



MISSION
Our mission is to develop today's
workforce and tomorrow's economy
by engaging employers, jobseekers, and partners.

WORKFORCE DEVELOPMENT BOARD MEETING

January 10, 2018, 10:00 a.m. – 12:00 noon

Chelsea Comfort Inn Village Conference Center

1645 Commerce Park Drive, Chelsea, MI 48118

AGENDA

- 1. Call to order**
- 2. Roll Call**
- 3. Introductions**
- 4. Call to the Public**
- 5. Approval of the Agenda**
- 6. Election of Officers and Executive Committee**
-December 21, 2017 Board Development Committee Minutes
- 7. Approval of November 8, 2017 Michigan Works! Southeast Workforce Development Board Meeting Minutes**
- 8. Approval of Consent Agenda**
 - a.** WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-38
A RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FOR THE DELIVERY OF JOB TRAINING SERVICES TO ELIGIBLE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM
 - b.** WDB RESOLUTION 17-39
A RESOLUTION APPROVING FY 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) INCUMBENT WORKER TRAINING FUNDS FOR VISION MARINE PRODUCTS, LLC. IN THE AMOUNT OF \$6,630
 - c.** WDB RESOLUTION 17-40
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DEWITTS RADIATOR, INC IN THE AMOUNT OF \$10,000

- d. WDB RESOLUTION 17-41
A RESOLUTION APPROVING FY WIOA INCUMBENT WORK TRAINING FUNDS FOR LOMAR MACHINE AND TOOL IN THE AMOUNT OF \$2,250
- e. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-42
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GKI FOODS, LLC IN THE AMOUNT OF \$10,000
- f. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-43
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HORNET MANUFACTURING IN THE AMOUNT OF \$12,368
- g. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-44
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR UCKELE HEALTH AND NUTRITION IN THE AMOUNT OF \$7,825

9. Resolutions for Consideration of the Workforce Development Board (WDB)- None

10. Presentation – Strategic Plan Update – Bill Sleight

11. Committee Reports

- a. Employer Services - Rick Currie, Chair
- b. Job Seeker Services – Marcus James, Chair
- c. Talent District Career Council (TDCC) – Kevin Oxley
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair

12. Discussion Items

- a. GTIB Meeting – December 13, 2017 Meeting – Marcus James
Governor's Talent Investment Board Report
- b. Executive Committee Report - WDB Chair
 - Michigan Works! Southeast Workforce Development Board
Executive Committee Minutes for December 6, 2017
 - Michigan Works! Southeast Workforce Development
Board Executive Committee Minutes for January 3, 2018

13. Other Items

- a. Chair Update – WDB Chair
- b. Director's Update – Bill Sleight

14. Adjourn

6. Election of Officers and Executive Committee

-December 21, 2017 Board Development Committee Minutes

**Board Development Committee Meeting
December 21, 2017
10 a.m. – Via Conference Call**

The Committee recommends the following slate of candidates for board officer and executive committee members for 2018

- A. Board Leadership Recommendation
 - a. Marcus James –Chairperson
 - b. Richard Currie – Vice Chairperson
- B. Proposed Executive Committee
 - a. Chair - Marcus James Jackson
 - b. Vice Chair – Richard Currie Livingston
 - c. At Large – Sharon Miller Jackson
 - d. At Large – Scott Menzel Washtenaw
 - e. At Large – Don Germann Hillsdale
 - f. At Large – Leann Wilt Lenawee
 - g. At Large – Sean Duval Washtenaw
 - h. At Large – Lynn Matzen Jackson
 - i. At Large – Grace Trudell Livingston

The Committee also discussed options for succession planning and recommendations for officer and executive committee term limits. The committee does not recommend any changes to the board by-laws, which has no term limits. However it recognizes that it is desirable to have regular changes in the board leadership to encourage engagement by members and it recommends that the standard practice be as follows:

- Chairs are elected for one year terms, but would serve at most two consecutive terms.
- Vice chairs are also elected for one year terms, and would serve two consecutive terms. It is expected that after two years the Vice Chair would then seek election as Chair,
- Executive Committee members would serve a maximum of six consecutive years. Board members could rejoin the executive committee after an absence of at least one year.
- Committee chairs are appointed by the Chair of the Board. It is normal practice that Committee chairs also serve on the Executive Committee.

The committee will meet again to discuss options for an officer nomination process.

7. Approval of November 8, 2017 Michigan Works! Southeast Workforce Development Board Meeting Minutes

Michigan Works! Southeast Workforce Development Board
 November 8, 2017, 10:00 a.m. – 12:00 Noon
 Chelsea Comfort Inn & Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

Southeast Michigan Workforce Development Board Members Present

Leslie Alexander	Inmatech, Inc.	
Mindy Bradish-Orta	Jackson Chamber of Commerce	via conference all
Richard Currie	Hitachi Automotive Systems	
Sean Duval, Chairperson	Golden Limousine International	
Donald Germann	County National Bank	
Steven Gulich	Huron Valley Area Labor Federation	
Tim Jackson	Washtenaw ISD	
Marcus James, Vice Chair	Stable Inc LLC	
Swatee Kulkarni	GDI Infotech, Inc.	
Sharon Miller	Consumers Energy	
Angela Parth	Livingston Family Center	
John Salyer	Ann Arbor Electric, JATC (alternate for Lee Graham)	
Matthew Sandstrom	Rustbelt LLC	
Grace Trudell	IBEW 58	
James Van Doren	Lenawee Now	
Ambrose Willbanks, Jr.	Washtenaw County Convention and Visitors Bureau, Inc.	

Southeast Michigan Workforce Development Board Members Absent

Jeremy Frew	Jackson College
Paul Ganz	DTE Energy
Steven Girardin	Michigan Rehabilitation Service
Lee Graham	Operating Engineers 324 (John Salyer Alternate Present)
Jeremiah "JJ" Hodshire	Hillsdale Hospital
Steven Hogwood	McDonald's
Lynn Matzen	Matrix Systems LLC
Scott Menzel	Washtenaw County ISD
Kevin Oxley	Jackson County ISD
Deb Polich	The Arts Alliance
Phil Santer	SPARK
Leann Wilt	Venchurs, Inc.

Southeast Michigan Workforce Development Board – Alternates – Present

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

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Sandy Vallance, Program Services Manager	Michigan Works! Southeast

Others Present:

Sarah Kurz
Brittany Dougherty

EMU Nonprofit Leadership Alliance
Thomas P. Miller & Associates

1. Call to order
Sean Duval, Chairperson called the Southeast Michigan Workforce Development Board at 10:00 a.m.
2. Roll Call – Michigan Works! Southeast Workforce Development Board
Quorum Present
3. Introductions
4. Call to the Public
Sean Duval offered public comment. No public comment
5. Approval of the Agenda
Sean Duval call for Workforce Development Board to approve the Agenda.
MOTION: Tim Jackson moved to approve the Agenda.
SUPPORT: Marcus James
MOTION CARRIED UNANIMOUSLY
6. Approval of Consent Agenda
 - a. Approval of September 13, 2017 Workforce Development Board Minutes
 - b. WDB RESOLUTION 16-54-01 APPROVING FY 2016 WIOA INCUMBENT WORKER CONTRACT MODICATION FOR GORTON CHIMNEY AND FIREPLACE IN THE AMOUNT OF \$ 6,560
 - c. WDB RESOLUTION 17-31 APPROVING A MEMORANDUM OF UNDERSTANDING WITH LENAWEE TRANSPORTATION
 - d. WDB RESOLUTION 17-32 APPROVING A MEMORANDUM OF UNDERSTANDING WITH LEGACY STAFFING (LENAWEE COUNTY)
 - e. WDB RESOLUTION 17-33 APPROVING THE DRAFT POLICIES AND APPROVING THE WIOA ELIGIBILITY POLICY MODIFICATION

FOR APPROVAL:
Work-Based
Classroom Training Policy
Selective Service Registration Policy
Deletion from OSMIS Policy
Michigan Talent Connect Approval Policy

FOR MODIFICATION:
WIOA Eligibility Policy

- f. WDB RESOLUTION 17-34 APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DOCTOR FLUE, INC. IN THE AMOUNT OF \$2,149
- g. WDB RESOLUTION 17-35 APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR JONESVILLE PAPER TUBE CONSTRUCTION CORPORATION IN THE AMOUNT OF \$7,360
- h. WDB RESOLUTION 17-36 APPROVING THE CONTRACT WITH WASHTENAW COUNTY COMMUNITY CORRECTIONS AND JAIL
- i. WDB RESOLUTION 17-37 A RESOLUTION APPROVING THE FISCAL YEAR 2018 TANF REFUGEE PROGRAM GRANT
- j. WDB RESOLUTION 17-38 A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ACCUBILIT, INC. IN THE AMOUNT OF \$17,720

7. Resolutions for Consideration of the Workforce Development Board - None

8. Presentation – One Stop Partner Update

Brittany Dougherty, Thomas P. Miller & Associates provided report on One Stop Partner meetings, leadership team members and service center visits.
Discussion.

9. Election of Officers and Executive Committee

Discussion regarding a board development committee to recommend a Slate of Officer for the election of Chair and Vice Chair officers for the Michigan Works! Southeast Workforce Development Board and the election of Executive Committee members. One or two board development committee meetings by volunteer members to develop a slate for recommendation to Workforce Development Board. Volunteers for the board development committee include: Sharon Miller, Rick Currie, Grace Trudell and Donald Germann. Sean Duval welcomed additional board members to participate.

Sean Duval call for a motion to table the election of Officers and the election of Executive Committee.

MOTION: Jim Van Doren moved to table the election of the Chair and Vice Chair and the Executive Committee.

SUPPORT: Rick Currie

Discussion.

MOTION CARRIED UNANIMOUSLY

10. Committee Reports

- a. Employer Services – Rick Currie, Chair, provided update, reviewed committee minutes.
- b. Job Seeker Services – Marcus James, Chair, provided update, reviewed committee minutes.
- c. Talent District Career Council – Bill Sleight and Shamar Herron, provided update, reviewed committee minutes.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
Introduced Sarah Kurz, fellow, Eastern Michigan University Nonprofit Alliance to provide assistance to the committees.

11. Discussion Items

- a. Executive Committee Report
Sean Duval provided updates.
 - October 4, 2017, Executive Committee Meeting Minutes
 - November 1, 2017 Executive Committee Meeting Minutes

12. Other Items

- a. Comments from Chair
- b. Comments from Director
Bill Sleight provided updates on federal, state, administrative and program.
Discussion.

13. Adjourn Southeast Michigan Workforce Development Board (WDB)

Sean Duval call for motion to adjourn the WDB.

MOTION: Jim Van Doren moved to adjourn the Workforce Development Board meeting.

SUPPORT: Marcus James

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 11:32 a.m.

8. Approval of Consent Agenda

- a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-38
A RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FOR THE DELIVERY OF JOB TRAINING SERVICES TO ELIGIBLE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM
- b. WDB RESOLUTION 17-39
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- c. WDB RESOLUTION 17-40
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- d. WDB RESOLUTION 17-41
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- g. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-44
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER FUNDS FOR UCKELE HEALTH AND NUTRITION IN THE AMOUNT OF \$7,825.

MEMORANDUM

WDB Resolution 17-38

To: Michigan Works! Southeast Workforce Development Board

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

Date: December 6, 2017

Subject: FY 2018 Trade Adjustment Assistance (TAA) allocation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2018 Trade Adjustment Assistance (TAA) program from the Workforce Development Agency (WDA) State of Michigan for the period of October 1, 2017 through September 30, 2018 in the amount of up to \$464,659

Program Award	\$ 331,899
Administrative Funds	\$ 16,595
Case Management Award	\$ 116,165
TOTAL	\$ 464,659

Background

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

Discussion

The TAA program originated in 1974 as a program to assist workers who are laid-off due to foreign competition. Companies that are facing a significant lay-off event may submit a petition to the U.S. Department of Labor for consideration for this program. A group of three or more workers, their union, or other duly authorized representative may also submit a petition. If approved, further information on the "impact" date of the layoff/wage reduction and a list of affected workers is needed.

TAA funds are subject to Merit-Based staffing requirements, just like the Wagner-Peyser Employment Service program.

Typically, manufacturing companies make up most of the companies eligible for TAA, especially in recent decades as free trade has made the manufacturing industry open to competition from many other countries. During the Great Recession, manufacturing states like Michigan were among the most active with the TAA program. Now that the economy is recovering and lay-offs and hour/wage reductions are becoming less common, TAA petition applications are

becoming less frequent.

The Talent Investment Agency requires that MWAs address TAA activities for the period October 1, 2017, through September 30, 2018. The funding for the FY 2018 TAA program is funded into different categories: Program Award funds, Administrative Funds and Case Management Award funds. Program Award funds can be used for activities such as job search assistance, relocation assistance and training. Administrative funds are set aside funds only and are limited to 5% of programmatic expenditures. Case Management Award funds will support staff to provide career counseling, guidance and general case management.

The FY 2018 TAA 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 17-38

RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FOR THE DELIVERY OF JOB TRAINING SERVICES TO ELIGIBLE PARTICIPANTS 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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The TAA is a federal program that assists U.S. workers who have lost their jobs or whose hours of work and wages are reduced as a result of increased imports/foreign trade; and
- WHEREAS, Merit-Based staffing is required for the TAA program; and
- WHEREAS, The grant allocation for the Michigan Works! Southeast is \$464,659 (\$331,899 for Program Operations, \$16,595 Administrative Funds, and \$116,165 for Case Management) for use during the October 1, 2017 through September 30, 2018 time period; and
- WHEREAS, The WDA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the TAA grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2017 (October 1, 2017 through September 30, 2018) TAA Plan and accepts funding in the amount of \$464,659.

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

MEMORANDUM

WDB Resolution 17-39

To: Michigan Works! Southeast Workforce Development Board

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

Date: December 6, 2017

Subject: FY 2017 WIOA Incumbent Worker contract with Vision Marine

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2017 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Vision Marine Products, LLC in the amount of \$6,630.

Background

FY 2017 WIOA Incumbent Worker (7/1/17 through 6/30/18) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Vision Marine is requesting Basic & Advanced Marine Canvas & Upholstery Fabrication; and Welding (Metal Joining) and Welding (Intro) Training in the amount of \$6,630 to train employees from January 1, 2018 through June 30, 2018.

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.

Vision Marine Products, LLC (VMP), LLC is a company that manufactures automatic and conventional cover systems for boats. The company is located in Manitou Beach. VMP requested \$6,630 in Incumbent Worker funds to train 4 staff. The company will provide a match of \$5,600. The training will be provided by the Northcoast Marine Specialties (Canvas Upholstery) and Lenawee Intermediate School District Tech Center (Welding).

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Vision Marine Products, LLC	\$6,630	4	Lenawee

The proposal has been reviewed and approved for funding by the review committee.

Approval of the FY 2017 WIOA Incumbent Worker contract with Vision Marine Products, LLC is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-39**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR VISION MARINE PRODUCTS, LLC. IN THE AMOUNT OF \$6,630

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency(TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Vision Marine Products, LLC.; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Vision Marine Products, LLC is seeking to train 4 employees in Marine Canvas & Upholstery Fabrication; and Welding (Metal Joining) and Welding (Intro). The amount for \$6,630 between January 1, 2018 and June 30, 2017; and
- WHEREAS, Approval of this contract requires approval from the Southeast Michigan Workforce Development Board.

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

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

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

MEMORANDUM

WDB Resolution 17-40

To: Michigan Works! Southeast Workforce Development Board

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

Date: December 6, 2017

Subject: FY 2017 WIOA Incumbent Worker contract with DeWitts Radiator, LLC

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2017 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for DeWitts Radiator, LLC in the amount of \$10,000.

Background

FY 2017 WIOA Incumbent Worker (7/1/17 through 6/30/18) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. DeWitts Radiator, LLC is requesting ISO9001:2015 Organizational Implementation in the amount of \$10,000 to train employees from January 8, 2018 through May 1, 2018.

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.

DeWitts Radiator, LLC is a company that is a manufacturer of aluminum cooling systems, components for the aftermarket, restoration, racing automotive. The company is located in Howell. DeWitts Radiator, LLC requested \$10,000 in Incumbent Worker Training funds to train 7 staff. The company will provide a match of \$10,985.70. The training will be provided by Michigan Manufacturing Technology Center.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
DeWitts Radiator, LLC	\$10,000	7	Livingston

The proposal has been reviewed and approved for funding by the review committee.

Approval of the FY 2017 WIOA Incumbent Worker contract with DeWitts Radiator LLC is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-40**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DEWITTS RADIATOR, INC IN THE AMOUNT OF \$10,000

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency(TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from DeWitts Radiator, LLC.; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, DeWitts Radiator, LLC request to train 7 employees in ISO9001:2015 Organization Implementation. The amount for \$10,000 between January 8, 2018 and May 1, 2018; and
- WHEREAS, Approval of this contract requires approval from the Southeast Michigan Workforce Development Board.
- IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training application listed above in the amount and for the time period described.
- BE IT FURTHER RESOLVED** that staff are authorized to negotiate contracts with the above employers, and, as necessary, with training providers selected by the employer.
- BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary contract(s), as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

WDB Resolution 17-41

To: Michigan Works! Southeast Workforce Development Board

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

Date: December 6, 2017

Subject: FY 2017 WIOA Incumbent Worker contract with Lomar Machine and Tool Company

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2017 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Lomar Machine and Tool Company in the amount of \$2,250.

Background

FY 2017 WIOA Incumbent Worker (7/1/17 through 6/30/18) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Lomar Machine and Tool requesting Solidworks Training in the amount of \$2,250 to train employees from December 11, 2017 to 12/22/17.

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.

Lomar Machine and Tool is a company that designs and manufactures standard and custom machine applications, tooling and gages. The company is located in Jackson. Lomar Machine and Tools requested \$2,250 in Incumbent Worker Training funds to train 3 staff. The company will provide a match of \$64,200. The training will be provided by T & M Engineering.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Lomar Machine and Tool	\$2,250	3	Jackson

The proposal has been reviewed and approved for funding by the review committee.

Approval of the FY 2017 WIOA Incumbent Worker contract with Lomar Machine and Tool is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-41**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR LOMAR MACHINE AND TOOL COMPANY

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency(TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Lomar Machine and Tool Company; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Lomar Machine and Tool request to train 3 employees in Solidworks Training. The amount for \$2,250 between December 11, 2017 and December 22, 2017; and
- WHEREAS, Approval of this contract requires approval from the Southeast Michigan Workforce Development Board.

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

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

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

MEMORANDUM

Workforce Development Board Resolution 17-42

To: Michigan Works! Southeast Workforce Development Board

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

Date: January 3, 2018

Subject: FY 2017 WIOA Incumbent Worker contract approval for GKI Foods, LLC

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2017 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for GKI Foods, LLC in the amount of \$10,000

Background

FY 2017 WIOA Incumbent Worker (7/1/17 through 6/30/18) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. GKI Foods, LLC located in Brighton is requesting Principles and Practices of Supervision I & II in the amount of amount of \$10,000 to train employees from February 7, 2018 to June 30, 2018.

Discussion

WIOA expands the funding available for Incumbent Worker funds (up to 20% of WIOA Adult and up to 20% of WIOA Dislocated Worker funds). Incumbent Worker funds are used to train currently employed workers to help avoid layoffs, learn new, necessary skills and/or help keep the company competitive. The training is usually for short term class or certificate training, although On-the-Job Training is allowed. Companies must provide information on why training is needed, who will be trained, what training will be provided and the total training cost (including employer match). Applications for Incumbent Worker funding are accepted on a rolling-basis, pending availability of funds and merit of training requested by employers.

GKI Foods, LLC is requesting \$10,000 to train 8 employees in Principles and Practices of Supervision I & II. The company will contribute \$14,463.64 as match in the form of wages to the participants and tuition. Training will be conducted by the American Society of Employers.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
GKI Foods, LLC	\$10,000	8	Livingston

The IWT Grant Application has been reviewed and approved by the Review Committee.

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 17-42**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GKI FOODS, LLC IN THE AMOUNT OF \$10,000

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from GKI Foods, LLC in Brighton, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, GKI Foods, LLC is seeking to train 8 employees in Principles and Practices of Supervision I and II between February 7, 2018 and June 30, 2018 in the amount of \$10,000; and
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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

MEMORANDUM

Workforce Development Board Resolution 17-43

To: Michigan Works! Southeast Workforce Development Board

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

Date: January 3, 2018

Subject: FY 2017 WIOA Incumbent Worker contract approval for Hornet Manufacturing

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2017 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Hornet Manufacturing in the amount of \$12,368

Background

FY 2017 WIOA Incumbent Worker (7/1/17 through 6/30/18) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. GKI Foods, LLC located in Brighton is requesting ASME Code Welder Training in the amount of amount of \$12,368 to train employees from January 2018 to March 30, 2018.

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.

Hornet Manufacturing is requesting \$12,368 to train 10 employees in ASME Code Welder Training. The company will contribute \$8,002 as match in the form of wages to the participants and tuition. Training will be conducted by the company employees to conduct the Hornet ASME Code Welder Training.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Hornet Manufacturing	\$12,368	10	Hillsdale

The IWT Grant Application has been reviewed and approved by the Review Committee.

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 17-43**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HORNET MANUFACTURING IN THE AMOUNT OF \$12,368

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Hornet Manufacturing in Hudson, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Hornet Manufacturing is seeking to train 10 employees in ASME Code Welder Training between January, 2018 and March 30, 2018 in the amount of \$12,368; 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

Workforce Development Board Resolution 17-44

To: Michigan Works! Southeast Workforce Development Board

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

Date: January 3, 2018

Subject: FY 2017 WIOA Incumbent Worker contract approval for Uckele Health and Nutrition

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2017 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Hornet Manufacturing in the amount of \$7,825.

Background

FY 2017 WIOA Incumbent Worker (7/1/17 through 6/30/18) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Uckele Health and Nutrition located in Blissfield is requesting cGMP 21 CFR 111 Training in the amount of amount of \$7,825 to train employees from February 2018 to May 1 2018.

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.

Uckele Health and Nutrition is requesting \$7,825 to train 12 employees in cGMP 21 CFR 111 Dietary Supplement Training. The company will contribute \$7,270 as match in the form of wages to the participants and tuition. Training will be conducted by NSF (The Public Health and Safety Organization).

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Uckele Health and Nutrition	\$7,825	12	Lenawee

The IWT Grant Application has been reviewed and approved by the Review Committee.

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 17-44**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR UCKELE HEALTH AND NUTRITION IN THE AMOUNT OF \$7,825

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, Michigan Works! staff have received an Incumbent Worker (IW) training fund application from Hornet Manufacturing in Hudson, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Uckele Health and Nutrition is seeking to train 12 employees in cGMP 21 CFR 111 Dietary Supplement Training between February 2018 and May 1, 2018 in the amount of \$7,825; 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.

21 CFR 111 Dietary Supplement GMP Overview

About this Course:

FDA expects all companies that manufacture, package, or hold dietary supplement products to follow 21 CFR 111, the Dietary Supplement CGMPs. This course provides a basic understanding of CGMPs and the responsibilities expected for various individuals and groups within the company. Participants will learn how to apply CGMP principles to specific situations. The course is interactive, with hands-on exercises including case-studies from recent Warning Letters. Bring your questions and prepare to interact with the instructor and your peers in the industry.

Who Should Attend?

Anyone from:

- Management
- Manufacturing
- Quality Control/Assurance
- Packaging
- Marketing
- Laboratory Operations
- Auditing
- Suppliers and Distributors
- Regulatory Affairs

Class Length: Two days

Course Prerequisites: None

What You'll Learn:

At the conclusion of the course participants will have an understanding of the following:

- Basic requirements of the CGMPs.
- Details of CGMPs as they relate to:
 - Personnel
 - Buildings and Facilities
 - Equipment
 - Facility Records
 - Production and Process Control
 - Holding and Distribution
 - Batch Records
 - Packaging and Labeling
 - Quality Control and Quality Assurance
 - Laboratory Operations
 - Product Complaints
- The purpose of "Guidance Documents"
- The role of the FDA and their authority
- The roles and responsibilities of the Quality Unit

As a part of maintaining compliance to 21 CFR 111, dietary supplement personnel must have GMP training on a regular basis. A Certificate of Attendance will be provided upon completion of the course.

Benefits of taking this seminar:

Get answers to your specific questions
 Learn CGMPs in a way that enables you to teach others
 Network with other professionals in the industry
 Learn best practices from the instructor and other attendees

Details Outline:

- Why do we need to follow GMPs?
 - FDA's legal authority
 - The meanings of:

- Regulatory meetings
- Warning Letter
- Fines
- Consent Decree
- Seizure
- Injunction
- Indictment
- FDA's definition of adulteration and quality
- How to respond to 483s and WLs
- FSMA briefing; it's impact on dietary supplements
- **21 CFR 111: Subpart A – General Provisions**
 - Who has to comply with 21 CFR 111?
 - FDA's definitions of important terms
- **21 CFR 111: Subpart P – Records and Record Keeping**
 - What are GDPs, and to what documents are they applicable?
 - What are FDA's expectations for SOPs?
 - What are the requirements for electronic records?
 - What records must be made available to FDA?
 - How do you correct errors?
 - Recalls
 - Retention requirements
- **21 CFR 111: Subpart H – Master Manufacturing Records**
 - What is an MMR and how is it different from a BPR?
 - When must you create an MMR?
 - What must be included in an MMR?
 - Specifications
 - Controls
 - Procedures
 - Components
 - Packaging
 - Theoretical yield
 - Labeling
- **21 CFR 111: Subpart I – Batch Production Records**
 - When must you create a BPR?
 - What must be included in a BPR?
 - Components
 - Monitoring results
 - Yields
 - Labels & Reconciliation
 - Review & Disposition
 - Reprocessing
 - Initial/date requirements
- **21 CFR 111: Subpart B – Personnel**
 - Hygienic Practices – Disease Control
 - Protective garb, standard practices
 - Jewelry policy
 - Employee and manager qualification
 - Training documentation
 - Where does QA fit into the company organization?
- **21 CFR 111: Subpart C – Physical Plants and Grounds**
 - Why does the building perimeter need to be clear?
 - Can toxic materials be stored in the plant?
 - What are the requirements for pest control?
 - Water testing requirements and best practices

- Piping and drain design
- The importance of minimizing dead-legs
- Floors, walls, and ceiling construction
- Three Zone design for people, air, and material flows

- **21 CFR 111: Subpart D – Equipment and Utensils**

- How to set up systems for:
 - Calibrating, inspecting & checking equipment, instruments, and controls
 - Maintaining equipment, utensils and surfaces
- Cleaning and sanitizing surfaces, equipment and utensils
- How does a User Requirements Specification show that equipment is designed correctly
- How can you show FDA that your equipment is
 - Corrosion-resistant
 - Made of nontoxic materials
- Equipment cleaning and usage logs

- **21 CFR 111: Subpart E – Production and Process Control**

- How to document that your process control system has been designed to ensure the quality of the product as specified in the Master Mfg Record.
- What specifications must you have?
 - Every component
 - In-process specifications
 - Limits on contamination
 - Labels
 - Packaging material
 - Finished product
- How do you prove that you have met your specifications?
- Do you have to test every batch?
- When might skip lot testing be applicable?
- How does FDA define COA?
- Supplier qualification; do you need to audit your suppliers?
- How do you handle deviations?

- **21 CFR 111: Subpart K – Manufacturing Process Control**

- Contamination prevention
- Allergens
- Monitoring microbial levels
- Mechanical steps
- Time & temperature controls
- Metal contamination
- Segregate and identify
- Identify lines & equipment

- **21 CFR 111: Subpart F – Quality Control**

- Required SOPs
- Responsibilities
- Procedures
 - Specifications
 - Processes
 - Tests
 - Examinations
 - Controls
 - Deviations
 - Investigation Review
 - Dispositions
- Material Reviews
 - When required

How to conduct effectively
How to know if you've found the root cause

- **21 CFR 111: Subpart J – Laboratory Operations**
 - Procedures that must be in place
 - Criteria for establishing specifications
 - Use of sampling plans
 - Criteria for selecting appropriate test methods
 - The meaning of “scientifically valid methods”
 - The difference between precision and accuracy
 - Stability testing
- **21 CFR 111: Subpart G – Components, Packaging, and Label Control**
 - Receiving procedures
 - Warehousing requirements
- **21 CFR 111: Subpart L – Packaging and Labeling Control System**
 - Required procedures
 - Label reconciliation
 - Why is FDA so paranoid about label mix-ups?
 - Repackaging and relabeling
- **21 CFR 111: Subpart M – Holding and Distribution**
 - What constitutes appropriate conditions of:
 - Temperature
 - Humidity
 - Light
 - Requirements for reserve samples
 - New requirements from FSMA
- **21 CFR 111: Subpart O – Complaints**
 - The definition of a product complaint
 - Requirement for an investigation
 - The difference between a product complaint and a serious adverse event
- **FDA Inspections**
 - Training your employees how to respond to an inspectors' questions
 - Documents that are exempt from FDA inspection
 - Role of the escort
- **Cultural Transformation; a short discussion of what you do once you have all your SOPs written. How do you achieve compliance in the real world?**

11. Committee Reports

- a. Employer Services - Rick Currie, Chair
- b. Job Seeker Services – Marcus James, Chair
- c. Talent District Career Council (TDCC) – Kevin Oxley
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair

Employer Services Committee

12/4/17

3:15 PM

Washtenaw Service Center

Meeting called by:	Shamar Herron	Type of meeting:	Committee Meeting
Facilitator:	Jim Coutu	Note taker:	Marsha Meadows
Timekeeper:	Rick Currie		
Attendees:	Jim Coutu, Rick Currie, Shamar Herron, Sharon Miller, Deb Polich, Amby Wilbanks, Marsha Meadows		

Minutes

Agenda item: Business Services Team List of Duties (handout)

Discussion:

1. Employer Engagement
 - a. Pure Michigan Talent Connect
 - b. Job Orders
 - c. Business Outreach
2. WIOA Related Tasks
 - a. IWT Contracts
 - b. OJT Contracts
 - c. PWE
 - d. Transitional Job Program
 - e. G*stars
3. Grant opportunities BST Manage or assist with
 - a. STTF
 - b. Americas Promise
 - c. Going Pro
4. Apprenticeships
5. Internal Organization Communication
6. Other Initiatives the BST are involved with
7. Business Services Manager additional tasks
8. Business Services Networks

Conclusions:

1. IWT Process and Implementation
2. Gaps between Job Seeker skills and the Underemployed

NEXT MEETING:

Committee will meet the first Monday of every month from 2-4 p.m. at Washtenaw with the Executive Board meeting April 1, 2018. The next meeting is scheduled for 1/8/2018 and the following meeting is scheduled for 2/5/2018.

Job Seeker Committee

11/16/17

10:00 AM

Jackson Service Center

Meeting called by:	Shamar Herron	Type of meeting:	Committee Meeting
Facilitator:	Marcus	Note taker:	Vicki Enriquez
Timekeeper:	Marcus		
Attendees:	Sandy Vallance, Shamar Herron , Vicki Enriquez, Bill Sleight, Marcus, Steve and Leann		

Minutes

Agenda item: Job Seeker Committee Purpose

Discussion:

1. Out of School Youth
 - a. How many complete credential portion compared to total enrollments;
 - b. Adult Ed Effectiveness
 - c. What OOS metrics will we focus on to track impact
 - d. Discussed employer led entry development programs as potential GES/ESL driver for 19yr+ OOS
2. Returning Citizens
 - a. What needs to be done for returning citizens that is not already being done
 - b. All five counties have some effort in place
3. Returning Seniors (50 and over)
 - a. What is the priority/benefits of focusing on this population
4. Consensus on Top 3 "at-risk" groups that Job Seeker Committee should focus and what is the desired impact

Conclusions:

1. Group determined that the top 3 populations to focus on at this time are
 - Out of School Youth
 - Returning Seniors
 - Returning Citizens
2. Out of school youth has enough data for group to concentrate on filling gaps in services if there are any.
 - Vicki will run report on current enrollments-they include legacy participants
 - Sandy is going to get with Pam G to determine how many complete the Adult Ed program
 - *Metrics - 1) increase number of High School Equivalency(GED), 2)measure funding effectiveness for out of school and 3) gauge MWSE effectiveness of leveraging partner programs for this population*
3. Returning Seniors
 - There are limited resources for 50+ individuals who are looking for employment, need to increase the workforce,
 - will need to know labor participation rate - Bill has a SEMCOG report that he can share with some information
 - need to know how many 50+ are coming into service centers
 - *Key metric(s) to be determined next meeting*
4. Returning Citizens
 - Change employers perception-Shamar is working with A Brighter Way, will have more information by next meeting on what is needed for this population
 - *Team to discuss key metric(s) for this population next meeting*

NEXT MEETING:

The next meeting is scheduled for meeting is scheduled for 12/21 in Jackson from 10-12.

Job Seeker Committee

12/21/17

10:00 AM

Jackson Service Center

Meeting called by:	Marcus James	Type of meeting:	Committee Meeting
Facilitator:	Marcus James	Note taker:	Vicki Enriquez
Timekeeper:	Marcus James		
Attendees:	Sandy Vallance, Shamar Herron, Vicki Enriquez, Bill Sleight, Marcus James, Steve Girardin, and via Phone Angela Parth		

Minutes

Agenda item: Job Seeker Committee Purpose

Discussion:

- Determination of key metrics for out of school youth, returning seniors and returning citizens
- Review of data collected as requested in November JSC meeting
- Action Items from last meeting
 - Adult Ed effectiveness
 - Out of School Enrollment
- What metric does committee want to try influence
- How are contractors reaching at risk Youths
- Need report of all 16 to 24 in all programs that are out of school and unemployed
- What does committee want to influence for Returning Seniors?
- Can we work with AARP?
- Labor participation rate for seniors (50+)
- Number of 50+ coming into MW!SE service centers
- Review of SEMCOG report regarding workforce demographics through 2045
- Feedback regarding "A Brighter Way" efforts for Returning Citizens
- How can MWSE help with Returning Citizens?

Conclusions:

- Out of School youth metric(s)
 - xx% increase in % of out of school youth enrolled in MW!SE programs (presently roughly 5%)
 - xx% increase in a) % enrolled in Adult Ed program and b) % completing high school equivalency certification
- Returning Seniors metric(s)
 - Increase labor force participation rate for 55-64 year olds/ county
 - Increase number of 55-74 year olds coming into service center
 - Effectiveness of servicing the 55-74 year old population coming into service centers
 - Explore AARP metrics
- Returning Citizens metric(s)
 - Pre-release
 - Number of returning citizens contacted/served
 - Number of employers engaged-determine metric to gauge receptivity of employers to interview and hire
 - Post release
 - Increase in number of returning citizens coming into service centers(work with parole offices to determine base)
 - Effectiveness of servicing this population once they are in the service center
 - Track recidivism

- Partner metrics
 - Once metrics have been finalized JSC will work with Thomas P Miller to integrate key metrics into the 2018 dashboards for MW!SE partners
- Reports were shared
 - Adult Ed-Pam G sent report only about 2% attend Adult Ed in Hillsdale, Jackson, Lenawee
 - The number of Out of School Youth enrolled in WIOA from 7/1/16 through 6/30/17 is 298-Vicki will run report to include number of Youth 16 to 24 in door compared to enrolled in any program
- Increase number of enrolled Youth, determine barriers and try to figure if barrier can be overcome and how
- JMG (Jobs for Michigan Graduates) is one way to increase enrollments being used
- Vicki will run a report to show percentage of enrollments compared to how many come into service center
- SEMCOG report was provided-It only covers Livingston and Washtenaw, Sandy V will try to come up with the Tanner Friedman report for more information on returning seniors, Try to increase Labor Rate Participation and/or enrollments
- Jim Coutu and Businesses Services are currently working with AARP, Sandy will contact Jim to get more information on how and what they are doing
- Brighter Way is just fundraising at this time

NEXT MEETING:

The next meeting is scheduled for meeting is scheduled for 1/18/18 in Jackson from 10-12.

Region 9 Talent District Career Council (TDCC) Meeting
November 28, 2017
Washtenaw County ISD, Ann Arbor, MI

Region 9 TDCC Members Present

Jack Bidlack	Eastern Michigan University
Roy Coons	Cleary University
William Ferrara	Monroe High School
Kevin Oxley, Chair	Jackson County ISD
Bill Rayl	JAMA
Matthew Shane	Michigan State University
Doris Stromer	Mott Community College
Kevin Upton	Lincoln Schools Consolidated

Region 9 TDCC Members Absent

Linda Blakey	Washtenaw Community College
Julie Boyce	Key Opportunities
Chellie Broesamle	Jonesville Community Schools
Peter Coomar	Monroe Community College
Cathy Deron	Hanwha Advanced Materials America Mfg
Jeremy Frew	Jackson College
Shelly Jusick	Lenawee ISD
Jennifer LaDuke	Monroe County ISD
Aline Lafferty	ProMedica Monroe Regional Hospital
Ruben Marquez	UAW Southern Area Community Action Region 1-C
Scott Menzel	Washtenaw County ISD
Frank Norton	Eastern Michigan University
Mike Smith	AFL-CIO
Grace Trudell	IBEW Local 58
Rita Virshum	St. Joseph Hospital
Shawn Vondra	Hillsdale Community Schools

Others Present

Bill Sleight	Michigan Works! Southeast
Shamar Herron	Michigan Works! Southeast
Pam Gosla	Michigan Works! Southeast
Lauren Cornett	Michigan Works! Southeast
Michelle Radcliff	LESA

Quorum not met.

1. Kevin Oxley called the meeting to order at 1:10 pm.
2. Bill Sleight discussed MI Career Quest and provided updates issued from TIA to MWA Directors regarding the event. ABC Builders and contractors may offer a similar event in April 2018; however, Michigan Works is not involved with this project. MWSE's goal is to offer an event in Nov. 2018 in Novi. A steering committee will be brought together soon. The newly formed CEAC will likely be involved in planning.

Discussion followed.

3. Bill Sleight and Pam Gosla discussed new CEAC (draft) policy issuance. Key points:
 - One CEAC (Career & Educational Advisory Council) per MWA region will exist. Monroe County TDCC members will now be part of the Region 10 CEAC (SEMCA).
 - In January 2018 the WDB will appoint new CEAC members based on requests sent forth by MWSE.
 - Discussion on proposed make-up and mandatory membership of CEAC (pg.2, Policy Issuance).
 - i. Group consensus to limit membership to required members, and to limit membership to 15 – 21 members (an odd number is preferred).
 - Discussion ensued regarding establishment of metrics for CEAC, it was determined that the WDB should likely create these metrics to guide the work of the CEAC.
4. Pam Gosla discussed Going Pro Grant highlights submitted on behalf of MWSE to TIA. The grant application included four pilot pre-apprenticeship programs across the region.
5. Pam Gosla discussed American's Promise Grant and potential tie-in with Going Pro Grant.
6. Tim Jackson discussed the RFP for regional 107 adult education providers. Currently there are 9 providers in the region, the RFP is anticipated in April 2018.

Discussion followed.

The meeting adjourned at 2:17 pm.

Compliance, Finance and Operations (CFO) committee Meeting Minutes

November 27, 2017

2 Pm Jackson Service Center- Francis Room

Members

Lynn Matzen, Owner, Chair
Mindy Bradish-Orta, President/CEO
Swatee Kulkarni, Executive VP
Matthew Sandstrom, Managing Partner
James Van Doren, Executive Director

Matrix Systems
Jackson County Chamber
GDI Infotech, Inc.
Rustbelt, LLC
Lenawee Now

Staff

Bill Sleight
Cordelia Gonzalez, Staff Lead

Director, MWSE
Fiscal Manager, MWSE

Members Present: Lynn Matzen, Jim Van Doren (call-in)

Staff Present: Bill Sleight, Pam Gosla

The meeting was called to order at 2 p.m. by Lynn Matzen

The committee reviewed the reports which were sent out prior to meeting for review.

Consolidated Income Statement: Several questions were raised by the members. It was clarified that the net loss of \$24,310 is likely due to timing issues related to when revenue is received vs. when expenditures are incurred as cash is requested on a weekly basis to cover that week's expenditures. Bill also reported that the amount of state revenue received in October is low because of a changeover in the state's fiscal system. The state has not made any payments of state funds since October 1 but we anticipate that they will resume making payments shortly. Members questioned several lines that were over 33% expended. The Travel and Conference expenses reflect one-time costs due to the Annual Conference in September, and should be levelling off in the coming months. The Dues and Subscription line is over budget due to the unanticipated receipt of a \$56,000 pass-through grant for staff development which was paid as dues to Michigan Works! Association. This will be adjusted at our next budget amendment. The Outreach and Advertising line is high due to the misclassification of some charges for our marketing consultant which should have reported as contract services but instead were reported as advertising. This will be corrected next month.

MWSE non Profit Account: The Financial Statement for the non-profit account was presented and reviewed. Fund equity for CY 2017 is at \$43,353 for this account, and increase of about \$3,300 since the beginning of the year.

SEMCA staff was not able to produce the monthly expenditures by grant, or the participant training and support detail due to the staff time required to work with monitors and auditors in November, and because we are reallocating some grant expenditures for staff time to better reflect the actual effort spent on those grants. These will be available next month.

Discussion of Non-Profit Account Revenue Opportunities -- Pam Gosla discussed efforts she is making to apply for foundation funding. She said that she has sent out more than 100 letters of introduction to foundations interested in investing in workforce projects. She said most foundations will try a new organization by providing a small grant of \$5,000 to \$15,000. If those investments yield positive results, then larger grants may be available. The committee discussed that any efforts to seek additional funding should be consistent with our strategic plan. Pam will follow up with the contacts she has already made with foundations, and will seek out new opportunities as well. She may also want to meet with the other committees to identify priorities for potential projects.

Audit / Monitoring Update – Bill reported that the audit will be presented to the Consortium Board at their December 18, 2017 meeting. No major concerns have been identified thus far. The state recently completed its third monitoring visit for 2017 where they reviewed administrative systems such as procurement, cash management, and equal opportunity. The written report will be issued soon, but no major concerns were identified in the exit interview.

The meeting adjourned at 3 pm.

Southeast Michigan Consortium
Consolidated Income Statement

6

For Period Ending October 31, 2017

33% of year
completed

	October 2016 YTD Actual	October 2017 YTD Actual	Annual Budget	% of Budget Expended	October Monthly Activity	Comments
Revenues						
Federal Grant	2,693,196	3,263,866	9,808,892	33.17%	674,706	State STIF revenue delayed due to implementation of new fiscal system
State Grant	639,401	865,558	2,581,115	33.57%	5,206	
Local Grant	8,850					
Professional Services						
Miscellaneous Revenue	10,038	27,798	200,000	13.90%	12,958	
Total Revenues	3,351,485	4,158,241	12,590,007	80.75%		
EXPENSES						
Salaries	667,492	1,110,120	3,630,008	30.58%	212,375	
Fringe Benefits	213,739	321,635	1,369,993	23.48%	62,761	
Contractor Expenses	1,136,132	515,640	1,900,000	27.14%	114,044	
SEMCA		81,692	400,000	20.42%		Costs accrued quarterly. Should be at budget levels once all planned services are completed
Professional Fees	123,619	41,389	175,000	23.65%	176	
Professional Services	123,619	123,081	575,000	21.41%	81,868	
Travel	20,437	37,214	78,000	47.71%		YTD includes some one time travel for conferences; will monitor to see if adjustments are needed
Conferences	23,953	29,277	36,000	81.32%	6,701	YTD includes costs for Michigan Works! Conference.
Utilities	49,335	34,237	140,000	24.45%	7,666	
Office Supplies	14,920	15,724	40,000	39.31%	4,324	
Insurance	10,264	20,183	55,000	36.66%	3,660	
Rent/Building Costs	199,043	224,864	610,000	36.86%	40,841	May need to adjust budget because of one time repair costs
Technology	26,959		50,000	0.00%		Planned technology projects will be implemented soon.
Repairs/Maintenance	7,637	10,448	15,000	69.65%	3,101	Will monitor to see if budget adjustment is needed
Meetings	3,377	2,562	12,000	21.35%	527	
Equipment	2,850	5,565	65,000	8.56%	2,140	
Dues/Subscription	22,320	81,244	70,000	116.06%	59,532	Includes pass-thru grant to Michigan Works! Association which was not in budget.
Outreach/Advertising	40,681	54,496	75,000	77.99%	23,619	Budget will be adjusted to account for additional STIF training grants
Participant Training & Support	1,000,884	1,592,283	3,869,007	41.15%	230,887	
Total Expenses	\$ 3,563,444	\$ 4,382,351	\$ 12,590,007	33.23%		
Net Income/ (Loss)	\$ (211,979)	\$ (24,310)				

WORKFORCE DEVELOPMENT BOARD - 501(C)(3)
FINANCIAL STATEMENTS
FOR THE PERIOD JANUARY 1-OCTOBER 31, 2017

BALANCE SHEET		October Activity	
BALANCE JANUARY 1, 2017	\$ 40,069.19		
REVENUES	\$ 15,959.86	575.38	
EXPENSES	<u>\$ (12,675.63)</u>	<u>\$ (224.97)</u>	
FUND EQUITY	<u>\$ 43,353.42</u>	<u>\$ 350.41</u>	
<hr/>			
INCOME AND EXPENSE STATEMENT			
INTEREST INCOME	\$ 3.86	\$ 0.38	
ECONOMIC DEVELOPMENT GRANT	\$ 2,500.00		
AWARD CEREMONY SPONSORS	\$ 950.00		
JOB FAIR REVENUE	\$ 11,766.00	\$ 575.00	
SUMMER 17 UNITED WAY GRANT	\$ 740.00		
TOTAL REVENUE	<hr/>	\$ 15,959.86	\$ 575.38
EXPENDITURES			
AWARD CEREMONY	\$ 3,282.97	\$ -	
JOB FAIR EXPENSES	7,106.00	\$ -	
SUMMER 17 PARTICIPANT EXPENSES	709.00	\$ -	
MISCELLANEOUS EXPENSES	1,577.66	\$ 224.97	
TOTAL EXPENDITURES	<hr/>	\$ 12,675.63	\$ 224.97
REVENUES IN EXCESS OF EXPENDITURES	<u>\$ 3,284.23</u>	<u>\$ 350.41</u>	

Compliance, Finance and Operations (CFO) Committee Report

December 2017

Lynn Matzen, Owner, Chair
Mindy Bradish-Orta, President/CEO
Swatee Kulkarni, Executive VP
Matthew Sandstrom, Managing Partner
James Van Doren, Executive Director
Bill Sleight
Cordelia Gonzalez, Staff Lead

Matrix Systems
Jackson County Chamber
GDI Infotech, Inc.
Rustbelt, LLC
Lenawee Now
Director, MWSE
Fiscal Manager, MWSE

The CFO Committee did not meet in December, however staff did prepare two expenditure reports for the Board. The income statement shows spending by line item both year-to-date through November 30, 2017 and for the month of November. These expenses are compared to the budget. The report also shows revenue received year to date and for the month.

A second report shows expenditures by grant through November 30, 2017, and compares to the grant budget for the year.

At the January 2018 meeting, the committee will review the agency audit, and a recent monitoring report from the state, as well as the December expenditure reports.

Southeast Michigan Consortium
Consolidated Income Statement
For Period Ending November 30, 2017

	November 2017 Actual YTD	Annual Budget	% of Annual Budget Expended (s.b. 42%)	November Monthly Activity	Percent of Monthly Activity to Annual Budget (s.b. 8.3%)	Comments
Revenues						
Federal Grants	4,297,864	10,974,774	39.16%	\$1,033,978.11	9.4%	Monthly activity reflects cost
State Grants	837,562	2,581,942	32.44%	-\$28,996.09	-1.1%	Monthly activity reflects cost
Local Grants	477	0		\$476.99		allocation adjustments; Budget will be adjusted to reflect increase in STTF grants
Professional Services				\$0.00		
Miscellaneous Revenue	27,798	200,000	13.90%	\$0.00	0.0%	
Total Revenues	5,163,700	13,756,716	37.54%	\$1,005,459.01	7.3%	

**Southeast Michigan Consortium
Consolidated Income Statement**
For Period Ending November 30, 2017

	November 2017 Actual YTD	Annual Budget	% of Annual Budget Expended (s.b. 42%)	November Monthly Activity	Percent of Monthly Activity to Annual Budget (s.b. 8.3%)	Comments
<u>Expenses</u>						
Staff Salaries	\$1,313,959	3,630,007	36.20%	\$203,839.02		Staff salary adjustment will be reflected in December report, per action of Consortium Board
Fringe Benefits	\$416,478	1,369,993	30.40%	\$94,843.05		5.6% 6.9%
Contractor Expenses	\$663,361	1,900,000	34.91%	\$147,720.72		7.8%
Professional Services	\$250,942	625,000	40.15%	\$127,860.83		
SEMCA Professional Services	\$149,875	450,000	33.31%	\$68,183.14		15.2%
Professional Fees	\$101,067	175,000	57.75%	\$59,677.69		Should be at budget levels once all planned services are completed
Travel	\$47,958	78,000	61.48%	\$10,744.17		Based on current expenditure patterns, this budget line will need to be adjusted. 13.8%
Conferences	\$31,892	36,000	88.59%	\$2,614.55		YTD includes costs for Michigan Works! Conference. Budget may need to be adjusted slightly upward to accommodate a Michigan Works! training in March. 7.3%
Utilities	\$44,399	77,000	57.66%	\$10,162.62		Budget may need to be adjusted based on current expenditure patterns 13.2%
Office Supplies	\$18,749	40,000	46.87%	\$3,024.86		7.6%
Insurance	\$28,986	55,000	52.70%	\$8,823.74		We will review invoices to see if adjustments need to be made 16.0%
Rent/Building Costs	\$281,999	610,000	46.23%	\$57,135.05		May need to adjust budget because of one-time repair costs 9.4%
Technology	\$10,584	185,000	5.72%	\$10,584.30		5.7%

**Southeast Michigan Consortium
Consolidated Income Statement
For Period Ending November 30, 2017**

	November 2017 Actual YTD	Annual Budget	% of Annual Budget Expended (s.b. 42%)	November Monthly Activity	Percent of Monthly Activity to Annual Budget (s.b. 8.3%)	Comments
Repairs/Maintenance	\$13,033	15,000	86.89%	\$2,585.08	17.2%	Will monitor to see if budget adjustment is needed
Meetings	\$3,581	12,000	29.84%	\$1,018.97	8.5%	
Equipment	\$6,131	90,000	6.81%	\$566.02	0.6%	
Dues/Subscription	\$87,794	126,517	69.39%	\$6,550.54	5.2%	Includes \$57,000 pass-thru grant to Michigan Works! Association which was paid recently
Outreach/Advertising	\$66,413	75,000	88.55%	\$7,917.18	10.6%	Includes charges for the Annodyne marketing contract which was budgeted in Professional fees. We are working with SEMCA to correct this.
Participant Training & Support	\$1,849,972	4,832,199	38.28%	\$257,689.55	5.3%	Budget will be adjusted upward to account for additional STTF training grants.
Total Expenses	\$ 5,136,231	13,756,716	37.34%	\$ 953,680	6.93%	
Net Income/ (Loss)	\$ 27,469			\$ 51,779		

Expenditures by Revenue Source

7/1/17 to 11/30/18

Workforce Innovation and Opportunity Act Grants	Approved Budget	Expenditures through 11/30/17	Percent Expended (42% of year)	Comments
Adult	\$1,183,382	\$782,694	66.1%	May need to transfer funds from DW to Adult
Dislocated	\$1,661,940	\$454,337	27.3%	
Youth	\$1,485,776	\$530,057	35.7%	
Administration	\$320,000	\$228,104	71.3%	
Statewide Activities-MWSC	\$266,190	\$38,944	14.6%	
Statewide Apprenticeship Coordinators	\$31,250		0.0%	
SP National Emergency Grant	\$300,000	\$0	0.0%	
America's Promise Grant	\$150,000	\$28,589	9.5%	
Capacity Building	\$56,716		0.0%	
Apprenticeship State Accelerator Grant	\$6,250	\$0	0.0%	
Adult Education(Title II)	\$70,000	\$23,007	32.9%	
Total WIOA	\$5,531,504	\$2,085,732	37.7%	
Wagner-Peyser and Trade Act Grants	Approved Budget	Expenditures through 11/30/17	Percent Expended (42% of year)	Comments
Employment Services	\$953,152	\$218,611	22.9%	
RESEA	\$39,803	\$19,353	48.6%	
RESEA - Work-Based Training	\$36,877	\$0	0.0%	
TAA	\$405,155	\$127,193	31.4%	
Total Wagner Peyser and Trade	\$1,434,987	\$365,157	25.4%	
PATH / TANF / Food Assistance Grants	Approved Budget	Expenditures through 11/30/17	Percent Expended (42% of year)	Comments
PATH /TANF	\$4,000,000	\$1,625,749	40.6%	
PATH / GFGP	\$386,803	\$277	0.1%	
PATH Food Asst / Support service	\$10,945	\$967	8.8%	
State Admin Match Food Assistance	\$159,237	\$38,866	24.4%	
Foster Care	\$23,530	\$2,319	9.9%	
Refugee	\$24,709	\$51,377	218.3%	Expenses reflect charges to last year's grants
Families Forward	\$200,000	\$0	0.0%	
Total PATH / TANF / Food Assistance	\$4,805,224	\$1,719,555	35.8%	
Other Grants	Approved Budget	Expenditures through 11/30/17	Percent Expended (42% of year)	Comments
Jobs for Michigan Graduates	\$60,000	\$47,740	79.6%	Expenses reflect charges to last year's grants
Skilled Trades Training	\$1,890,000	\$815,660	43.2%	New grants are not incorporated into budget yet.
Community Corrections	\$25,000	\$394	1.6%	
Total Other	\$1,975,000	\$863,794	43.7%	
Grand Total	\$13,746,715	\$5,034,238	36.6%	

12. Discussion Items

- a. GTIB Meeting, December 13, 2017 – Marcus James
Governor's Talent Investment Board Report
- b. Executive Committee Report – WDB Chair
 - Michigan Works! Southeast Workforce Development Board
Executive Committee Minutes for December 6, 2017
 - Michigan Works! Southeast Workforce Development
Board Executive Committee Minutes for January 3, 2018

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

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

Absent: Grace Trudell

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

1. Call to order
 Sean Duval, Chairperson called the meeting to order at 2:00 p.m.
2. Roll Call
 Quorum Present.
3. Approval of Agenda
4. Director Report
 - a. One Stop Operator Update
 Bill Sleight reported Thomas P. Miller (TPM), One Stop Operator Contractor 2nd quarterly visit November 7-8, 2017. TPM met with Partners and Michigan Works! Southeast staff on November 7, 2017. TPM met with Center Managers after the Partners meeting. TPM met with Management team members. On November 8 TPM provided update during the Workforce Development Board meeting. TPM toured Livingston Center and Washtenaw Center which included introduction of onsite partners and observation of customer flow. Discussion.

- b. Compensation Study Update
Bill Sleight reported Compensation Committee met on November 29, 2017 to review Compensation Study recommendations provided by Arthur Gallagher the consultant contracted by Michigan Works! Southeast. The committee composed of Consortium board member, Workforce Development Board members and staff. Committee meets on December 11, 2017 with the purpose to provide a recommendation to the Consortium Board at their December 18, 2017 meeting. Discussion.
- c. MiCareerQuest
Bill Sleight reported Southeast Michigan Region Career Quest event planned for November 2018. Oakland Community College taking lead. Discussion.
- d. Skilled Trades Training Fund (STTF)
Discussion in follow-up up to the emails and press releases regarding the STTF grant awards to the 61 companies by Talent Investment Agency in the Michigan Works! Southeast region. Discussion.

5. Chair Report

- a. Board Development Committee - Executive Committee Nominations and Election of Chairperson and Vice Chairperson
Sean Duval provided update on Board Development meeting held on November 28. Board Development Committee meeting scheduled in December with recommendations provided at the January 3, 2018 Executive Committee meeting. Discussion.

6. Committee Reports

- a. Employer Services - Rick Currie, Chair
Update provided by Rick Currie and Jim Coutu. Discussion.
- b. Job Seeker Services – Marcus James, Chair
Update provided by Marcus James. Discussion.
- c. Talent District Career Council (TDCC) – Scott Menzel
Update provided by Scott Menzel
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
Update provided by Lynn Matzen. Discussion.

7. Consent Agenda – None

8. Action Items - Resolutions for Consideration:

- a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-38
A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2018 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FOR THE DELIVERY OF JOB TRAINING SERVICES TO ELIGIBLE PARTICIPANTS IN THE MICHIGAN WORKS! SOUTHEAST AND THE SOUTHEAST MICHIGAN CONSORTIUM.

Sean Duval call for motion to approve WDB Resolution 17-38.

MOTION: Marcus James moved to approve WDB Resolution 17-38 approving the FY 2018 Trade Adjustment Assistance (TAA) program for delivery of services to eligible participants in the Michigan Works! Southeast and Southeast Michigan Consortium.

SUPPORT: Lynn Matzen

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

- b. WDB RESOLUTION 17-39
A RESOLUTION APPROVING FY 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) INCUMBENT WORKER TRAINING FUNDS FOR VISION MARINE PRODUCTS, LLC IN THE AMOUNT OF \$6,630

Sean Duval call for a motion to approve WDB Resolution 17-39

MOTION: Scott Menzel moved to approve WDB Resolution 17-39 approving the WIOA Incumbent Worker Training Funds for Vision Marine Products, LLC in the amount of \$6,630

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

- c. WDB RESOLUTION 17-40
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DEWITTS RADIATOR, INC IN THE AMOUNT OF \$10,000

Sean Duval call for a motion to approve WDB Resolution 17-40

MOTION: Leann Wilt moved to approve WDB Resolution 17-40 approving the FY 2017 WIOA Incumbent Worker Training Funds for DeWitts Radiator, Inc. in the amount of \$10,000.

SUPPORT: Marcus James

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

- d. WDB RESOLUTION 17-41
A RESOLUTION APPROVING FY WIOA INCUMBENT WORK TRAINING FUNDS
FOR LOMAR MACHINE AND TOOL IN THE AMOUNT OF \$2,250

Sean Duval call for a motion to approve WDB Resolution 17-41

MOTION: Marcus James moved to approve WDB Resolution 17-41

Approving FY WIOA Funds for Lomar Machine and Tool in the amount of
\$2,250.

SUPPORT: Scott Menzel

Bill Sleight reported the amount of the IWT is under the \$5,000 under
amount required to have the board approve per policy.

MOTION CARRIED UNANIMOUSLY

9. Public Comment

Sean Duval offered Public Comment. No Public Comment.

10. Adjournment

Meeting adjourned at 3:46 p.m.

Workforce Development Board
 Executive Committee Meeting Minutes
 January 3, 2018, 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
 Grace Trudell
 Leann Wilt

Absent: Scott Menzel
 Matthew Sandstrom

Staff: Bill Sleight
 Dan Childs
 Jim Coutu
 Dan English
 Maggie Flaherty
 LaDena Fredette

1. Call to order
 Sean Duval, Chairperson called the meeting to order at 2:00 p.m.
2. Roll Call
 Quorum Present.
3. Approval of Agenda
 Sean Duval call for a motion to approve the Agenda.
 MOTION: Leann Wilt moved to approve the Agenda.
 SUPPORT: Grace Trudell
 MOTION CARRIED UNANIMOUSLY
4. Approval of December 6, 2017 Executive Committee Meeting Minutes
 Sean Duval call for a motion to approve the December 6, 2017 Executive Committee Meeting Minutes
 MOTION: Marcus James moved to approve the December 6, 2017 Executive Committee Meeting Minutes

5. Chair Report

- a. Board Development Committee - Executive Committee Nominations and Election of Chairperson and Vice- Chairperson

Sean Duval reviewed the December 21, 2017 Board Development Committee meeting minutes.

Sean Duval provided the Board Development Committee recommendations as follows for the slate of candidates for board officers and executive committee members for 2018

A. Board Leadership Recommendation

- a. Marcus James –Chairperson
- b. Richard Currie – Vice Chairperson

B. Proposed Executive Committee

- | | |
|--------------------------------|------------|
| a. Chair - Marcus James | Jackson |
| b. Vice Chair – Richard Currie | Livingston |
| c. At Large – Sharon Miller | Jackson |
| d. At Large – Scott Menzel | Washtenaw |
| e. At Large – Don Germann | Hillsdale |
| f. At Large – Leann Wilt | Lenawee |
| g. At Large – Sean Duval | Washtenaw |
| h. At Large – Lynn Matzen | Jackson |
| i. At Large – Grace Trudell | Livingston |

Discussion.

Sean Duval call for a motion to recommend to the Workforce Development Board the 2018 candidates slate for Board Leadership and the 2018 proposed candidates slate for Executive Committee from the Board Development Committee.

MOTION: Grace Trudell moved to recommend the proposed Board Development Committee recommendations to the Workforce Development Board for the 2018 Board Leadership slate of candidates and the proposed 2018 Executive Committee slate of candidates.

SUPPORT: Leann Wilt

MOTION CARRIED UNANIMOUSLY

Discussed proposed Board Terms and Succession recommended by Board Development Committee.

6. Director Report

- a. Compensation Committee Report
Bill Sleight provided update on the Compensation Committee Meetings. The committee comprised of WDB members, Consortium member and staff reviewed the Compensation Study submitted by consultant. Southeast Michigan Consortium Board approved Compensation Committee recommendation during their December 18, 2017 meeting. Discussion.
- b. Audit report
Bill Sleight reviewed the Michigan Works! Southeast Audit Report Statement letter, Independent Auditors Report and Financial Report with Supplemental Information, June 30, 2017 from Plante Moran. Discussion.
- c. Families Forward
Bill Sleight provided update on Families Forward. Discussion.
- d. Workforce Investment and Opportunity Act (WIOA) Performance Reports
Bill Sleight reviewed the WIOA Performance Data. Discussion.
- e. Dashboard
Bill Sleight reviewed draft Monthly Dashboard/Key Performance Indicators template. Discussion.

7. Committee Reports

- a. Employer Services
Updates provided by Rick Currie, Chair
- b. Job Seeker Services
Updates provided by Marcus James, Chair
- c. Talent District Career Council (TDCC)
Bill Sleight reported on the changes to the TDCC. New name is the Career & Educational Advisory Council (CEAC). Each Michigan Works! Agency Region (16) has a CEAC. Previously under TDCC included Prosperity Region which included Monroe County. Discussion.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
- Reviewed the Financial Statements. Discussion.

8. Consent Agenda - None

9. Action Items - Resolutions for Consideration –

- a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-42
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GKI FOODS, LLC IN THE AMOUNT OF \$10,000

Sean Duval call for a motion to approve WDB Resolution 17-42

MOTION: Marcus James moved to approve WDB 17-42 a resolution for FY 2017 WIOA Incumbent Worker Training (IWT) Funds for GKI Foods, LLC in the amount of \$10,000.

SUPPORT: Lynn Matzen

MOTION CARRIED UNANIMOUSLY

- b. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-43
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HORNET MANUFACTURING IN THE AMOUNT OF \$12,368

Sean Duval call for a motion to approve WDB Resolution 17-43
MOTION: Leann Wilt moved to approve WDB 17-43 a resolution for FY 2017 IWT funds for Hornet Manufacturing in the amount of \$12,368
SUPPORT: Lynn Matzen
MOTION CARRIED UNANIMOUSLY

- c. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-44
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR UCKELE HEALTH AND NUTRITION IN THE AMOUNT OF \$7,825

Sean Duval call for a motion to approve WDB Resolution 17-44
MOTION: Grace Trudell moved to approve WDB 17-44 a resolution for FY 2017 WIOA IWT funds for Uckele Health and Nutrition in the amount of \$7,825.
SUPPORT: Lynn Matzen
MOTION APPROVED UNANIMOUSLY

- 10. January 10, 2018 Agenda for the Michigan Works! Southeast Workforce Development Board Meeting
Discussed the Agenda for the January 10, 2018 Workforce Development Board meeting.
- 11. Public Comment
Sean Duval call for Public Comment. No Public Comment
- 12. Adjournment
The meeting adjourned at 3:48 p.m.