

SPECIAL BOARD MEETING  
MICHIGAN WORKS! SOUTHEAST  
WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

November 30, 2016, 8:30 a.m. – 9:00 a.m.  
Chelsea Comfort Inn, Village Conference Center  
Chelsea, MI 48118

Southeast Michigan Workforce Development Board Members Present

Leslie Alexander	Inmatech, Inc.
Julie Boyce	Key Opportunities, Inc.
Richard Currie	Hitachi Automotive Systems via conference call
Sean Duval, Chairperson	Golden Limousine International
Donald Germann	County National Bank
Steven Girardin	Michigan Rehabilitation Service
Lee Graham	Operating Engineers 324s
Marcus James, Vice Chairperson	StableInc.LLC
Lynn Matzen	Matrix Systems LLC
Kevin Oxley	Jackson County ISD
Angela Parth	Livingston Family Center
Philip Santer	Ann Arbor Spark
James Van Doren	Lenawee Now
Leann Wilt	Venchurs, Inc.

Southeast Michigan Workforce Development Board Members Absent

Mindy Bradish-Orta	Jackson Chamber of Commerce
Jeremy Frew	Jackson College
Paul Ganz	DTE Energy
Jeremiah “JJ” Hodshire	Hillsdale Hospital
Steven Hogwood	McDonalds
Swatee Kulkarni	GDI Infotech, Inc.
Scott Menzel	Washtenaw County ISD
Matthew Sandstrom	Rustbelt Group
Grace Trudell	IBEW 58

Southeast Michigan Workforce Development Board – Alternates – Present

John Salyer	Ann Arbor Electric, JATC	Alternate for Lee Graham
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Southeast Michigan Consortium Board – Present

Karol KZ Bolton	Lenawee County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Staff

William Sleight, Director	Michigan Works! Southeast
Robin Aldrich	Michigan Works! Southeast
Nicole Bell	Michigan Works! Southeast
Jim Coutu	Michigan Works! Southeast
Johnny Epps	Michigan Works! Southeast
Maggie Flaherty	Michigan Works! Southeast
Pam Gosla	Michigan Works! Southeast
Shamar Herron	Michigan Works! Southeast
Janet Myers	Michigan Works! Southeast
Misty Shulters	Michigan Works! Southeast
Sandy Vallance	Michigan Works! Southeast
Angela Watkins	Michigan Works! Southeast

Others Present

Trennis Sweatt

WCC

1. Call to order  
Sean Duval, Chairperson called the meeting to order at 8:30 a.m.
2. Roll Call  
A quorum present.
3. Introductions
4. Call to the Public  
Sean Duval call for public comment. There was no public comment.
5. Approval of the Agenda  
Sean Duval call for motion to approve the Agenda.

MOTION: Marcus James moved to approve the agenda.

SUPPORT: Richard Currie

MOTION CARRIED UNANIMOUSLY

6. Approval of Consent Agenda

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

MOTION: Richard Currie

SUPPORT: Leslie Alexander

Discussion:

Request to Amend Consent Agenda. Move Resolutions: l. WDB Resolution 16-32; m. WDB Resolution 16-33, n. WDB Resolution 16-34; and q. WDB Resolution 16-38 to

7. Resolutions for Consideration of the Workforce Development Board.

AMENDED MOTION CARRIED UNANIMOUSLY

- a. September 14, 2016 Board Minutes – Joint Meeting of Michigan Works!  
Southeast Workforce Development Board and Southeast Michigan Consortium  
Board
- b. WDB RESOLUTION 16-21 MICHIGAN WORKS! SOUTHEAST  
WORKFORCE DEVELOPMENT BOARD RESOLUTION – NEEDS  
RELATED PAYMENT POLICY
- c. WDB RESOLUTION 16-22 MICHIGAN WORKS! SOUTHEAST  
WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 TRADE  
ADJUSTMENT ASSISTANCE
- d. WDB RESOLUTION 16-23 MICHIGAN WORKS! SOUTHEAST  
WORKFORCE DEVELOPMENT BOARD RESOLUTION – AY 15 and 16  
SERVICE CENTER OPERATIONS GRANT
- e. WDB RESOLUTION 16-24 MICHIGAN WORKS! SOUTHEAST  
WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 TANF  
REFUGEE GRANT

- f. WDB RESOLUTION 16-25 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 17 RESEA WORK-BASED TRAINING FOR SPECIAL POPULATIONS
- g. WDB RESOLUTION 16-26 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT- CARCOUSTIC
- h. WDB RESOLUTION 16-27 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT- THAI SUMMIT
- i. WDB RESOLUTION 16-28 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION – FY 16 INCUMBENT WORKER GRANT- WEDGE MILL
- j. WDB RESOLUTION 16-29 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – FY 16 INCUMBENT WORKER GRANT –ACCUBILT
- k. WDB RESOLUTION 16-30 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –HARTLAND CONSOLIDATED SCHOOLS

Move to Agenda Item 7.

- l. WDB RESOLUTION 16-32 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –WORK SKILLS CORPORATION

Move to Agenda Item 7.

- m. WDB RESOLUTION 16-33 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –ROBERT TEBO AND ASSOCIATES

Move to Agenda Item 7.

- n. WDB RESOLUTION 16-34 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –LIVINGSTON EDUCATIONAL SERVICE AGENCY
- o. WDB RESOLUTION 16-35 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –SMALL BUSINESS DEVELOPMENT CENTER
- p. WDB RESOLUTION 16-37 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD WAGNER-PEYSER/TRADE ADJUSTMENT ASSISTANCE CONTRACT AWARD – WASHTENAW COMMUNITY COLLEGE

Move to Agenda Item 7.

- q. WDB RESOLUTION 16-38 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD WAGNER-PEYSER/TRADE ADJUSTMENT ASSISTANCE CONTRACT AWARD – LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
- r. WDB RESOLUTION 16-39 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD TANF REFUGEE PROGRAM/ENGLISH AS A SECOND LANGUAGE CONTRACT AWARD – JEWISH FAMILY SERVICES

7. Resolutions for Consideration of the Workforce Development Board

1. WDB RESOLUTION 16-32 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –WORK SKILLS CORPORATION

Sean Duval call for a motion to approve WDB Resolution 16-32.

MOTION: Richard Currie moved to approve WDB Resolution 16-32  
SUPPORT: James Van Doren  
ABSTAIN: Steven Girardin  
MOTION CARRIED

m. WDB RESOLUTION 16-33 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –ROBERT TEBO AND ASSOCIATES

Sean Duval call for a motion to approve WDB Resolution 16-33.

MOTION: Lynn Matzen moved to approve WDB Resolution 16-33  
SUPPORT: Lean Wilt  
MOTION CARRIED UNANIMOUSLY

n. WDB RESOLUTION 16-34 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –LIVINGSTON EDUCATIONAL SERVICE AGENCY

Sean Duval call for a motion to approve WDB Resolution 16-34

MOTION: Marcus James moved to approve WDB Resolution 16-34.  
SUPPORT: Julie Boyce  
ABTAIN: Steve Girardin  
MOTION CARRIED

q. WDB RESOLUTION 16-38 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD WAGNER-PEYSER/TRADE ADJUSTMENT ASSISTANCE CONTRACT AWARD – LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

Sean Duval motion to approve WDB Resolution 16-38.

MOTION: Phil Santer moved to approve WDB Resolution 16-38  
SUPPORT: Richard Currie  
ABSTAIN: Steven Girardin  
MOTION CARRIED

- a. WDB RESOLUTION 16-31 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA YOUTH SERVICES CONTRACT AWARD –KEY OPPORTUNITIES

Sean Duval motion to approve WDB Resolution 16-38  
MOTION: Marcus James moved to approve WDB Resolution 16-38  
SUPPORT: Donald Germann  
ABSTAIN: Julie Boyce, Steven Girardin  
MOTION CARRIED

- b. WDB RESOLUTION 16-36 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD – SPECIALIZED WIOA BUSINESS SERVICES CONTRACT AWARD –ANN ARBOR SPARK

Sean Duval motion to approve WDB Resolution 16-36  
MOTION: Marcus James moved to approve WDB Resolution 16-36  
SUPPORT: Richard Currie  
ABSTAIN: Phil Santer, James Van Doren, Donald Germann  
MOTION CARRIED

- c. WDB RESOLUTION 16-40 MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE JOBS FOR MICHIGAN GRADUATES PROGRAM

Bill Sleight provided explanation of the jobs for Michigan graduates program.

Sean Duval call for a motion to approve WDB Resolution 16-40.  
MOTION: Lee Graham moved to approve WDB Resolution 16-40  
SUPPORT: Leslie Alexander  
MOTION CARRIED UNANIMOUSLY

## 8. Election of Officers – Workforce Development Board

Discussion.

MOTION: James Van Doren moved to appoint Sean Duval, Chairperson of the Michigan Works! Southeast Workforce Development Board and appoint Marcus James, Vice-Chairperson of the Michigan Works! Southeast Workforce Development Board  
SUPPORT: Lee Graham  
MOTION CARRIED UNANIMOUSLY

## 9. Other Items

Report of the Chair and Report of the Director.  
-Acknowledged the Business Services Team for efforts in submitting STTF applications/ STTF Awards.  
-Reported the newly hired Fiscal Manager and HR Manager on board.

## 10. Adjourn

MOTION: Lee Graham moved to adjourn the meeting.  
SUPPORT: Leann Wilt  
MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 9:00 a.m.

WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING

December 7, 2016

2:00pm – 4:00pm

Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

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

Absent: Matthew Sandstrom

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

1. Call to order  
Sean Duval, Chairperson called the meeting to order at 2:00 pm.
2. Discussion Items:
  - a. Board Strategic Planning Session discussed.
    - Bill Sleight reviewed Mission and Vision Statements.
    - Committee recommended updates to the Mission and Vision Statements.
  - b. New Initiatives
    - Bill Sleight provided updates on the following projects:
      - i. Families Forward Demonstration Project-Pilot/Jackson County
      - ii. Jobs for Michigan Graduates Project-Five counties
      - iii. University of Michigan Research Collaborations-Washtenaw County
      - iv. Food Assistance Employment and Training Program-Washtenaw County
      - v. Hillsdale Community Project-Hillsdale County
    - Discussion.
  - c. Fiscal update- Bill Sleight introduced Cordelia Gonzalez, newly hired Fiscal Manager. Bill Sleight provided updates on Fiscal reporting.
  - d. Staffing update-Bill Sleight reported Lisa McAllister hired as HR Manager. Lisa has many years of experience in HR. Also, Lisa has experience working in the PATH program.  
Bill Sleight provided update on staff interviews for direct delivery of services for Washtenaw County. Direct delivery of services effective January 1, 2017.  
Discussion.
  - e. Workforce Board Appointments
    - Bill Sleight provided update on filling the workforce development board vacancies. Discussion.
  - f. Executive Committee vacancy
    - Bill Sleight provided update on filling the labor sector vacancy. Discussion.
  - g. Balanced Scorecard
    - Marcus James reviewed the Directors Balanced Scorecard.  
Discussion.

3. Action Items - Resolutions for Consideration

No Resolutions.

4. Other Items

- a. Comments from Chair
- b. Comments from Director
- c. Executive Committee Meeting Schedule  
Meetings scheduled during 2017: 2:00pm -4:00pm on January 4; February 1;  
March 1; April 5; May 3; June 7; July 5; August 2; September 6; October 4;  
November 1; and December 6. Location is the Comfort Inn, Village Conference  
Center, Chelsea.

5. Public Comment

Sean Duval offered public comments. No public comment.

6. Adjournment

Meeting adjourned at 4:00pm

WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING

January 4, 2017

2:00pm – 4:00pm

Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

Present:

Richard Currie  
Sean Duval, Chairperson  
Donald Germann via conference call  
Marcus James, Vice-Chair  
Lynn Matzen  
Scott Menzel

Absent:

Matthew Sandstrom  
Leann Wilt

Staff:

William Sleight Michigan Works! Southeast  
Gauge Aebersold Michigan Works! Southeast  
Dan Childs Michigan Works! Southeast  
Maggie Flaherty Michigan Works! Southeast  
Shamar Herron Michigan Works! Southeast

1. Call to order

Sean Duval, Chairperson called the meeting to order at 2:05 pm.

2. Action Items - Resolutions for Consideration

- a. WDB 16-28-1 A RESOLUTION MODIFYING A FY 2016 WIOA INCUMBENT  
WORKER TRAINING FUNDS FOR WEDGE MILL TOOL, INC. BY INCREASING  
THE AMOUNT TO \$2,250.46

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-28-1

MOTION: Lynn Matzen moved to approve WDB Resolution 16-28-1  
SUPPORT: Marcus James  
Discussion.  
MOTION CARRIED UNANIMOUSLY

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

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-40\_  
MOTION: Scott Menzel moved to approve WDB Resolution 16-40.  
SUPPORT: Richard Currie  
Discussion.  
MOTION CARRIED UNANIMOUSLY

- c. WDB 16-41 A RESOLUTION APPROVING FY 2016 WIOA INCUMBENT WORKER TRAINING FUNDS FOR COIN-OP CANTEEN SERVICES, INC. IN THE AMOUNT OF \$3,285

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-41

MOTION: Lynn Matzen moved to approve WDB Resolution 16-41  
SUPPORT: Marcus James  
Discussion.  
MOTION CARRIED UNANIMOUSLY

- d. WDB 16-42 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH TIA/UNEMPLOYMENT INSURANCE

Bill Sleight reviewed.

Sean Duval call for motion to approve WDB Resolution 16-42.\_

MOTION: Marcus James moved to approve WDB Resolution 16-42  
SUPPORT: Richard Currie  
MOTION CARRIED UANAMIMOUSLY

#### Discussion Items:

Thomas P. Miller and Associates – Board Strategic Planning  
Discussion via conference call with Thomas P. Miller and Associates staff to review the Draft Goals, Strategies, Actions, and Metrics.

#### 3. Other Items

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

-Bill Sleight provided director report updates on the following projects:

- i. Families Forward Demonstration Project-Pilot/Jackson County
- ii. Jobs for Michigan Graduates Project-Five counties
- iii. University of Michigan Research Collaborations-Washtenaw County
- iv. Food Assistance Employment and Training Program-Washtenaw County
- v. Hillsdale Community Project-Hillsdale County



c. Bill Sleight provided update on Fiscal Reports.

d. Board Appointments

-Bill Sleight reported on filling the workforce development board vacancies and workforce board member reappointments. Consortium Board members will be appointed or reappointed by their County Boards of Commissioners.

- Bill Sleight reported an award celebration for Michigan Works! Southeast is planned. Tentative date/time: April 7, 2017, 8:30am-10:00am. Location to be determined. Discussion.'

#### 4. Public Comment

Sean Duval offered public comments. No public comment.

#### 5. Adjournment

Meeting adjourned at 4:15 pm