSE staff will meet to outline intake process and coordinate flow of required documentation from clients.

CAA will assure that all data and reports are submitted in a timely manner and meet the specifications of the state as delineated. Missing Data reports will be run at the end of each month to ensure that the data required for exiting students has been entered and is up to date.

CAA's finance department will be responsible for distributing WIA/WIOA funds to MWSE upon satisfactory documentation of expenditures and receipt of program outcome documentation.

**Michigan Works! Southeast will:**

MWSE will be responsible for enrolling eligible clients into the Literacy program and assessing each client using assessment tools specified in the grant application.

MWSE instructors and ancillary staff will assure that all data and reports are submitted in a timely manner and meet the specifications of the state as delineated. Missing Data reports will be run at the end of each month to ensure that the data required for exiting students has been entered and is up to date.

MWSE will provide a detailed budget to CAA at the execution of this MOU. No funds will be paid to MWSE without a detailed budget.

MWSE will provide satisfactory documentation of expenditures to CAA prior to reimbursement of expenditures.

Total reimbursement to Michigan Works! is dependent on the satisfactory submission of outcome reports for FY 2016 (July 1, 2016 through June 30, 2017). Both organizations are able to terminate the agreement with 30 days notice. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-11**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING 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 Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS,** The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and
- WHEREAS,** The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS,** The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with other organizations to enhance services to job seekers; and
- WHEREAS,** Community Action Agency (CAA) is an organization Michigan Works! Agencies have worked with in the past to provide Adult Education and Family Literacy in Jackson, Lenawee and Hillsdale Counties; and
- WHEREAS,** CAA will serve as the fiscal agent and will reimburse Michigan Works! based on submission of program reports; and
- WHEREAS,** This MOU requires approval from the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.

**IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the Memorandum of Understanding with Community Action Agency.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, pending review by civil counsel.

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

## MEMORANDUM

WDB 16-15

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

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

**Date:** September 1, 2016

**Subject:** Community Action Agency 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 Community Action Agency (CAA) for the time period beginning July 1, 2016 through June 30, 2017.

### **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. In Jackson, Lenawee and Hillsdale Counties, a partnership exists where Community Action Agency oversees the Adult Education program while Michigan Works! teaches and trains participants.

### **In summary, Community Action Agency will:**

CAA will serve as the Program Director and the fiduciary for the grant award. CAA will be responsible for referring participants to MWSE. Upon awarding of funding CAA and MWSE staff will meet to outline intake process and coordinate flow of required documentation from clients.

CAA will assure that all data and reports are submitted in a timely manner and meet the specifications of the state as delineated. Missing Data reports will be run at the end of each month to ensure that the data required for exiting students has been entered and is up to date.

CAA's finance department will be responsible for distributing WIA/WIOA funds to MWSE upon satisfactory documentation of expenditures and receipt of program outcome documentation.

### **Michigan Works! Southeast will:**

MWSE will be responsible for enrolling eligible clients into the Literacy program and assessing each client using assessment tools specified in the grant application.

MWSE instructors and ancillary staff will assure that all data and reports are submitted in a timely manner and meet the specifications of the state as delineated. Missing Data reports will be run at the end of each month to ensure that the data required for exiting students has been entered and is up to date.



MWSE will provide a detailed budget to CAA at the execution of this MOU. No funds will be paid to MWSE without a detailed budget.

MWSE will provide satisfactory documentation of expenditures to CAA prior to reimbursement of expenditures.

Total reimbursement to Michigan Works! is dependent on the satisfactory submission of outcome reports for FY 2016 (July 1, 2016 through June 30, 2017). Both organizations are able to terminate the agreement with 30 days notice. Approval of the MOU is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-15**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING 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 Workforce Development Agency (WDA), to provide employment training and placement services; and

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

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

WHEREAS, The Workforce Innovation and Opportunity Act (WIOA) encourages partnerships with other organizations to enhance services to job seekers; and

WHEREAS, Community Action Agency (CAA) is an organization Michigan Works! Agencies have worked with in the past to provide Adult Education and Family Literacy in Jackson, Lenawee and Hillsdale Counties; and

WHEREAS, CAA will serve as the fiscal agent and will reimburse Michigan Works! based on submission of program reports; and

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

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

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate more specifics for the MOU, if needed, 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 MOU, as well as any future amendments for monetary or language adjustments.

## MEMORANDUM

CB 16-12

**To:** Southeast Michigan Consortium Board

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

**Date:** September 1, 2016

**Subject:** FY 2017 Partnership, Accountability, Training and Hope (PATH) program plan

### **Board Action Requested**

It is requested that the Southeast Michigan Consortium Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) program from the Workforce Development Agency (WDA) State of Michigan for the period of October 1, 2016 through September 30, 2017 in the amount of up to \$3,760,279.

Temporary Assistance for Needy Families	\$ 3,232,435
General Fund/General Purpose	\$ 527,844
<b>TOTAL</b>	<b>\$ 3,760,279</b>

Note: This is a \$64,566 increase over FY 2016

### **Background**

The Partnership, Accountability, Training and Hope (PATH) program is the current Welfare Reform program in the State of Michigan. The goal of PATH is to assist welfare applicants/recipients and low-wage workers succeed in the labor market. PATH places a strong emphasis on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, learn job skills and advance in their professions rather than only emphasizing initial placement.

### **Discussion**

The PATH Program is a partnership between Michigan Works Agencies (MWAs) and the Michigan Department of Health and Human Services (DHHS) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses.

The State of Michigan has implemented a 21-day Application Eligibility Period (AEP) which would require participants to participate in the PATH program for 21 days before their cases are processed. The goal of this approach is to provide Michigan Works! agencies with more time to evaluate, assess and prepare participants to attain employment and meet Federal Work Participation requirements.

The Workforce Development Agency, State of Michigan requires that MWAs and local DHHS offices develop plans to address PATH activities for the period October 1, 2016, through September 30, 2017. The initial FY 2017 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State General Fund/General Purpose (GF/GP) funds.

The FY 2017 PATH Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-12**

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

- WHEREAS,** The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and
- WHEREAS,** The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and
- WHEREAS,** The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Health and Human Services (DHHS), and Workforce Development Agency (WDA) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and
- WHEREAS,** The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2016, through September 30, 2017; and
- WHEREAS,** The estimated plan budget amount for the Southeast Michigan Consortium is \$3,760,279; and
- WHEREAS,** The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the local PATH plan.

**NOW THEREFORE BE IT RESOLVED** that the Southeast Michigan Consortium Board hereby approves the FY 2017 PATH Plan in the amount of \$3,760,279 for the period of October 1, 2016 to September 30, 2017.

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

## MEMORANDUM

WDB 16-16

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

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

**Date:** September 1, 2016

**Subject:** FY 2017 Partnership, Accountability, Training and Hope (PATH) program plan

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) program from the Workforce Development Agency (WDA) State of Michigan for the period of October 1, 2016 through September 30, 2017 in the amount of up to \$3,760,279.

Temporary Assistance for Needy Families	\$ 3,232,435
General Fund/General Purpose	\$ 527,844
<b>TOTAL</b>	<b>\$ 3,760,279</b>

Note: This is a \$64,566 increase over FY 2016

### **Background**

The Partnership, Accountability, Training and Hope (PATH) program is the current Welfare Reform program in the State of Michigan. The goal of PATH is to assist welfare applicants/recipients and low-wage workers succeed in the labor market. PATH places a strong emphasis on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, learn job skills and advance in their professions rather than only emphasizing initial placement.

### **Discussion**

The PATH Program is a partnership between Michigan Works Agencies (MWAs) and the Michigan Department of Health and Human Services (DHHS) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses.

The State of Michigan has implemented a 21-day Application Eligibility Period (AEP) which would require participants to participate in the PATH program for 21 days before their cases are processed. The goal of this approach is to provide Michigan Works! agencies with more time to evaluate, assess and prepare participants to attain employment and meet Federal Work Participation requirements.

The Workforce Development Agency, State of Michigan requires that MWAs and local DHHS offices develop plans to address PATH activities for the period October 1, 2016, through September 30, 2017. The initial FY 2017 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State General Fund/General Purpose (GF/GP) funds.

The FY 2017 PATH Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

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

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

**WHEREAS,** The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and

**WHEREAS,** The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and

**WHEREAS,** The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Health and Human Services (DHHS), and Workforce Development Agency (WDA) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and

**WHEREAS,** The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2016, through September 30, 2017; and

**WHEREAS,** The estimated plan budget amount for the Southeast Michigan Consortium is \$3,760,279; and

**WHEREAS,** The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the local PATH plan.

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2017 PATH Plan in the amount of \$3,760,279 for the period of October 1, 2016 to September 30, 2017.

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



## MEMORANDUM

CB 16-13

**To:** Southeast Michigan Consortium Board

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

**Date:** September 1, 2016

**Subject:** FY 2017 Food Assistance Employment and Training (FAE&T) program plan

### **Board Action Requested**

It is requested that the Southeast Michigan Consortium Board accept funding and approve the plan for the Food Assistance Employment & Training (FAE&T) program from the Workforce Development Agency (WDA) State of Michigan for the period of October 1, 2016 through September 30, 2017 in the amount of up to \$174,920.

Program Operations	\$ 165,154
Support Services	\$ 9,766
TOTAL	\$ 174,920

Note: This is an increase of \$39,785 over FY 2016

### **Background**

Congress established the FAE&T Program under the FSA of 1977, as amended, to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency. The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (DHHS) and the WDA.

### **Discussion**

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday). Also, the ABAWD must not have a minor (under the age of 18) on their FAP case. The MWAs serve the ABAWDs, with oversight and technical assistance from the WDA. The DHHS local offices will provide services for the non-ABAWD FAE&T population. Through joint efforts, employment and training services are available to all FAP applicants and recipients in the state of Michigan.

Funding will be used mostly for case management and career advising services. Training funding is a possibility after participants are assessed and deemed in need of training to secure gainful employment. Support Services are available on a limited basis for items such as mileage reimbursement.

The number of participants in FAE&T is expected to increase dramatically due to the expiration of a waiver the State of Michigan had received for several years. Since most FAE&T participants are also WIOA Adult eligible, funds from this program will likely be used to assist with needs in

**F&T.**

The Workforce Development Agency, State of Michigan requires that MWAs develop plans to address F&T activities for the period October 1, 2016, through September 30, 2017.

The FY 2017 F&T Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD  
RESOLUTION 16-13**

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

- WHEREAS,** The FAE&T Program was established to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency; and
- WHEREAS,** FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs) ages 18-49; and
- WHEREAS,** The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (DHHS) and the Workforce Development Agency; and
- WHEREAS,** Funding will mostly be used for case management and career advising services; and
- WHEREAS,** The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2016, through September 30, 2017; and
- WHEREAS,** The estimated plan budget amount for the Southeast Michigan Consortium is \$174,920; and
- WHEREAS,** The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the FAE&T plan.

**NOW THEREFORE BE IT RESOLVED** that the Southeast Michigan Consortium Board hereby approves the FY 2017 FAE&T Plan in the amount of \$174,920 for the period of October 1, 2016 to September 30, 2017.

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

## MEMORANDUM

WDB 16-17

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

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

**Date:** September 1, 2016

**Subject:** FY 2017 Food Assistance Employment and Training (FAE&T) program plan

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Food Assistance Employment & Training (FAE&T) program from the Workforce Development Agency (WDA) State of Michigan for the period of October 1, 2016 through September 30, 2017 in the amount of up to \$174,920.

Program Operations	\$ 165,154
Support Services	\$ 9,766
TOTAL	\$ 174,920

Note: This is an increase of \$39,785 over FY 2016

### **Background**

Congress established the FAE&T Program under the FSA of 1977, as amended, to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency. The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (DHHS) and the WDA.

### **Discussion**

The FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday). Also, the ABAWD must not have a minor (under the age of 18) on their FAP case. The MWAs serve the ABAWDs, with oversight and technical assistance from the WDA. The DHHS local offices will provide services for the non-ABAWD FAE&T population. Through joint efforts, employment and training services are available to all FAP applicants and recipients in the state of Michigan.

Funding will be used mostly for case management and career advising services. Training funding is a possibility after participants are assessed and deemed in need of training to secure gainful employment. Support Services are available on a limited basis for items such as mileage reimbursement.

The number of participants in FAE&T is expected to increase dramatically due to the expiration of a waiver the State of Michigan had received for several years. Since most FAE&T participants are also WIOA Adult eligible, funds from this program will likely be used to assist with needs in

FAE&T.

The Workforce Development Agency, State of Michigan requires that MWAs develop plans to address FAE&T activities for the period October 1, 2016, through September 30, 2017.

The FY 2017 FAE&T Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 16-17**

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

- WHEREAS,** The FAE&T Program was established to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency; and
- WHEREAS,** FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs) ages 18-49; and
- WHEREAS,** The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (DHHS) and the Workforce Development Agency; and
- WHEREAS,** Funding will mostly be used for case management and career advising services; and
- WHEREAS,** The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2016, through September 30, 2017; and
- WHEREAS,** The estimated plan budget amount for the Southeast Michigan Consortium is \$174,920; and
- WHEREAS,** The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the FAE&T plan.

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2017 FAE&T Plan in the amount of \$174,920 for the period of October 1, 2016 to September 30, 2017.

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

**14. DISCUSSION ITEMS (BOTH BOARDS)**

**b. EXECUTIVE COMMITTEE REPORT**

**d. RESIGNATION FROM WDB – TIMOTHY JACKSON**

Michigan Works! Southeast Michigan Workforce Development Board  
 Transitional Executive Committee Meeting, June 8, 2016 – 9:00 a.m.  
 Chelsea Comfort Inn & Village Conference Center, 1645 Commerce Park Drive, Chelsea, MI

Present:	Sean Duval, Chair	Washtenaw County
	Donald Germann	Hillsdale County
	Marcus James, Vice Chair	Jackson County
	Lynn Matzen	Jackson County
	Scott Menzel	Washtenaw County
	Wesley Prater	Washtenaw County
	Leann Wilt	Lenawee County
Absent:	Richard Currie	Livingston County
	Matthew Sandstrom	Washtenaw County

1. Call to Order  
Sean Duval, Chair called the meeting to order at 9:00 a.m.
2. Roll Call  
Quorum Present
3. Call to the Public  
Sean Duval call to the Public. No Public Comment.
4. Approval of Agenda  
Sean Duval call for motion to approve the Agenda.  
MOTION: Wesley Prater moved to approve the Agenda.  
SUPPORT: Scott Menzel  
MOTION CARRIED UNANIMOUSLY
5. Report of the Compensation Committee  
Review of committee's recommendation regarding Director's compensation. Discussion.  
Sean Duval call for motion to approve Director's compensation.  
MOTION: Marcus James moved to approve the recommendation for the Director's compensation.  
SUPPORT: Lynn Matzen  
MOTION APPROVED UNANIMOUSLY
6. Other Items  
Bill Sleight provided updates on transition and organization chart. Discussion
7. Adjourn  
Sean Duval Call for motion to adjourn the meeting.  
MOTION: Wesley Prater moved to adjourn the meeting.  
SUPPORT: Scott Menzel

The meeting adjourned at 9:50 a.m.



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

June 22, 2016, 2:00 – 3:30 p.m.

Chelsea Comfort Inn, Village Conference Center, 1645 Commerce Park Drive, Chelsea, MI

Present:	Richard Currie Sean Duval, Chair Marcus James, Vice Chair Lynn Matzen Wesley Prater Matthew Sandstrom Leann Wilt	Livingston County Washtenaw County Jackson County Jackson County (via conference call) Washtenaw County Washtenaw County Lenawee County
Absent:	Scott Menzel Don Germann	Washtenaw County Hillsdale County
Staff:	Bill Sleight Sarah Hartzler Shamar Herron Maggie Flaherty	Michigan Works! Southeast Michigan Works! Southeast Michigan Works! Southeast Michigan Works! Southeast

1. Call to order

Sean Duval, Chair called the meeting to order.

A quorum present.

2. Action Items

Resolutions for Consideration:

- MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 15-37

RESOLUTION APPROVING THE SIGNATURE OF THE CHAIRPERSON ON  
THE PLAN FOR THE FISCAL YEAR 2016 WORKFORCE INNOVATION AND  
OPPORTUNITY ACT (WIOA) PROGRAM

Bill Sleight reviewed the resolution that provided WIOA allocations for FY 2016.

MOTION: Marcus James moved to approve WDB Resolution 15-37 the WIOA Plan  
for Fiscal Year 2016 and approval of the WDB Chair signature on the plan.

SUPPORT: Richard Currie

Discussion

MOTION CARRIED UNANIMOUSLY

- MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 15-38

RESOLUTION APPROVING THE SIGNATURE OF THE CHAIRPERSON ON THE PLAN FOR THE FISCAL YEAR 2016 WAGNER-PEYSER ALLOCATION

MOTION: Leann Wilt moved to approve WDB Resolution 15-38 the Wagner-Peyser Plan for Fiscal Year 2016 and approval of the WDB Chair signature on the plan.

SUPPORT: Wesley Prater

Discussion

MOTION CARRIED UNANIMOUSLY

3. Discussion Items

- Organization Chart and Staffing Update  
-Bill Sleight reviewed the Organizational Chart. Discussion.
- Board Strategic Planning  
-Sean Duval reported on potential board committees. Discussion.
- Budget Update  
-Bill Sleight reviewed PY 16 Expenditure and Revenue Projections. Discussion.
- Other topics
  - Board Strategic Planning  
-Discussed issuing a board Strategic Planning Request for Proposal. Issue RFP. Timeline for board approving recommendation is September 14<sup>th</sup> at the joint board meeting.
  - Workforce Board Structure – Discussion regarding Executive Committee Structure.
  - In-House Operations vs. Contracted Services  
-Discussed timeline for board decision – required by September 14<sup>th</sup> joint board meeting.

4. Other Items

- Comments from Chair  
- Sean Duval reported on the American Center for Mobility; a nonprofit organization and a board of directors have been formed to handle operations for the new American Center for Mobility. Sean stated the center, located in Ypsilanti Township, near Ann Arbor, Michigan, will help accelerate advanced mobility vehicle development safely while bringing economic opportunity to southeast Michigan and the United States. Discussion.
- Comments from Director – None

Follow-up comments regarding new agency name. Discussion.

5. Public Comment

Sean Duval offered public comment. No public comment.

6. Adjournment

Sean Duval call for motion to adjourn the meeting.

MOTION: Wesley Prater moved to adjourn the meeting.  
SUPPORT: Marcus James  
MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 3:55 p.m.

Michigan Works! Southeast Workforce Development Board  
 Transitional Executive Committee Meeting Minutes  
 July 6, 2016, 2:00 – 3:30 p.m. 21 Care Drive (conference call)  
 Hillsdale, MI

Present:	Rick Currie	Livingston County	via conference call
	Donald Germann	Hillsdale County	via conference call
	Sean Duval, Chair	Washtenaw County	via conference call at 2:20 p.m.
	Marcus James, Vice Chair	Jackson County	via conference call
	Wesley Prater	Washtenaw County	via conference call
Absent:	Lynn Matzen	Jackson County	
	Scott Menzel	Washtenaw County	
	Matthew Sandstrom	Washtenaw County	
	Leann Wilt	Lenawee County	
Staff:	Bill Sleight	Director	
	Shamar Herron	Deputy Director	via conference call
	Maggie Flaherty	Administrative Services Manager	

1. Call to order

Vice Chair Marcus James called the meeting to order at 2:00pm.

2. Discussion Items

- a. Transition update
- b. Bill Sleight provided update regarding transition.  
 Updates included IIR staff resignation: program services manager filling interim IIR duties;  
 -Meeting with King Media for final branding recommendations on July 25th;  
 -Prima Civitas is near completion; David Shevrin presenting wrap-up report at July 20<sup>th</sup> meeting;  
 -Management Team Meeting scheduled July 7th on-going bi-monthly meetings scheduled;  
 -Updates on Fiscal SEMCA  
 -Update on Washtenaw Community College regards to Employment Service Contractor
- c. Strategic Planning  
 Bill Sleight reported on the board Strategic Planning RFP. Time frame: July-Approve RFP release; August-RFP release; early September-Review proposals and select organization; late October/November-convene Board Strategic Session.
- d. Update on Board Committees  
 Bill Sleight reported on board committee charters. Committee to include participation by board members and staff. Discussion.
- d. Update on Contracting vs. Direct Services  
 Review at July 20<sup>th</sup> meeting. Discussion.

3. Action Items

Resolutions for Consideration

- a. MICHIGAN WORKS! SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD RESOLUTION 16-01

WDB RESOLUTION 16-01 APPROVING FY 2015 WIOA INCUMBENT WORKER TRAINING FUNDS FOR FULL SPECTRUM SOLUTIONS IN THE AMOUNT OF \$11,000

Bill Sleight reviewed Full Spectrum Solutions Incumbent Worker Training Program Grant Application.

-Review of Proposal;  
-Scoring Summary rated;  
Discussion.

Marcus James call for motion to approve WDB Resolution 16-01

MOTION: Wesley Prater moved to approve WDB Resolution 16-01 approving WIOA Incumbent Worker Training Funds for Full Spectrum in the amount of \$11,000.

SUPPORT: Rick Currie  
Discussion.

MOTION CARRIED UNANIMOUSLY

4. Other Items
- a. Comments from Chair  
Follow-up discussion on Charter Committees
  - b. Comments from Director

5. Public Comment

Marcus James offered public comment. No public comment.

Additional discussion regarding board committees and board Strategic Planning RFP.

6. Adjournment

Marcus James call to adjourn meeting.

MOTION: Wesley Prater moved to adjourn the meeting.

SUPPORT: Rick Currie

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 2:42 pm.

Michigan Works! Southeast Workforce Development Board  
 Transitional Executive Committee Meeting Minutes  
 July 20, 2016, 2:00 p.m. – 3:30 p.m.  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI

Present:	Rick Currie	Livingston County	via conference call
	Sean Duval, Chair	Washtenaw County	
	Donald Germann	Hillsdale County	via conference call
	Marcus James	Jackson County	
	Lynn Matzen	Jackson County	via conference call
	Wesley Prater	Washtenaw County	
	Matthew Sandstrom	Washtenaw County	via conference call
	Leann Wilt	Lenawee County	
Absent:	Scott Menzel	Washtenaw County	
Staff:	Bill Sleight	Director	
	Shamar Herron	Deputy Director	
	Maggie Flaherty	Administrative Services Manager	

Others Present: David Shevrin, New Perspectives Group

1. Call to order

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

Roll Call – Quorum Present

2. Discussion Items:

i. Project Management Report – David Shevrin

David Shevrin provided a Project Management Wrap-Up Report. Discussion.

ii. Workforce Development Board Committee Charters – Sean Duval

Sean Duval reviewed the draft list of Workforce Development Board Committee Charters with definitions. Discussion. Comment. Ensure open meetings act compliance for committees. Shall seek attorney review.

Recommended Committee Charters with Executive Committee Member as Lead

-Business Services – Rick Currie (includes Marketing/Outreach)

-Job Seekers Committee – Marcus James (includes One-Stop Career Center and Disability/Barrier)

-Educational Partnership and Youth Investment Council- (TDCC) Scott Menzel

-Finance Committee Lynn Matzen

iii. Contracting vs. Direct Service

Bill Sleight reviewed Analysis of Current Cost for Contracted Services Report.

Discussion.

Marcus James and Matt Sandstrom to take lead to provide special committee review and

report regarding recommendations for Contracting vs. Direct Service.

### 3. Action Items - Resolutions for Consideration

- a. WDB 16-02 A RESOLUTION REQUESTING APPROVAL OF THE MODIFICATIONS FOR THE WIOA PROGRAM AND TRAINING, EMPLOYER CONTRACT AND MONITORING POLICIES

Bill Sleight reviewed the resolution policy that include minor revisions to the policies previously approved. Discussion.

Sean Duval call for motion to approve WDB Resolution 16-02.

MOTION: Wesley Prater moved to approve WDB 16-02 Resolution requesting approval of the modifications for the WIOA Program and Training Policy, Employer Contract Policy and Monitoring Policy.

SUPPORT: Leann Wilt

MOTION CARRIED UNANIMOUSLY

- b. WDB 16-03 A RESOLUTION APPROVING THE SIGNATURE OF THE CHAIRPERSON ON THE REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION

Bill Sleight reviewed the resolution policy to request accepting the funding and approving the plan for the FY 2016 RESEA program.

Sean Duval call for motion to approve WDB Resolution 16-03

MOTION: Marcus James moved to approve WDB 16-03 Resolution approving the Signature of the Chairperson on the Reemployment Services and Eligibility Assessment (RESEA) Program Grant Application.

SUPPORT: Leann Wilt

Discussion.

MOTION CARRIED UNANIMOUSLY

- c. WDB 16-04 A RESOLUTION AUTHORIZING RELEASE OF RFP FOR STRATEGIC PLANNING SERVICES

Bill Sleight reviewed the resolution to authorize the release of RFP for Strategic Planning Services. Discussion.

Sean Duval call for motion to approve WDB Resolution 16-04 authorizing release of RFP for Strategic Planning Services.

MOTION: Leann Wilt moved to approve WDB Resolution 16-04 authorizing release of RFP for Strategic Planning Services.

SUPPORT: Wesley Prater

Discussion.

MOTION CARRIED UNANIMOUSLY

4. Other Items

i. Comments from Chair

Sean Duval recommends scheduled Executive Committee meetings on the first Wednesday of each month (in person) a time change to 2:00pm to 4:00pm (from 3:30pm). Members have not been able to participate fully in meetings beyond 3:30 pm due to a prior commitment. The third Wednesday each month conference call Executive Committee meeting time is 2:00pm to 3:00pm.

ii. Comments from Director

WJR Radio show during the morning Paul W Smith show celebrating Washtenaw Community College 50 Years. Sean and Bill live on air with Paul W Smith on July 18<sup>th</sup>.

iii. Review of 2017 Workforce Development Board Meeting Schedule

5. Public Comment

Sean Duval offered Public Comment. No Public Comment

6. Adjournment

Sean Duval call to adjourn the meeting.

MOTION: Wesley Prater moved to adjourn the meeting.

SUPPORT: Leann Wilt

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 3:45 pm



Michigan Works! Southeast Workforce Development Board Transitional  
 Transitional Executive Committee Meeting, August 3, 2:00 p.m. –4:00 p.m.  
 Chelsea Comfort Inn, Village Conference Center, 1645 Commerce Park Drive, Chelsea, MI

Present:	Sean Duval, Chair	Washtenaw County
	Donald Germann	Hillsdale County
	Marcus James	Jackson County
	Lynn Matzen	Jackson County
	Scott Menzel	Washtenaw County
	Wesley Prater	Washtenaw County
	Matt Sandstrom	Washtenaw County
	Leann Wilt	Lenawee County
Absent:	Richard Currie	Livingston County
Staff:	Bill Sleight, Director	
	Maggie Flaherty, Administrative Services Manager	

1. Call to order  
 Sean Duval, Chair called the meeting to order at 2:00pm.  
 A Quorum present.
2. Discussion Items:
  - King Media Branding Strategies Report  
 Bill Sleight reviewed the final report. Discussion.
  - Program Year (PY) 2016 Budget  
 Bill Sleight reviewed the PY 16 Budget. Discussion.
  - Review of Strategic Plan RFP  
 Bill Sleight reviewed the RFP Strategic Planning document.  
 Discussion. Comments: Revise Under Project Scope. Revise submittal date for a proposal.
  - Workforce Development Board Committee Charters  
 Sean Duval provided updates on Committee Charters. Executive Committee member Leads connecting with board members to develop charters for the committees.
  - 2017 Meeting Schedule for Workforce Development Board  
 Bill Sleight reviewed Meeting Schedule. Discussion. Resolution for approval by full board at September 14<sup>th</sup> meeting
3. Contracting vs. Direct Service  
 Marcus James and Matthew Sandstrom to lead special committee for recommendation and full board approval. Prompt decision is required for effective transition.
4. Action Items - Resolutions for Consideration - None
5. Other Items
  - Comments from Chair
  - Comments from Director  
 Bill Sleight provided update on the USDOL America's Promise Grant meetings he attended with regards to FANUC, Rochester Hills. Discussion.
6. Public Comment  
 Sean Duval offered public comment. No Public Comment
7. Adjournment  
 Sean Duval call for motion to adjourn meeting.  
 MOTION: Wesley Prater  
 SUPPORT: Scott Menzel  
 MOTION CARRIED UNANIMOUSLY

Meeting Adjourned at 3:55 pm

Michigan Works! Southeast Workforce Development Board  
 Transitional Executive Committee  
 September 7, 2016, 2:00 p.m. – 4:00 p.m.  
 Chelsea Comfort Inn, Village Conference Center 1645 Commerce Park Drive  
 Chelsea, MI 48118

Present:	Richard Currie	Livingston County (via conference call)
	Sean Duval, Chair	Washtenaw County
	Marcus James	Jackson County
	Lynn Matzen	Jackson County
	Scott Menzel	Washtenaw County
	Matt Sandstrom	Washtenaw County
	Leann Wilt	Lenawee County

Absent:	Donald Germann	Hillsdale County
	Wesley Prater	Washtenaw County

Staff:	Bill Sleight, Director
	Shamar Herron, Deputy Director
	Dan Childs, System Administrator
	Maggie Flaherty, Administrative Services Manager

1) Call to Order

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

A Quorum Present.

2) Discussion Items:

a) Workforce Development Board Committee Charters

Bill Sleight provided update on Committee Charters. Discussion.

b) Contracting vs. Direct Service

Reviewed the report from the Michigan Works! Southeast WDB special committee formed to conduct an analysis of contracted and direct service models for Michigan Works! Southeast. Discussion.

Sean Duval call for a motion.

MOTION: Lynn Matzen moved to recommend approving the special committee recommendation:

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

SUPPORT: Scott Menzel

Discussion.

MOTION CARRIED UNANIMOUSLY

- c) Strategic Planning RFP  
Bill Sleight provided update on the proposals received for the Strategic Planning RFP. Five firms were selected as finalists (received 13 applications). Interviews scheduled on September 9 and September 12. Discussion.
- d) Food Assistance Employment and Training Program.  
Bill Sleight provided an update on the Food Assistance and Training Program for Washtenaw County. Discussion.
- e) Economic Development/Business Services RFP  
Bill Sleight provided update on current contracts. Discussion.
- 3) Consent Agenda Items – Resolutions for Consideration
  - a) 16-05 WDB RESOLUTION APPROVING THE MODIFICATION OF THE SERVICE PROVIDER CONTRACT WITH JEWISH FAMILY SERVICES
  - b) 16-06 WDB RESOLUTION AUTHORIZING RELEASE OF A REQUEST FOR PROPOSALS FOR REFUGEE AND ESL SERVICES
  - c) 16-7 WDB RESOLUTION AUTHORIZING RELEASE OF AN REQUEST FOR PROPOSALS FOR WAGNER-PEYSER EMPLOYMENT SERVICES / TRADE ADJUSTMENT ASSISTANCE SERVICES
  - d) 16-08 WDB RESOLUTION AUTHORIZING RELEASE OF AN RFP FOR SPECIALIZED YOUTH SERVICES
  - e) 16-09 RESOLUTION AUTHORIZING RELEASE OF AN RFP FOR SPECIALIZED BUSINESS SERVICES
  - f) 16-10 RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING REQUEST FOR WORK SKILLS CORPORATION
  - g) 16-11 RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH JACKSON COLLEGE

- h) 16-12 RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH LENAWEЕ TRANSPORTATION
- i) 16-13 RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH WASHTENAW COMMUNITY COLLEGE
- j) 16-14 RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH COMMUNITY ACTION AGENCY FOR JACKSON, LENAWEЕ AND HILLSDALE COUNTIES
- k) 16-15 RESOLUTION APPROVING THE FISCAL YEAR 2017 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM
- l) 16-16 RESOLUTION APPROVING THE FISCAL YEAR 2017 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS WITHOUT DEPENDENTS
- m) 16-17 RESOLUTION APPROVING THE CALENDAR YEAR 2017 MEETING SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

Sean Duval call for motion to approve the Consent Agenda.

MOTION: Scott Menzel moved to approve the Consent Agenda and pull from the Consent Agenda Resolution Items: WDB Resolution 16-12, WDB Resolution 16-14, and WDB Resolution 16-17 for additional discussion and action.

SUPPORT: Marcus James.

MOTION CARRIED UNANIMOUSLY

WDB Resolution 16-12. Sean Duval call for motion to approve WDB Resolution 16-12 approving a Memorandum of Understanding with Lenawee Transportation

MOTION: Richard Currie moved to approve WDB Resolution 16-12 Memorandum of Understanding with Lenawee Transportation pending documenting under section Michigan Works! Southeast will: (third bullet) “van operating costs” add “not to exceed \$ \_\_\_ amount”. Discussion.

SUPPORT: Marcus James

MOTION APPROVED UNANIMOUSLY

WDB Resolution 16-14. Sean Duval call for motion to approve WDB Resolution 16-14 approving a Memorandum of Understanding with Community Action agency for Jackson, Lenawee and Hillsdale counties

MOTION: Scott Menzel moved to approve WDB Resolution 16-14 Memorandum of Understanding with Community Action agency for Jackson, Lenawee and Hillsdale counties.

SUPPORT: Marcus James

Discussion.

MOTION CARRIED UNANIMOUSLY

WDB Resolution 16-17. Sean Duval call for motion to approve WDB Resolution 16-17 The Calendar Year 2017 Meeting Schedule for the Michigan Works! Southeast Workforce Development

Board.

MOTION: Matthew Sandstrom moved to approve WDB Resolution 16-17 The Calendar Year 2017 Meeting Schedule for the Michigan Works! Southeast Workforce Development Board.

SUPPORT: Marcus James.

Discussion. Recommend removing July 12, 2017 meeting date. Comment. Remove date due to lack of quorum during months of July and August.

MOTION: Matthew Sandstrom moved to Amend Motion to remove July 12, 2017 meeting date.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY AS AMENDED

- 4) Other Items – Discussion regarding follow-up outreach and branding.
- 5) Comments from Chair
- 6) Comments from Director  
Bill Sleight provided updates on newly today's newly launched website. Discussion.
- 7) Resignation from Workforce Development Board - Timothy Jackson,

Sean Duval call for motion to accept with regrets resignation of Timothy Jackson from the Workforce Development Board.

MOTION: Lynn Matzen moved to accept with regrets Timothy Jackson resignation from the Workforce Development Board.

SUPPORT: Marcus James

Discussion

MOTION CARRIED UNANIMOUSLY

- 8) Public Comment  
Sean Duval offered Public Comment. No Public Comment.
- 9) Adjournment  
Sean Duval call for motion to adjourn the meeting.

MOTION: Scott Menzel moved to adjourn the meeting.

SUPPORT: Richard Currie.

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 4:00 p.m.

**From:** Sean A. Duval [<mailto:Sean@goldenlimo.com>]  
**Sent:** Tuesday, August 30, 2016 12:01 PM  
**To:** Don Germann; Leann Wilt; Lynn Matzen; Marcus James; Matt Sandstrom; Rick Currie; Sarah Hartzler; Scott Menzel; Wes Prater  
**Cc:** Bill Sleight  
**Subject:** FW: Region 9 tdcc and workforce board

FYI

*Sean*  
[sean@goldenlimo.com](mailto:sean@goldenlimo.com)  
734.668.8282 x1208  
734.320.3253 cell

**From:** Tim Jackson [<mailto:timjackson@livingstonesa.org>]  
**Sent:** Tuesday, August 30, 2016 10:42 AM  
**To:** Sean A. Duval <[Sean@goldenlimo.com](mailto:Sean@goldenlimo.com)>; Kevin Oxley <[kevin.oxley@jcisd.org](mailto:kevin.oxley@jcisd.org)>  
<[kevin.oxley@jcisd.org](mailto:kevin.oxley@jcisd.org)>  
**Cc:** Scott Menzel <[smenzel@washtenawisd.org](mailto:smenzel@washtenawisd.org)>; Mike Hubert <[mike@livingstonesa.org](mailto:mike@livingstonesa.org)>  
**Subject:** Region 9 tdcc and workforce board

Gentlemen:

It is with mixed emotions that I resign from my positions on both the Talent District Coordinating Council and the Workforce Board for Region 9. Both groups show great potential in leading initiatives important to the citizens of the region and I am proud to have made a very small contribution to each.

This resignation comes as a result of my retirement from service to Livingston and Washtenaw Intermediate School Districts effective October 1.

Thank you, and please continue to fight the good fight.

--

Timothy M. Jackson Ph.D.  
Executive Director for Secondary Initiatives  
Livingston Educational Service Agency  
Washtenaw Intermediate School District  
517-540-6830