

MINUTES APPROVED ON JANUARY 10, 2018

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 MODIFICATION 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.

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.