



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

**JOINT BOARD MEETING
SOUTHEAST MICHIGAN CONSORTIUM BOARD
AND
MICHIGAN WORKS! SOUTHEAST
WORKFORCE DEVELOPMENT BOARD MEETING
March 14, 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** – Southeast Michigan Consortium Board – KZ Bolton, Chair
2. **Call to order** –Michigan Works! Southeast Workforce Development Board
– Marcus James, Chair
3. **Roll Call** – Southeast Michigan Consortium Board
4. **Roll Call** – Michigan Works! Southeast Workforce Development Board
5. **Introductions**
6. **Call to the Public** (both boards) – KZ Bolton
7. **Approval of the Agenda**
 - KZ Bolton – Southeast Michigan Consortium Board
 - Marcus James – Michigan Works! Southeast Workforce Development Board
8. **Approval of Minutes** –KZ Bolton (Consortium Board)
 - a. January 29, 2018 Southeast Michigan Consortium Board Minutes
9. **Consideration of Consent Agenda Items** –Marcus James (Workforce Board)
 - a. January 10, 2018 Michigan Works! Southeast Workforce Development Board Minutes
 - b. WORKFORCE DEVELOPMENT RESOLUTION (WDB) 17-46
A RESOLUTION APPROVING TALENT INVESTMENT AWARD OF SKILLED TRADES TRAINING FUNDS (STTF) FOR FY 2018, OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

- c. WDB RESOLUTION 17-47
A RESOLUTION APPROVING FY 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACTION (WIOA) INCUMBENT WORKER TRAINING (IWT) FUNDS FOR JONESVILLE TOOL AND MANUFACTURING IN THE AMOUNT OF \$2,423
- d. WDB RESOLUTION 17-48
A RESOLUTION APPROVING FY 2017 WIOA IWT FUNDS FOR MMI ENGINEERED SOLUTIONS, INC. IN THE AMOUNT OF \$21,015
- e. WDB RESOLUTION 17-49
A RESOLUTION APPROVING FY 2017 WIOA IWT FUNDS FOR CASTER CONCEPTS, INC. IN THE AMOUNT OF \$6,425
- f. WDB RESOLUTION 17-50
A RESOLUTION APPROVING FY 2017 IWT FUNDS FOR EBERBACH IN THE AMOUNT OF \$14,652
- g. WDB RESOLUTION 17-51
A RESOLUTION APPROVING FY 2017 IWT FUNDS FOR MELLING TOOL COMPANY IN THE AMOUNT OF \$10,745
- h. WDB RESOLUTION 17-52
A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING WITH WORKFORCE INTELLIGENT NETWORK (WIN)
- i. WORKFORCE DEVELOPMENT RESOLUTION 17-55
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR FORTECH PRODUCTS IN THE AMOUNT OF \$7,800
- j. WORKFORCE DEVELOPMENT RESOLUTION 17-56
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR ST. JOSEPH MERCY HOSPITAL IN THE AMOUNT OF \$1,816

10. Presentations:

- Kristin Hunt, Audit, Plante Moran
- Phil Santer, Ann Arbor SPARK, GAAR
- Robert Tebo, Robert Tebo & Associates
- Charlie Penner, Small Business Development Center- Washtenaw Community College
- Laura Hoehn, Livingston Educational Service Agency

11. Resolutions for Consideration of the Workforce Development Board (WDB) – Marcus James

- a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-53
A RESOLUTION APPROVING ADDITIONAL FUNDS IN THE AMOUNT OF \$15,500 FOR SMALL BUSINESS DEVELOPMENT CENTER
- b. WDB RESOLUTION 17-57
A RESOLUTION APPROVING THE CAREER AND EDUCATIONAL ADVISORY COUNCIL (CEAC) MEMBERSHIP FOR MICHIGAN WORKS! SOUTHEAST
- c. WDB RESOLUTION 17-58
A RESOLUTION APPROVING THE RELEASE OF WORKFORCE INNOVATION AND OPPORTUNITY ACTION (WIOA) RELEASE OF A REQUEST FOR PROPOSAL (RFP) FOR SPECIALIZED YOUTH SERVICES

- d. WDB RESOLUTION 17-59
A RESOLUTION APPROVING THE RELEASE OF WIOA RFP FOR
SPECIALIZED BUSINESS SERVICES-ECONOMIC DEVELOPMENT SERVICES

12. Resolutions for Consideration of the Southeast Michigan Consortium Board (CB) – KZ Bolton

- a. CB RESOLUTION 17-21
A RESOLUTION APPROVING BUDGET AMENDMENT FOR THE FISCAL YEAR
2017 MICHIGAN WORKS! AGENCY
- b. CB RESOLUTION 17-22
A RESOLUTION APPROVING THE IMPEMENATION OF A SALARY STRUCTURE
AND COMPENSATION POLICY FOR MICHIGAN WORKS! SOUTHEAST

13. Resolutions for Consideration by both the Consortium Board- KZ Bolton and the Workforce Development Board (WDB) - Marcus James

- a. CB Resolution 17-20
A RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID
RESPONSE-CUSTOMER RELATIONSHIP MANAGEMENT IN THE
AMOUNT OF \$6,131

WDB RESOLUTION 17-54
A RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE
CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131

14. Committee Report

- a. Executive Committee Report – Marcus James - Chair
-February 7, 2018 Executive Committee Meeting
-March 7, 2018 Executive Committee Meeting
- b. Employer Services – Richard Currie, Chair
- c. Job Seeker Services – Leann Wilt, Chair
- d. Career and Educational Advisory Council (CEAC) – Kevin Oxley, Chair
- e. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair

15. New Business – KZ Bolton Consortium Board

a. Workforce Development Board Member Vacancies to Fill

i. Vacancy – Washtenaw County -Business/Private Sector -Swatee Kulkarni, Executive VP, GDI Info Tech Inc.

Nominee Information.

- Ann Arbor/Ypsilanti Regional Chamber
Shawn Planko, Engineering Manager, Expedia
- Adrian Area Chamber of Commerce
Naomi Lolley, Owner, ImlnBiz; Stephanie Dinius, Financial Service
Officer, GreenStone Farm; Pat Deere, Relationship Marketing,
Send Out Cards; Lauri Know, Owner, Knox Accounting & Tax
Service

No nominations received from Jackson County Chamber, Hillsdale County Chamber and Howell County Chamber

ii. Vacancy – Washtenaw County, Adult Education/Higher Education-Dr.

Timothy Jackson, Adult Education Manager, Washtenaw ISD

Nominee Information

- Jackson County ISD; Kevin Schwemmin, Employer Relations Specialist, Baker College, Jackson
- Mott Community College; Robert Matthews, Assoc. VP Workforce Development, Mott Community College
- Washtenaw County ISD; Dr. Rose Bellanca, President, Washtenaw Community College (WCC); Alternate/Dr. Michelle Mueller, WCC, Vice President of Economic, Community & College Development

No nominations received from Jackson College, Lenawee ISD, Hillsdale ISD, Livingston ISD

iii. Alternates for Workforce Development Board Member

Board Member/Dr. Scott Menzel, Superintendent, Washtenaw ISD

Alternate, Dr. Timothy Jackson, Washtenaw ISD, Adult Education Grants Manager

16. **Discussion Items** (both boards)
 - a. Governor's Talent Investment Board (GTIB) Update – Marcus James
17. **Other Items**
 - a. Comments from Chair (both boards)
 - b. Comments from Director
 - Director's Report
18. **Public Comment** – KZ Bolton (both boards)
19. **Adjournment of the Joint Board Meeting of the Southeast Michigan Consortium and the Michigan Works! Southeast Workforce Development Board**
 - KZ Bolton, Southeast Michigan Consortium Board
 - Marcus James, Michigan Works! Southeast Workforce Development Board

8. **Approval of Minutes –KZ Bolton (Consortium Board)**
 - a. January 29, 2018 Southeast Michigan Consortium Board Minutes

Southeast Michigan Consortium Board Meeting
 January 29, 2018, 10:00 am – 11:30 am
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI

Southeast Michigan Consortium Board Present:

Karol KZ Bolton, Chair	Lenawee County Commissioner
Ruth Brown	Hillsdale County Commissioner
Dennis Dolan, Vice Chair	Livingston County Commissioner
Julie Games	Hillsdale County Commissioner
Daniel Mahoney	Jackson County Commissioner
Conan Smith	Washtenaw County
Chris Wittenbach	Lenawee County Commissioner

Southeast Michigan Consortium Board Absent:

William Green	Livingston County Commissioner
Sarah Lightner	Jackson County Commissioner
Ruth Ann Jamnick	Washtenaw County Commissioner

Michigan Works! Southeast Workforce Development Board

Marcus James, Chair

Staff

Bill Sleight	Michigan Works! Southeast
Nicole Bell	Michigan Works! Southeast
Maggie Flaherty	Michigan Works! Southeast

1. Call to order
KZ Bolton, Vice Chair called the Southeast Michigan Consortium Board meeting to order at 10:06 am.
2. Roll Call
Quorum not Present
3. Introductions
4. Audited Financial Statement form Plante Moran
Bill Sleight reviewed the Plante Moran audited financial statements.
Discussion.
5. Bill Sleight provided a report on Compensation Committee.
Discussion.

10:21 a.m. Quorum Present Commissioner Conan Smith present

6. Election of Chair

Call for nominations for Chair.

MOTION: Chris Wittenbach moved to nominate KZ Bolton as Chair of the Southeast Michigan Consortium Board.

SUPPORT: Julie Games

Call for any other nominations.

Call for any other nominations.

Call for any other nominations.

No additional nominations.

MOTION CARRIED

7. Election of Vice-Chair

Call for nominations for Vice-Chair

Discussion.

MOTION: Conan Smith moved to nominate Dennis Dolan, Vice-Chair of the Southeast Michigan Consortium Board

SUPPORT: Julie Games

Call for any other nominations

Call for any other nominations

Call for any other nominations

No additional nominations

MOTION CARRIED

8. Approval of Agenda

KZ Bolton call for a motion to approve the Agenda.

MOTION; Conan Smith moved to approve the Agenda.

SUPPORT: Dennis Dolan

MOTION CARRIED

9. Approval of Minutes

KZ Bolton call for a motion to approve the December 18, 2017 Consortium Board Meeting Minutes

MOTION: Dennis Dolan moved to approve the December 18, 2017 Consortium Board Meeting Minutes

SUPPORT: Chris Wittenbach

MOTION CARRIED

9. Call to the Public

KZ Bolton call to the Public. Call to the Public. Call to the Public.

No Public Comment

10. Consideration of Consent Agenda Items - None

11. Resolutions for Consideration of the Consortium Board

a. Southeast Michigan Consortium Board (CB) Resolution 17-19

KZ Bolton call to approve CB Resolution 17-19

MOTION: Conan Smith moved to approve CB Resolution 17-19 the Skilled Trades Training Fund Awards from the Talent Investment Agency (TIA) to Southeast

Michigan Consortium in the amount of \$2,884,060.20

Bill Sleight provided update. Discussion.

SUPPORT: Ruth Brown

MOTION CARRIED

12. Unfinished Business – None

13. New Business

a. Accept Resignation form Workforce Development Board

KZ Bolton call for a motion to accept with regrets the resignations of board members from the Michigan Works! Southeast Workforce Development Board.

MOTION: Dennis Dolan moved to accept with regrets the resignations from WDB members, Matthew Sandstrom, Owner, Rustbelt, LLC; Swatee Kulkarni, VP, GDI Infotech, Inc. and Dr. Timothy Jackson, Adult Education Grants Manager, Washtenaw County ISD.

SUPPORT: Julie Games

Discussion.

MOTION CARRIED

b. WDB Vacancy to Fill:

KZ Bolton reviewed the nomination information received for the WDB vacancy on the WDB due to resignation of Matthew Sandstrom, Owner, Rustbelt, LLC. KZ Bolton call for a motion to approve an individual to fill the vacancy.

MOTION: Conan Smith moved to approve Rich Chang, Chief Executive Officer, NewFoundry, Ann Arbor to fill the WDB vacancy.

SUPPORT: Ruth Brown

Discussion.

MOTION CARRIED

c. Workforce Development Board (WDB) members request for Alternate

KZ Bolton reviewed the list of Alternates requested by Workforce Development Board members.

KZ Bolton call for a motion to approve Alternates for WDB members.

MOTION: Conan Smith moved to approve:

Alternate- Kurtis Condon, Owner/Plant Manager, Hillsdale Terminal
(For Board Member/Hillsdale County, Donald Germann, Board Officer,
County National Bank)

Alternate-Jolene Chapman, Jackson College, Dean, Career and Technical
Education

(For Board Member/Jackson County, Jeffrey Frew, Jackson College, Vice
President of Student Services, Jackson County)

SUPPORT: Julie Games

MOTION CARRIED

14. Discussion Items

- a. KZ Bolton call for a motion to approve June 25, 2018 Southeast Consortium Board meeting.
MOTION: Daniel Mahoney moved to approve the June 25, 2018 Southeast Consortium Board meeting.
SUPPORT: Ruth Brown
Discussion.
MOTION CARRIED

Bill Sleight discussed the December 2017 Financials.

Bill Sleight provided update on programs, administration and state activities. Discussion.

15. Comments from Consortium Board Members

The meteorite landed in my township. Looking forward to continuing to serve on the board. Welcome to new board members. Congratulation to new Chair and Vice-Chair. Sizeable IWT Grant to Hillsdale Hospital is appreciated in the community. Thanks for the welcome to the board. Looking forward to working with you.

16. Adjournment

The meeting adjourned at 11:20 a.m

9. **Consideration of Consent Agenda Items –Marcus James (Workforce Board)**
- a. January 10, 2018 Michigan Works! Southeast Workforce Development Board Minutes
 - b. WORKFORCE DEVELOPMENT RESOLUTION (WDB) 17-46
A RESOLUTION APPROVING TALENT INVESTMENT AWARD OF SKILLED TRADES TRAINING FUNDS (STTF) FOR FY 2018, OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
 - c. WDB RESOLUTION 17-47
A RESOLUTION APPROVING FY 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACTION (WIOA) INCUMBENT WORKER TRAINING (IWT) FUNDS FOR JONESVILLE TOOL AND MANUFACTURING IN THE AMOUNT OF \$2,423
 - d. WDB RESOLUTION 17-48
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 - e. WDB RESOLUTION 17-49
A RESOLUTION APPROVING FY 2017 WIOA IWT FUNDS FOR CASTER CONCEPTS, INC. IN THE AMOUNT OF \$6,425
 - f. WDB RESOLUTION 17-50
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 - g. WDB RESOLUTION 17-51
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 - h. WDB RESOLUTION 17-52
A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING WITH WORKFORCE INTELLIGENT NETWORK (WIN)
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 - j. WORKFORCE DEVELOPMENT RESOLUTION 17-56
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR ST. JOSEPH MERCY HOSPITAL IN THE AMOUNT OF \$1,816

Michigan Works! Southeast
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

Southeast Michigan Workforce Development Board Members Present

Leslie Alexander	Inmatech, Inc.	
Mindy Bradish-Orta	Jackson Chamber of Commerce	
Sean Duval	Golden Limousine International	
Donald Germann	County National Bank	
Jennifer Giannone	Thai Summit	
Lee Graham	Operating Engineers 324	via conference call
Marcus James, Chair	Stable Inc LLC	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Swatee Kulkarni	GDI Infotech, Inc.	via conference call
Lynn Matzen	Matrix Systems LLC	
Sharon Miller	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	
Phil Sponsler	Orbitform	
Grace Trudell	IBEW 58	via conference call
James Van Doren	Lenawee Now	
Ambrose Willbanks, Jr.	Washtenaw CVB	
Leann Wilt	Venchurs, Inc.	via conference call

Southeast Michigan Workforce Development Board Members Absent

Richard Currie, Vice Chair	Hitachi Automotive Systems
Jeremy Frew	Jackson College
Paul Ganz	DTE Energy
Steven Girardin	Michigan Rehabilitation Service
Steven Gulick	Huron Valley Area Labor Federation
Tim Jackson	Washtenaw ISD
Scott Menzel	Washtenaw County ISD
Angela Parth	Livingston Family Center
Matthew Sandstrom	Rustbelt, LLC
Phil Santer	SPARK

Staff

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT Manager	Michigan Works! Southeast
Dan Childs, Systems Administrator	Michigan Works! Southeast
Jim Coutu, Business Services Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast

Others Present:

Kurtis Condon
 Niko Dawson
 Sarah Kurz

Hillsdale Terminal
 WCC
 EMU Nonprofit Leadership Alliance

1. Call to order
 Sean Duval, Chairperson called the Southeast Michigan Workforce Development Board at 10:05 a.m.
2. Roll Call
 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: Leslie Alexander moved to approve the Agenda.
 SUPPORT: Kevin Oxley
 MOTION CARRIED

6. Election of Officers and Executive Committee

Sean Duval reviewed the recommendation of the Board Development Committee

- Board Leadership Recommendation
 - a. Marcus James –Chairperson
 - b. Richard Currie – Vice Chairperson
- Proposed Executive Committee

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

Call for a motion to approve recommendations for Board Leadership and Executive Committee,

MOTION: Deb Polich moved to approve the recommendation of the Board Leadership and the proposed Executive Committee.

SUPPORT: Jeremiah JJ Hodshire

Discussion followed to add another member to the Executive Committee. Request to add another member to the Executive Committee directed to the Board Development Committee for discussion.

MOTION CARRIED.

7. Approval of November 8, 2017 Michigan Works! Southeast (MWSE) Workforce Development Board (WDB) meeting minutes.

Marcus James called for a motion to approve the November 8, 2017 MWSE WDB meeting minutes.

MOTION: Donald Germann moved to approve the November 8, 2017 MWSE WDB meeting minutes.

SUPPORT: Lynn Matzen

MOTION APPROVED.

8. Approval of Consent Agenda

Marcus James call for a motion to approve the Consent Agenda.

MOTION: Kevin Oxley moved to approve the Consent Agenda.

SUPPORT: James Van Doren

MOTION CARRIED

- a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-39
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 17-40
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 17-41
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DEWITTS RADIATOR, INC IN THE AMOUNT OF \$10,000
- d. WDB RESOLUTION 17-42
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 17-43
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 17-44
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HORNET MANUFACTURING IN THE AMOUNT OF \$12,368
- g. Workforce development board resolution 17-45
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 provided update on Strategic Plan. Discussion.
11. Committee Reports
 - a. Employer Services - Rick Currie, Chair
Review of committee minutes.
 - b. Job Seeker Services, Marcus James, Chair
Marcus James provided update.
 - c. Talent District Career Council (TDCC)
Kevin Oxley, Chair provided Career and Educational Advisory Council (CEAC) (formerly the TDCC update) update.
 - d. Compliance, Finance and Operations (CFO)
Lynn Matzen, Chair provided update.
12. Discussion Items
 - a. GTIB Meeting – December 13, 2017 Meeting – Marcus James
December 17, 2017 Governor's Talent Investment Board meeting update provided by Marcus James
 - b. The topics covered in the Executive Committee meeting minutes for December 6, 2017 and January 3, 2018 were discussed during today's meeting.
13. Other Items
 - a. Chair Update – WDB Chair
Updates provided during the meeting.
 - b. Director's Update
Bill Sleight reviewed his Director's Report. Discussion.
14. Public Comment
Marcus James offered Public Comment. No Public Comment.
15. Adjournment
Meeting adjourned at 12:03 p.m.

MEMORANDUM

WDB Resolution 17-46

To: Michigan Works! Southeast Workforce Development Board

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

Date: February 7, 2018

Subject: Fiscal Year (FY) 2018 Skilled Trade Training Fund (STTF)

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve employer training funds for FY 2018 Skilled Trade Training Fund (STTF).

Program Award Amount	\$ 2,746,724.00
Administrative Funds	\$ 137,336.20
Total Award Funding	\$ 2,884,060.20

Background

2018 Skilled Trade Training Fund (10/1/17 through 9/30/18) are important parts of the Business Services run in the five counties of the Michigan Works! Southeast. Currently, approval is needed from the Workforce Development Board to execute and implement these contracts.

Discussion

The STTF provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers. The STTF helps to ensure Michigan's employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs.

As a catalyst for talent development, the STTF encourages increased collaboration between Michigan businesses, the workforce system and workforce training partners for the development and implementation of short-term training that place workers in long-term positions with opportunities for professional growth and economic advancement. Training is customized to meet employee skill requirements and is short-term in duration, preferably less than three months, with no training extending more than six months unless otherwise approved by the TIA.

Approval of the FY 2018 STTF grants and contracts is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-46**

A RESOLUTION APPROVING TALENT INVESTMENT AGENCY (TIA) AWARD OF SKILLED TRADES TRAINING FUNDS (STTF) FOR FY 2018, OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Consortium operates as the "Michigan Works! Southeast"
- WHEREAS, Michigan Works! staff have received Skilled Trade Training Fund (STTF) applications from local employers; and
- WHEREAS, The STTF provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers, and

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Skilled Trade Training Funds awarded by TIA for FY 18 (10/1/17 through 9/30/18). The grant allocation: Program Award Amount, \$ 2,746,724.00, Administrative Funds, \$ 137,336.20, Total Award Funding Amount \$ 2,884,060.20

BE IT FURTHER RESOLVED that staff are authorized to negotiate a STTF contracts with the as necessary.

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 17-47

To: Michigan Works! Southeast Workforce Development Board

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

Date: February 7, 2018

Subject: FY 2017 WIOA Incumbent Worker contract with Jonesville Tool and 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 Jonesville Tool and Manufacturing in the amount of \$2,423.

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. Jonesville Tool and Manufacturing is requesting a Robot Maintenance training including in the amount of \$2,423 to train 2 employees from February 26, 2018 through 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.

Jonesville Tool and Manufacturing is a company that is a manufacturer of precision machined components mainly for the air conditioning and refrigeration industries. The company is located in Hillsdale. The company has requested \$2,423 in Incumbent Worker funds to train 2 staff. The company will provide a match of \$2,480 and training will be provided by MH Technologies.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Jonesville Tool and Manufacturing	\$2,423	2	Hillsdale

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

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-47**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR JONESVILLE TOOL AND MANUFACTURING IN THE AMOUNT OF \$2,423

- 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 Jonesville Tool and Manufacturing; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Jonesville Tool and Manufacturing is seeking to train 2 employees in various training the amount of \$2,423 between February 26, 2018 and March 30, 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 Resolutions 17-48

To: Michigan Works! Southeast Workforce Development Board

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

Date: February 7, 2018

Subject: FY 2017 WIOA Incumbent Worker contract with MMI Engineered Solutions, Inc.

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 MMI Engineered Solutions, Inc. in the amount of \$21,015.

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. MMI Engineered Solutions, Inc. is requesting Job Related Skill Building training in the amount of \$21,015 to train 16 employees from February 12, 2018 through May 3, 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.

MMI Engineered Solutions, Inc. is a company that provides Engineering Services, Tool and Development and Production of a wide array of plastic components. The company is located in Washtenaw County with 117 full time employees. The company has requested \$21,015 in Incumbent Worker funds to train 16 full time staff. The company will provide a match of \$22,831.68 and training will be provided by Michigan Manufacturing Technology Center and RJG Inc.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
MMI Engineered Solutions, Inc.	\$21,015	16	Washtenaw

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

Approval of the FY 2017 WIOA Incumbent Worker contract with MMI Engineered Solutions, Inc. is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-48**

**A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR
MMI ENGINEERED SOLUTIONS, INC. IN THE AMOUNT OF \$21,015**

- 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 MMI Engineered Solutions, Inc.; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, is seeking to train 16 employees in Job Related Skill Building in the amount of \$21,015 between February 12, 2018 through May 3, 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 17-49

To: Michigan Works! Southeast Workforce Development Board

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

Date: February 7, 2018

Subject: FY 2017 WIOA Incumbent Worker contract with Caster Concepts, Inc.

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 Caster Concepts, Inc. in the amount of \$6,425.

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. Caster Concepts, Inc. is requesting CNC Lathe and Mill Operation training in the amount of \$6,425 to train 5 employees from March 13, 2018 and July 10, 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.

Caster Concepts, Inc. is a manufacturer that creates heavy duty casters and conveyor assemblies. The company is located in Jackson County and has 103 full time employees. The company has requested \$6,425 in Incumbent Worker funds to train 5 staff. The company will provide a match of \$6,336 and training will be provided by The Academy for Manufacturing Careers.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Caster Concepts, Inc.	\$6,425	6	Jackson

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

Approval of the FY 2017 WIOA Incumbent Worker contract with Caster Concepts, Inc. is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-49**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CASTER CONCEPTS, INC. IN THE AMOUNT OF \$6,425

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 Caster Concepts, Inc.; and

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

WHEREAS, Caster Concepts, Inc. is seeking to train 6 employees in CNC Lathe and Mill Operation in the amount of \$6,425 between March 13, 2018 and July 10, 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 Resolutions 17-50

To: Michigan Works! Southeast Workforce Development Board

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

Date: February 7, 2018

Subject: FY 2017 WIOA Incumbent Worker contract with Eberbach Corporation

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 Eberbach Corporation in the amount of \$14,652.

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. Eberbach Corporation is requesting Hazardous Location Electrical System training-Classroom/On-Site in the amount of \$14,625 to train 9 employees from February 12, 2018 through February 16, 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.

Eberbach Corporation is a company that designs and manufactures Mixers, Shakers, Blenders, Mills and for more for Sample Preparation and material process applications for pharmaceutical, chemical, energy and food and beverage industries. The company is located in Washtenaw County with 16 full time employees. The company has requested \$14,625 in Incumbent Training Worker funds to train 9 full time staff. The company will provide a match of \$19,672 and training will be provided by NTT.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Eberbach Corporation	\$14,625	9	Washtenaw

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

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-50**

**A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR
EBERBACH IN THE AMOUNT OF \$14,652**

- 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 Eberbach Corporation; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, is seeking to train 9 employees in Hazardous Location Electrical System training-Classroom/On-Site in the amount of \$14,652 between February 12, 2018 through February 16, 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 17-51

To: Michigan Works! Southeast Workforce Development Board

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

Date: February 7, 2018

Subject: FY 2017 WIOA Incumbent Worker contract with Melling 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 Melling Tool Company in the amount of \$10,745.

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. Melling Tool Company is requesting Fundamentals of GD 7T training in the amount of \$10,745 to train 15 employees from March 13, 2018 through March 15, 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.

Melling Tools Company is a manufacturer that creates oil, well and fuel pumps. The company is located in Jackson and has 260 full time employees. The company has requested \$10,745 in Incumbent Worker funds to train 15 staff people. The company will provide a match of \$7,860 and training will be provided by Tec-Ease.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
Melling Tool Company	\$10,475	15	Jackson

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

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-51**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MELLING TOOL COMPANY IN THE AMOUNT OF \$10,745

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 Melling Tool Company; and

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

WHEREAS, Melling Tool Company is seeking to train 15 employees in Fundamentals of GD&T in the amount of \$10,745 between March 13, 2018 and March 15, 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 17-52

To: Michigan Works! Southeast Workforce Development Board

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

Date: February 7, 2018

Subject: Workforce Intelligence Network (WIN) of Southeast Michigan program Memorandum of Understanding (MOU)

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on Memorandum of Understanding (MOU) with Workforce Intelligence Network (WIN) of Southeast Michigan. This is renewal of an existing MOU.

Discussion

WIN will serve three primary roles for the Southeast Michigan Works! Agencies Council which Michigan Works! Southeast is a partner: Gathering, analyzing and distributing real-time labor supply and demand intelligence on workforce needs and characteristics specific to the Southeast Michigan Region; Convening, facilitating, engaging employers, and serving as the connection point for business, industry and other stake holders in regards to workforce development; Developing strategies and funding proposals for the delivery of regional workforce development programs through its partners.

This agreement will last for Five Years from 12/1/17 through 11/30/22.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT
RESOLUTION 17-52**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH THE WORKFORCE INTELLIGENT NETWORK (WIN) OF SOUTHEAST
MICHIGAN**

- 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 Workforce Innovation and Opportunity Act (WIOA) requires that MOUs be established with certain grant/programs; and
- WHEREAS, This request is renewal of an existing MOU; and
- WHEREAS, One of these partners is Workforce Intelligent Agency (WIN) of Southeast Michigan which will serve three primary roles for the Southeast Michigan Works! Agencies Council (SEMWAC) which includes Michigan Works! Southeast; and
- WHEREAS, The Three Primary Roles WIN will serve for SEMWAC:
Gathering, analyzing and distributing real-time labor supply and demand intelligence on workforce needs and characteristics' specific to the Southeast Michigan Region;
Convening, facilitating, engaging employers, and serving as the connection point for business, industry and other stake holders in regards to workforce development; developing strategies and funding proposals for the delivery of regional workforce development programs through its partners; and

WHEREAS, This agreement will last for Five Years from 12/1/17 through 11/30/22; and

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

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

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU.

**WORKFORCE INTELLIGENCE NETWORK OF SOUTHEAST MICHIGAN
MEMORANDUM OF UNDERSTANDING**

BETWEEN

Community Colleges Serving Southeast Michigan:

Henry Ford College

Jackson College

Macomb Community College

Monroe County Community College

Mott Community College

Oakland Community College

Schoolcraft College

St. Clair County Community College

Washtenaw Community College

Wayne County Community College District

and Michigan Works! Agencies Serving Southeast Michigan:

Detroit Employment Solutions Corporation

Genesee-Shiawassee Michigan Works!

Macomb/St. Clair Michigan Works!

Michigan Works! Southeast

Oakland County Michigan Works!

Southeast Michigan Community Alliance

Part I - Introduction and Purpose

This Memorandum of Understanding (hereinafter referred to as MOU) is between the aforementioned Community Colleges serving southeast Michigan (hereinafter referred to as the Colleges) and the above-named Michigan Works! Agencies (MWAs) in southeast Michigan, collectively known as the Southeast Michigan Works! Agencies Council (hereinafter referred to as SEMWAC). This MOU is entered into for the purpose of delineating the respective roles and shared responsibilities of the partners to develop the "Workforce Intelligence Network of Southeast Michigan," (hereinafter referred to as WIN).

The partners named above seek to create a comprehensive and cohesive workforce development system in Southeast Michigan to provide employers with the best workforce and to develop the talent of the region so that workers are prepared to succeed in the workplace.



Part II - WIN Roles

The WIN will serve three primary roles for the region:

- Gathering, analyzing, and distributing real-time labor supply and demand intelligence on workforce needs and characteristics specific to the Southeast Michigan Region.
- Convening, facilitating, engaging employers, and serving as the connection point for business, industry and other stakeholders in regard to workforce development.
- Developing strategies and funding proposals for the delivery of regional workforce development programs through its partners.

Part III - Governance Structure

The WIN Governing Board shall consist of one voting member from each signatory to this MOU. The community college signatories shall be represented by the college president or designee.

The Michigan Works! Agency signatories shall be represented by their director or chief executive officer.

The officers of the WIN Board shall consist of two Co-Chairs and two Vice Co-Chairs. One Co-Chair and one Vice Co-Chair shall be selected from among the official community college representatives designated by the Presidents of the member colleges, and one Co-Chair and one Vice Co-Chair shall be selected from among the Directors of the Michigan Works! Agencies. The WIN Board may have such other officers as the WIN Board may from time-to-time deem necessary and such officers shall have the authority prescribed by the Board.

All official business on which the WIN Board votes shall be decided by a consensus of the WIN Board's voting members who are present at the meeting, unless these members decide, by consensus, that a particular business item shall be decided by a majority of the members who are present at the meeting. Consensus shall be defined as the unanimous agreement among all of the WIN Board's voting members who are present at the meeting.

The WIN Board shall develop and adopt bylaws which shall set forth the operating procedures of the Board. The bylaws shall also establish the process by which the WIN Board may create and appoint members, and designate the duties and responsibilities of committees and workgroups.

The WIN Board shall also identify, through bylaws or resolution, the process and methods for other key stakeholders to participate in the WIN. These stakeholders may include, but not necessarily be limited to, any of the following:

- Regional business accelerators
- Local and regional economic development agencies and organizations
- Other regional and sectoral workforce initiatives
- Secondary and other post-secondary institutions
- Community based organizations
- The New Economy Initiative (NEI)
- Employers or organizations representing employers in Southeast Michigan

Part IV - Activities of the WIN

The WIN Board shall develop and approve an annual work plan, which shall identify specific strategies, activities and benchmarks for the three primary WIN roles identified in Part II. The WIN Board shall also develop and approve an annual budget which shall identify expenditure categories and line items, revenue sources, and the cash, in-kind and leveraged resources contributed by partners and stakeholders to support the project. It is expected this Network shall be funded by a variety of sources, including foundations, state and federal grant revenues, and contributions from partners and stakeholders.

Part V - Identification of Fiscal Agent and Fiscal Agent Responsibilities

The Partners agree that the fiscal agent for this project shall be the Southeast Michigan Community Alliance (SEMCA). SEMCA shall retain its status as a full partner in the WIN along with the other parties to this MOU and it shall have the same rights and responsibilities as the other parties to participate in the WIN governance and WIN activities, as described in Parts III and IV of this MOU.

As fiscal agent, SEMCA agrees to provide the following fiscal services:

- Hire the WIN Executive Director and other staff selected by the WIN Governing Board as either independent contractors or employees of the fiscal agent.
- Receive revenue on behalf of the WIN from various sources designated by the WIN Governing Board.
- Pay WIN expenditures in accordance with generally accepted



- standards of accounting and fiscal reporting.
- Maintain and retain appropriate financial records.
 - Allocate the WIN budget to the proper line items, initiate budget amendments, and monitor the account funds to preclude overspending.
 - Maintain and make available to the WIN, and other funders upon request, all books, records, documents and other evidence pertaining to the costs and expenses relating to this MOU to the extent and in such detail as will properly reflect all direct costs of labor, materials, equipment, supplies, services and other costs and expenses for which reimbursement is claimed, or payment is made under the provisions of this MOU.
 - Provide Worker's Compensation insurance and general liability insurance coverage required by law, or determined as necessary by the WIN Governing Board or the SEMCA Governing Board.

SEMCA agrees that the WIN Governing Board shall retain the following responsibilities:

- Setting all policies, goals and objectives for the WIN, and its programs, practices, projects and services.
- Implementing the terms and conditions of grant awards not specifically related to the responsibilities of the Fiscal Agent, and administering the grant award agreement from award to closeout.
- Keeping abreast of changes in funder policies, procedures or requirements, and notifying the Fiscal Agent in a timely manner of any of these changes.
- Selecting the WIN Executive Director and any staff, volunteers or contractors working on the project.

The compensation for performing fiscal agent responsibilities shall be determined by the grant agreement with various funding sources.

The WIN Governing Board reserves the right to select other fiscal agents to manage all or part of the funds awarded to the WIN. Any such change in fiscal agents shall be reflected in an amendment to this MOU.

Part VI - Commitment of Partners

1. The partners agree to provide cash resources (including possible "membership fees"), leveraged resources and in-kind resources as negotiated among the board members annually and to generally support activities resulting in attainment of WIN mission, vision and goals.
2. Each partner shall identify an appropriate key leader to serve on the WIN



Board and other committees and workgroups of the WIN.

Part VII - Duration And Modification of the Agreement

This MOU is entered into this 1st day of December, 2017 by and between the above named Community Colleges and SEMCA agencies serving southeast Michigan.

This MOU is effective upon signing by the authorizing parties hereto, and shall remain effective until November 30, 2022, unless terminated in accordance with the provision specified below.

This MOU may be modified at any time by written agreement of the parties. Such amendments shall require the signature of all parties affected by such amendment.

Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties. Any assignee shall also commit in writing to the terms of this MOU.

Part VIII - Termination of the Agreement

Any party may terminate its participation by providing at least sixty (60) days notice, in writing, of its intent to withdraw from the partnership. Notice of withdrawal shall be given to all parties covered by this MOU. Should any partner withdraw, this MOU shall remain in effect with respect to the remaining parties until a new MOU is executed, or until the end of the duration of this MOU.

Part IX - Other Provisions

Nothing herein shall create any joint venture, partnership or other business association, nor shall any party enter into any obligation or commitment on behalf of another.

The parties recognize that the consortium is an evolving relationship that will require further agreements and understandings. The parties acknowledge that the scope of the relationship may be constrained by personnel, funding and other considerations. These issues will be discussed, prioritized and otherwise strategized by the governing body.

This MOU constitutes solely a guide to the intentions and policies of the parties and is not intended to authorize, commit or otherwise establish any funding or any new project, nor is it a legally binding contract.

This MOU constitutes the whole agreement on this matter between the parties and supersedes any communications outside the auspices of this MOU.



Part X - Certification and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing below.

Approval on behalf of *Henry Ford College*

Name, Title, Date

Approval on behalf of *Jackson College*

Name, Title, Date

Approval on behalf of *Macomb Community College*

Name, Title, Date

Approval on behalf of *Monroe County Community College*

Name, Title, Date

Approval on behalf of *Mott Community College*

Name, Title, Date

Approval on behalf of *Oakland Community College*

Name, Title, Date

Approval on behalf of *Schoolcraft College*

Name, Title, Date



Approval on behalf of *St. Clair County Community College*

Name, Title, Date

Approval on behalf of *Washtenaw Community College*

Name, Title, Date

Approval on behalf of **Wayne County Community College District**

Name, Title, Date

Approval on behalf of **Detroit Employment Solutions Corp**

Name, Title, Date

Approval on behalf of *Genesee-Shiawassee Michigan Works!*

Name, Title, Date

Approval on behalf of *Macomb/St. Clair Michigan Works!*

Name, Title, Date

Approval on behalf of *Michigan Works! Southeast*

Name, Title, Date



Approval on behalf of *Oakland County Michigan Works!*

Name, Title, Date

Approval on behalf of *Southeast Michigan Community Alliance*

Name, Title, Date



MEMORANDUM

Workforce Development Board Resolution 17-55

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 7, 2018

Subject: FY 2017 WIOA Incumbent Worker contract approval for Fortech Products

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 Fortech Products in the amount of \$7,800

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. Fortech Products in Livingston County is requesting Process Mapping & Mentoring Training in the amount of amount of \$7,800 to train employees from March 12, 2018 to January 31, 2019.

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.

Fortech Products is requesting \$7,800 to train 18 employees in Process Mapping & Mentoring. The company will contribute \$12,960 as match in the form of wages to the participants and tuition. Training will be conducted by the Michigan Manufacturing Technology Center (MMTC).

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Fortech Products	\$7,800	18	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 17-55**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR FORTECH PRODUCTS IN THE AMOUNT OF \$7,800

- 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 Fortech Products in Livingston County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Fortech Products is seeking to train 18 employees in Process Mapping and Mentoring March 12, 2018 through January 31, 2019.
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

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

MEMORANDUM

WDB Resolution 17-56

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 7, 2018

Subject: FY 2017 WIOA Incumbent Worker contract with St. Joseph Mercy Health System

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 St. Joseph Mercy Health System in the amount of \$1,816.

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. St. Joseph Mercy Health System is requesting welding training and certification training in the amount of \$1,816 to train 8 employees from March 12, 2018 through July 27, 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.

St. Joseph Mercy Hospital (SJMHS) is an organization that provides health care serving seven counties in Southeast Michigan. The company is located in Washtenaw County and has 13,400 full time employees. TSJMHS has requested \$1,816 in Incumbent Worker funds to train 8 staff. SJMHS will provide a match of \$2,996 and training will be provided by Washtenaw Community College.

FY 2017 Incumbent Worker contracts for approval

Company Name	Grant Request	# to be trained	County
St. Joseph Mercy Hospital	\$1,816	8	Washtenaw

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

Approval of the FY 2017 WIOA Incumbent Worker contract with St. Joseph Mercy Hospital is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-56**

A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ST. JOSEPH MERCY HOSPITAL IN THE AMOUNT OF \$1,816

- 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 St. Joseph Mercy Hospital; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, St. Joseph Mercy Hospital is seeking to train 8 employees in Sterile Processing Capstone Course in the amount of \$1,816 between March 12, 2018 through July 27, 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..

11. **Resolutions for Consideration of the Workforce Development Board (WDB)**
– Marcus James
- a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-53
A RESOLUTION APPROVING ADDITIONAL FUNDS IN THE AMOUNT OF
\$15,500 FOR SMALL BUSINESS DEVELOPMENT CENTER
 - b. WDB RESOLUTION 17-57
A RESOLUTION APPROVING THE CAREER AND EDUCATIONAL ADVISORY
COUNCIL (CEAC) MEMBERSHIP FOR MICHIGAN WORKS! SOUTHEAST
 - c. WDB RESOLUTION 17-58
A RESOLUTION APPROVING THE RELEASE OF WORKFORCE INNOVATION
AND OPPORTUNITY ACTION (WIOA) RELEASE OF A REQUEST FOR PROPOSAL
(RFP) FOR SPECIALIZED YOUTH SERVICES
 - d. WDB RESOLUTION 17-59
A RESOLUTION APPROVING THE RELEASE OF WIOA RFP FOR
SPECIALIZED BUSINESS SERVICES-ECONOMIC DEVELOPMENT SERVICES

MEMORANDUM
Workforce Development Resolution 17-53

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 7, 2018

Subject: Request to increase the Small Business Development Center-Washtenaw Community College (SBDC-WCC) contract in the amount to \$15,500 and to WCC Employment Services Contract by \$15,500

Board Action Requested

On November 30, 2016 the Michigan Works! Southeast Workforce Development Board awarded a contract for the period 1/1/17 to 6/30/18 in the amount of \$90,000 to provide Specialized Business Services to Small Business Development Center at Washtenaw Community College (SBDC-WCC). Also, a contract for the same time period was awarded to Washtenaw Community College in the amount of \$1,248,355 to deliver our Employment Services program in four of our service centers.

WCC is requesting that the Michigan Works! Southeast Workforce Development Board approve a \$15,500 increase to their SBDC contract which will bring that contract to \$105,500. WCC is also requesting that their Employment Services contract be reduced by that same amount, in effect transferring funds from one contract to another. The transfer will enable to continue providing all services under both contracts through the balance of the contract period.

Background

The Workforce Development Board issued a Request for Proposals in the fall of 2016 for Specialized Business Services. The goal was to support outreach to employers and expand the reach of Michigan Works! Southeast's Business Services. We asked bidders to focus their efforts around the following goals:

- Expanding the Services provided to employers through Michigan Works! Southeast
- Increase Business engagement with the Michigan Works! system
- Increase Business engagement with the local school systems, especially secondary and post-secondary schools
- Assist businesses with locating/developing training to increase job retention and decrease turnover

The Small Business Development Center was one of four bidders approved for funding. Their initial request was over \$120,000 but the board reduced that to \$90,000 primarily due to fund availability. They are now projecting that based on current spending patterns they will have a shortfall of \$15,500

Here is a summary of their performance as of 12/31/17 on this contract.

Goal	Contract Goals	Actual	%
Employers Contacted	300	N/A	N/A
Job Placements	60	169	282%
Trainings	12	9	75%
Hours of Business Counseling	1200	1008	84%
Employers Counseled	120	166	138%
Client Businesses Started	18	17	94%
Client Capital Investment (\$)	2,000,000	3,893,900	195%

At its March 7, 2018 meeting the Workforce Development Council Executive Committee reviewed these modification requests and recommends approval as detailed in the chart below. A Resolution is attached for your consideration.

Service Provider	Approved amount For Jan 1 2017-June 30, 2018	Modifications Approved on March 7, 2018	Contract Amount March 7, 2018
Small Business Dev. Ctr.-Washtenaw Community College	\$ 90,000	\$ 15,500	\$ 105,500
Washtenaw Community College	\$ 1,248,355	\$ (15,500)	\$1,232,885

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-53**

RESOLUTION APPROVING A REQUEST TO INCREASE THE SPECIALIZED BUSINESS SERVICES CONTRACT WITH THE SMALL BUSINESS DEVELOPMENT CENTER-WASHTENAW COMMUNITY COLLEGE (SBDC-WCC) BY \$15,500 AND TO DECREASE THE EMPLOYMENT SERVICES CONTRACT WITH WASHTENAW COMMUNITY COLLEGE BY \$15,500

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The 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, Workforce Development Board Resolution 16-53 approved a contract with the Small Business Development Center - Washtenaw Community College to provide specialized business services in the amount of \$90,000 \$1,248,355, and
- WHEREAS, Workforce Development Board Resolution 16-37 approved a contract with Washtenaw Community College to provide Wagner Peyser Employment Services and other career services to job seekers in the amount of \$90,000 \$1,248,355, and
- WHEREAS, Washtenaw Community College has submitted a request to increase their SBDC-WCC contract by \$15,500 and reduce their Wagner Peyser Employment Services contract by \$15,500, and
- WHEREAS, The Workforce Development Board Executive Committee has approved these requests and recommends their approval.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves an increase in the SBDC-WCC contract by \$15,500 to \$105,500 and a decrease the WCC Wagner Peyser Employment Services contract by \$15,500 to \$1,232,885.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the contract modifications.

MEMORANDUM

WDB Resolution 17-57

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 14, 2018

Subject: Appointment of Members to the Career Educational Advisory Council

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve appointments to the Career Educational Advisory Council as detailed in the attached resolution and chart.

Background

Last December the Talent Investment Agency released Policy Issuance 17-24 which creates a Career Educational Advisory Council (CEAC) in each of the 16 Michigan Works! regions. These councils replace the ten Talent District Career Councils which had a similar role for each of the Regional Prosperity districts in the state. The Councils are intended to bring education and business together by establishing a formal entity and mechanism to build and maintain a collaborative partnership with local school districts, employers, postsecondary institutions, advocates, and training centers to identify significant talent needs in a community and collectively develop and implement training strategies to effectively meet employers' talent needs. These advisory councils are required by state law. The federal Workforce Innovation and Opportunity Act also recommends that each workforce board have a youth council to provide input on services designed to prepare youth for careers. The policy requires boards to appoint members and submit a membership roster to the state by March 19, 2018.

Discussion

Since release of the policy, staff and members of the former Talent District Career Council (TDCC) have had meetings to discuss implementation of the policy. All members of the TDCC were asked if they wanted to be appointed to the new Council. In addition, the Governor's Talent Investment board suggested possible members, and the Talent Investment Agency reached out to schools and other partners informing them that these councils were being created. The attached list reflects input from all of these sources, as well as an attempt to ensure that all counties of the region were represented.

It is clearly the intent of both TIA and the Governor that these councils will play a major role in advising Workforce Boards on issues related to career preparation, career awareness, and in encouraging, developing and coordinating stronger partnerships between business and education so that individuals are prepared to meet the

demands of the labor market. CEAC's will also be required to track and report the following metrics:

- Establishing Registered Apprenticeships.
- Promoting career pathway and exploration events such as talent fairs, MiCareerQuest®, Manufacturing Week, Energy Week, and National Registered Apprenticeship Week.

The WDB may include additional metrics in addition to those listed above. Examples include:

- Developing employer internships.
- Developing Work-Based Learning activities, including internships, mentorships, and service learning programs (experience-based learning through paid employment in practical, curriculum-related work assignments tailored to a student schedule).
- Establishing Registered Apprenticeships for youth.
- Establishing Pre-Apprenticeships.

CEAC members are appointed by the Workforce Development Board for three year terms. The Board is also required to appoint a chair of the CEAC. Kevin Oxley, Superintendent of Jackson ISD, has been the chair of the TDCC and desires to continue as chair of the new CEAC council. We are still seeking one additional member to represent an in-demand industry, and hope to have that individual identified prior to the meeting. A resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD
CAREER AND EDUCATIONAL ADVISORY COUNCIL (CEAC)**

RESOLUTION 17-57

**RESOLUTION TO APPROVE THE CAREER AND EDUCATIONAL ADVISORY COUNCIL
MEMBERSHIP FOR MICHIGAN WORKS! SOUTHEAST**

WHEREAS, The Michigan Talent Investment Agency (TIA) has determined that Education Advisory Groups (EAGs) will serve regions and will be known as Career and Educational Advisory Council (CEAC); and

WHEREAS, The Career and Education Advisory Council includes the counties of Hillsdale, Jackson, Lenawee, Livingston and Washtenaw; and

WHEREAS, EAGs are mandated by State law to serve in an advisory capacity to Workforce Development Boards on youth and education related issues; and

WHEREAS, The CEAC will develop programs and advise the Michigan Works! Southeast Workforce Development Board on educational/youth issues; and

WHEREAS, TIA policy requires that CEAC members be appointed by the Michigan Works! Southeast Workforce Development Board;

WHEREAS, At their meeting on March 7, 2018, the Michigan Works! Southeast Workforce Development Board Executive Committee recommended the appointment of the listed nominees to the Career and Educational Advisory Council.

THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby appoints the nominees as listed to the Career and Educational Advisory Council (CEAC)

BE IT FURTHER RESOLVED that Kevin Oxley be appointed Chair of the Career Educational Advisory Council

Required Sector	Nominee	Organization	Term
Local WDB Member	Jeremy Frew	Jackson Community College	Ending June 30, 2019
Employer Representing In-demand Industries	Sharon Miller	Consumers Energy	Ending June 30, 2020
Employer Representing In-demand Industries	Bill Rayl	Jackson Area Manufacturers Association	Ending June 30, 2021
Employer Representing In-demand Industries	Tim Rogers	Enterprise Group	Ending June 30, 2020
Labor	Grace Trudell	IBEW	Ending June 30, 2019
Local School District offering CTE or Adult Education	Kevin Upton	Washtenaw ISD-Lincoln School	Ending June 30, 2020
Career and Technical Education Administrators	Jack Townsley	Lenawee ISD	Ending June 30, 2021
	Michelle Radcliff	Livingston ESA	Ending June 30, 2019
Post Secondary Institution	Jack Bidlack	Eastern Michigan University	Ending June 30, 2020
	Linda Blakey	Washtenaw Community College	Ending June 30, 2021
Intermediate School District	Scott Menzel	Washtenaw ISD	Ending June 30, 2019
Public School Parent	Kevin Oxley	Jackson ISD	Ending June 30, 2020
Academic Educator	Jonathon Tobar	Hillsdale ISD	Ending June 30, 2021
	Tim Jackson	Washtenaw ISD	Ending June 30, 2019
	Cari Bushinski	Northwest Schools	Ending June 30, 2020
Other	Matt Shane	MSU Extension	Ending June 30, 2021
	Tim Rogers	The Enterprise Group	Ending June 30, 2019

MEMORANDUM

WDB Resolution 17-58

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 14, 2018

Subject: WIOA Youth Services Request for Proposal release approval

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of a Request for Proposal (RFP) for specialized WIOA Youth workforce development services for the time period July 1, 2018 through June 30, 2019 with a one year option to renew.

Discussion

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

PROJECTED RFP TIMELINE

March 14, 2018	Consortium Board/Workforce Development Board authorize release of Request for Proposals
Week of March 19, 2018	RFP packets available
Week of March 26, 2018	Bidders Conference
April 26, 2018	Proposals Due
Week of April 30, 2018	Review by Proposal Review Committee
May 9, 2018	Contract Awards by WDB

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-58**

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

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, It is desirable to procure the delivery of workforce development services for WIOA Youth for the time period July 1, 2018 through June 30, 2019 with a one year option to renew; and
- WHEREAS, The RFP will be released according to State of Michigan and Federal requirements; and
- WHEREAS, A review committee will make a recommendation to the Workforce Development Board on the vendor and proposal to select.
- IT IS THEREFORE RESOLVED** that the Workforce Development Board approves the publication and release of the Request for Proposals for the WIOA Youth program.

MEMORANDUM

WDB Resolution 17-59

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 14, 2018

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

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of a Request for Proposal (RFP) for Specialized Business Services- Economic Development services for the time period July 1, 2018 through June 30, 2019 with a one year option to renew.

Discussion

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

PROJECTED RFP TIMELINE

March 14, 2018	Consortium Board/Workforce Development Board authorize release of Request for Proposals
Week of March 19, 2018	RFP packets available
Week of March 26, 2018	Bidders Conference
April 26, 2018	Proposals Due
Week of April 30, 2018	Review by Proposal Review Committee
May 9, 2018	Contract Awards by WDB

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 17-59**

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

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Workforce Development Agency (WDA), to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, It is desirable to procure the delivery of services as part of the Business Services provided by Michigan Works! Southeast for the time period July 1, 2018 through June 30, 2019 with a one year option to renew; and
- WHEREAS, The RFP will be released according to State of Michigan and Federal requirements; and
- WHEREAS, A review committee will make a recommendation to the Workforce Development Board on the vendor and proposal to select.

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

- 12, Resolutions for Consideration of the Southeast Michigan Consortium Board
(CB) – KZ Bolton**
- a. CB RESOLUTION 17-21
A RESOLUTION APPROVING BUDGET AMENDMENT FOR THE FISCAL YEAR
2017 MICHIGAN WORKS! AGENCY
 - b. CB RESOLUTION 17-22
A RESOLUTION APPROVING THE SALARY STRUCTURE AND COMPENSATION
POLICY FOR MICHIGAN WORKS! SOUTHEAST

MEMORANDUM

Consortium Board Resolution 17-21

To: Southeast Michigan Consortium Board

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

Date: March 5, 2018

Subject: Fiscal Year 2017 agency budget modification approval

Board Action Requested

It is requested that the Southeast Michigan Consortium Board approve the Fiscal Year 2017 Michigan Works! Agency budget modification number two for the time period July 1, 2017 through June 30, 2018.

Discussion

In Resolution CB 16-55 passed on June 5, 2017, the Consortium Board approved the FY 17 budget as presented. A modification to that budget was approved in Resolution CB 17-12 passed on Sept. 13. Since then we have received additional grant awards, primarily from the state's Skilled Trades Training Fund, and we have a clearer picture of expenditure patterns. As a result, we are presenting a modification to the budget for your consideration.

The modification reflects an increase in projected revenue and expenditures of about \$1.4 million from the modified budget, or almost \$2.4 million from our initial budget. The bulk of the increased revenue comes from the Skilled Trades Training Fund projects that were approved last fall. However, we also received increases in our Employment Services grant, our Service Center Operations grant, and several smaller grants. Adjustments have also been made in some cases to the projected carry forward funds into the next budget year, which changes the fund availability for this year. Many of our grants have two year spending authority so we do plan for some carry forward as a hedge against projected smaller allocations next year and to preserve first quarter cash flow in cases where grant awards may not be immediately available.

Some expenditure lines have also been adjusted. Of most note, the salaries and fringes line has been reduced more than \$770,000 due to lower than projected salary adjustments. Since our compensation study was still underway when the original budget was approved we budgeted for a 5% increase over last year to make sure we had room to implement the consultant's recommendations. As you may recall, the Board approved a 2% increase at its December meeting. Most of the surplus was moved to participant training and support, but several other line items were also adjusted to reflect current projections through 6/30/18. The net result is that our operating costs, (which consists of all lines except participant training and support) is \$615,000 lower than budgeted. When that is

combined with the increased revenue, the participant training and support line increases by more than \$2 million to \$6.8 million.

The Program Year 2017 Michigan Works! Agency budget modification requires approval from the Southeast Michigan Consortium Board. The Executive Committee of the Michigan Works! Southeast Workforce Development Board has recommended approval of the modifications. A Resolution is attached for your consideration.

SOUTHEAST MICHIGAN CONSORTIUM BOARD**RESOLUTION****17-21****A RESOLUTION MODIFYING THE APPROVED FISCAL YEAR 2017 MICHIGAN WORKS!
AGENCY BUDGET**

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 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, To assist with planning out programs and activities, staff developed a budget for Fiscal Year 2017 (7/1/17 through 6/30/18) and it was approved by the Consortium Board on 6/5/17 in Resolution 16-55; and modified by the Consortium Board on 9/13/17 in Resolution 17-12; and

WHEREAS, There is a need to modify the budget to incorporate increased revenue and to make adjustments to expenditure line items; and

WHEREAS, Expenditures are estimated based on projected caseload, projected services to employers and necessary staffing levels; and

WHEREAS, Approval of this budget modification requires approval from the Southeast Michigan Consortium Board; and

WHEREAS, The Executive Committee of the Michigan Works! Southeast Workforce Development Board is recommending approval of the budget modifications.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby approves the modifications to the Fiscal Year 2017 budget for the Southeast Michigan Works! Agency for the time period July 1, 2017 through June 30, 2018.

BE IT FURTHER RESOLVED the Chair of the Southeast Michigan Consortium Board or their designee is authorized to sign any necessary documents for this budget modification.

Budget Amendment 2 - Revenue

Revenue by Source	Previously Approved 9/2017	Proposed Change	New Proposed budget	Comments
Workforce Innovation and Opportunity Act				
Adult / Dislocated	\$2,845,322	\$29,999	\$2,875,321	Received additional prior-year funding which increased carry-forward amount. Projecting higher carry forward funds into PY 2018
Youth	\$1,485,776	(\$110,000)	\$1,375,776	
Administration	\$320,000	\$0	\$320,000	Received additional funding for this year
Statewide Activities-MWSC	\$266,190	\$92,300	\$358,490	
Statewide Apprenticeship Coordinators	\$31,250	\$0	\$31,250	
SP National Emergency Grant	\$300,000	\$0	\$300,000	
America's Promise Grant	\$150,000	\$0	\$150,000	
Capacity Building	\$56,716	\$0	\$56,716	
Apprenticeship State Accelerator Grant	\$6,250	\$0	\$6,250	
Adult Education(Title II)	\$70,000	\$0	\$70,000	

Wagner-Peyser Employment Service

Employment Services	\$953,152	\$41,477	\$994,629	Received allocation increase of 243,068; \$41,401 included in PY 17 budget; balance in carry-forward
Re-employment Services and Eligibility Assessment (RESEA)	\$39,803	\$32,082	\$71,885	Received additional allocation
RESEA - Work-Based Training	\$36,877	\$0	\$36,877	
Trade Adjustment Assistance (TAA)	\$289,396	\$41,503	\$331,899	Actual allocation greater than anticipated.
TAA Admin	\$14,470	\$0	\$16,595	Actual allocation greater than anticipated.
TAA Case Management	\$101,289	\$14,876	\$116,165	Actual allocation greater than anticipated.

Dept. of Health and Human Services

PATH /TANF	\$4,000,000	\$175,000	\$4,175,000	More revenue will be available this year due to higher than anticipated carry forward funds from last year.
PATH / GFGP	\$386,803	\$0	\$386,803	
PATH Food Asst / Support service	\$10,945	\$0	\$10,945	Last summer's expenses were lower due to reduced enrollment; We have not yet received funding for this FY yet. Received additional funding
State Admin Match Food Assistance	\$159,237	\$0	\$159,237	
Foster Care	\$23,530	(\$19,030)	\$4,500	
Refugee	\$24,709	\$23,100	\$47,809	

Other

Familles Forward	\$200,000	(\$150,000)	\$50,000	Program started later than anticipated; most expenditures will occur next year. Received an increase in our allocation
JMG	\$60,000	\$15,000	\$75,000	
Infrastructure Funding Agreement	\$0	\$100,000	\$100,000	Agreements with partners were not finalized at the time the original budget was prepared
Skilled Trades Training	\$1,800,000	\$1,065,887	\$2,865,887	Grants awarded in November; award was higher than budget due to increased state appropriation
Skilled Trades Admin	\$90,000	\$53,294	\$143,294	Grants awarded in November; award was higher than budget due to increase state appropriation
Community Corrections	\$35,000	(\$10,000)	\$25,000	Budget less than anticipated
	\$13,756,715	\$1,396,488	\$15,155,328	
Summary				
WIOA	\$5,531,504	\$12,299	\$5,543,803	
Wagner-Peyser Employment Service	\$1,434,987	\$130,938	\$1,568,050	
Dept. of Health and Human Services	\$4,605,224	\$179,070	\$4,784,294	
Other	\$2,185,000	\$1,074,181	\$3,259,181	
	\$13,756,715	\$1,396,613	\$15,155,328	

Budget Amendment 2 - Expenditures

	Annual Budget Modification 1 - Sept 2017	Revised Budget Modification 2 Mar. 2018	Net Change	Comments
Expenses				
Salaries and Fringes	5,000,000	4,229,019	(770,981)	Compensation Study resulted in lower than than anticipated pay adjustments this year; some vacant positions were not filled.
Contractor Expenses	1,900,000	1,880,527	(19,473)	Expenses lower than expected from some of the providers.
SEMCA Professional Services	450,000	450,000	(0)	
Other Professional Fees	175,000	207,700	32,700	Added some staff development services which were not included in original budget
Travel	78,000	106,621	28,621	Travel expenses higher than projected
Conferences	92,517	53,291	(39,226)	Reclassified some budgeted costs to other line items.
Utilities	77,000	99,606	22,606	Expenses higher than budgeted
Office Supplies	40,000	40,000	0	
Insurance	55,000	71,228	16,228	Expenses higher than budgeted
Rent/Leasehold Improvements	610,000	660,762	50,762	Unexpected costs for building upgrades and property taxes.
Technology	185,000	148,859	(36,141)	Some purchases delayed until next budget year
Repairs/Maintenance	15,000	65,840	50,840	Increased costs for snow removal, lawn care, janitorial services and building repairs
Meetings	12,000	14,008	2,008	Expenses higher than budgeted
Equipment	89,998	71,800	(18,198)	Equipment needs lower than anticipated
Dues/Subscription	70,000	119,175	49,175	Received unanticipated pass-through grant for Michigan Works! Association from the state. Increased marketing expenses due to recommendations from consultant and increased level of partner sponsorships
Outreach/Advertising	75,000	90,796	15,796	Mainly due to increase in STTF funds and reduced costs of staff.
Participant Training & Support	4,832,200	6,846,094	2,013,894	
Total Expenses	\$ 13,756,715	\$ 15,155,328	\$ 1,398,613	

MEMORANDUM
Consortium Board Resolution 17-22

To: Southeast Michigan Consortium Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: March 14, 2018
Subject: Salary Structure for Michigan Works! Southeast

Board Action Requested

It is requested that the Southeast Michigan Consortium Board approve a salary structure for Michigan Works Southeast and the attached implementation recommendations.

Background

Last year, the Southeast Michigan Works! Consortium contracted with the firm Arthur Gallagher and Associates to develop a compensation structure for MWSE which is characterized appropriate job classifications, a fair and competitive pay structure, and a system for future pay decisions based on fair and documented information. The firm employs a methodology called the Decision Band Method® (DBM) which provides a consistent and valid approach to comparing and contrasting jobs. The DBM system has been used successfully in both public and private sector organizations as a means of identifying rational distinctions in pay for all jobs. The basic premise of DBM is that the value of a job to an organizations is based on its level of responsibility, which is reflected and therefore measured by the decision-making requirements of the job.

In devising the structure, the consultant examined the duties and responsibilities of all positions in the organization and established grades for each position based on the complexity of the job and the types of decisions typically made in those jobs. The positions were then benchmarked to the market value using data from a market survey and other public and private sources. The recommended structure places our positions in one of 12 levels or grades, although it creates a structure with up to 16 grades to allow for future growth. There is an established salary range for each grade which consists of 11 steps, where the median wage is set at step 6. This range is designed to give MWSE latitude to compensate employees within their grade based on their performance and value to the organization. Since the median wage is set at market rates, it also gives us the ability to compete for and retain talent.

A compensation committee consisting of workforce board members and the Consortium Board Chair reviewed the consultant's recommended structure as well as implementation recommendations from staff. Members expressed satisfaction that, for the most part, our current salaries are competitive with the market, and that the salaries of nearly all the employees were within the range proposed for their grade. However, there was considerable discussion about how to best implement the consultant's recommendations. Members expressed a strong desire to present a compensation

system that rewards employees for their performance on the job, and not just for the time spent in the job. The committee recommends that the salary structure be implemented effective July 1, 2018 per the attached guidelines. Staff is also developing a compensation policy which will be presented to the Board at its next meeting. A resolution approving the proposed salary structure and implementation recommendations is attached.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD
RESOLUTION 17-22
A RESOLUTION APPROVING THE IMPLEMENTATION OF A SALARY STRUCTURE FOR
MICHIGAN WORKS! SOUTHEAST**

- 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 Southeast Michigan Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, The Southeast Michigan Consortium contracted with the firm Arthur Gallagher and Associates to develop a salary structure that has both internal and external validity.
- WHEREAS, The salary structure developed by the consultant has been reviewed by a Compensation Committee consisting of members of the Workforce Development Board and Consortium Board, and
- WHEREAS, The Compensation Committee recommends implementation of a modified version of the structure and
- WHEREAS, Approval of this policy requires approval from the Southeast Michigan Consortium Board.
- IT IS THEREFORE RESOLVED** the Southeast Michigan Consortium Board hereby approves the attached Salary Structure and implementation recommendations for Michigan Works! Southeast.

The Consortium board should adopt the attached salary structure and compensation policy for Michigan Works! Southeast. The structure places positions in one of 16 grades where each grade has 11 steps. Step 6 is set at the median market value for each position, based on a market analysis. There is a 23% difference between Step 1 and Step 11, or about a 2% difference for each step.

MWSE will establish a performance evaluation system where each employee's performance will be formally evaluated at least once per year. These evaluations will normally occur at the same time each year and will coincide with the budgeting cycle. The evaluation system will rate employees from 1 to 5 on each of ten areas: Job knowledge, communication skills, judgement, planning and organization, problem solving, work quality, interpersonal skills, teamwork, and leadership. Those with supervisory responsibilities are also evaluated on managing people. The rating scale will be as follows:

1 = Failed to Meet Expectations – The employee consistently fails to meet the requirements of the position

2 = Partly Met Expectations – The employee is partially proficient in this area, however growth is necessary to meet expectations

3 = Met Expectations – The employee is proficient in this area as it relates to their position

4 = Partly Exceeded expectations – The employee is proficient in this area and occasionally goes above and beyond the requirements of the position

5 = Exceeded Expectations – The employee is proficient in this area and often goes above and beyond the requirements of the position

Employees must achieve an average rating of 3 or above to be eligible to advance to the next step in their grade. Once an employee reaches the median (Step 6), they will be held to a higher level of expected performance in order to advance to the next step.

A development plan will be implemented for any employee who does not qualify for a step increase. The employee may be evaluated every 6 months until the employee's performance meets the standards for a merit increase to the next step. Continued performance below expectations for the position may result in termination.

To help ensure consistency in the evaluation process, MWSE management will further define the expectations and performance standards for each position and will provide training to all supervisors.

All salary increases are subject to budget constraints and must be incorporated into the annual approved budget.

Employees who are promoted will be placed at a step in their new grade that represents at least a 2.5% increase over their current salary.

With approval of the Director, managers will have the ability to hire new employees at steps 1, - 4, depending on the candidate's experience and qualifications. New hires can be placed above step 5 only with permission of the WDB Executive Committee.

Employees hired after the approval of the salary structure will be placed on the salary schedule as of their date of hire. All other employees will be placed on the step closest to and higher than their current salary on July 1.

A system of variable pay will be established for members of the management team, based on their balanced scorecard. The Deputy Director will have a maximum variable pay component of 5% of salary where 1X = 2.5% and 2X = 5%). Other members of the management team will have a maximum variable pay component based on their balanced scorecard of \$2,000 (1X = \$1,000 and 2X = \$2,000).

Employees who are at the last step of the pay scale, but who do not qualify for variable pay may earn a bonus of up to \$1,000 per year based on performance. The criteria for any such bonus payments will be developed by MWSE Director and approved by the Executive Committee of the WDB.

MICHIGAN WORKS! SOUTHEAST SALARY STRUCTURE

		STEP											
Job Titles		Grade	1	2	3	4	5	6	7	8	9	10	11
Non-Exempt Grades	No positions	1	\$27,536	\$28,169	\$28,802	\$29,436	\$30,069	\$30,702	\$31,336	\$31,969	\$32,602	\$33,236	\$33,869
	No positions	2	\$30,515	\$31,217	\$31,919	\$32,621	\$33,323	\$34,025	\$34,726	\$35,428	\$36,130	\$36,832	\$37,534
	Customer Service Assistant Driver	3	\$34,94.89	\$42,65.28	\$50,35.66	\$58,06.04	\$65,76.43	\$73,46.81	\$81,17.19	\$88,87.57	\$96,57.96	\$104,28.34	\$111,98.72
	Accounting Assistant	4	\$36,883	\$37,323	\$38,162	\$39,001	\$39,840	\$40,679	\$41,518	\$42,357	\$43,196	\$44,035	\$44,875
	Career Advisor	5	\$39,463	\$40,371	\$41,278	\$42,186	\$43,094	\$44,001	\$44,909	\$45,816	\$46,724	\$47,632	\$48,539
	Business Services Coordinator Program Analyst												
	Research and Education Coordinator	6	\$42,443	\$43,419	\$44,395	\$45,371	\$46,347	\$47,323	\$48,300	\$49,276	\$50,252	\$51,228	\$52,204
	Program Supervisor	7	\$46,174	\$47,236	\$48,298	\$49,360	\$50,422	\$51,484	\$52,546	\$53,608	\$54,670	\$55,732	\$56,794
	Administrative Services Manager	8	\$50,647	\$51,812	\$52,977	\$54,142	\$55,307	\$56,472	\$57,637	\$58,802	\$59,967	\$61,132	\$62,296
	Communications Manager Fiscal Manager	9	\$54,379	\$55,629	\$56,880	\$58,131	\$59,381	\$60,632	\$61,883	\$63,134	\$64,384	\$65,635	\$66,886
	Human Resources Manager Policy and Planning Manager Program Services Manager Research and Education Manager Systems Administrator	10	\$57,358	\$58,677	\$59,997	\$61,316	\$62,635	\$63,954	\$65,274	\$66,593	\$67,912	\$69,231	\$70,551
	Business Services Manager Service Center Manager	11	\$60,338	\$61,726	\$63,113	\$64,501	\$65,889	\$67,277	\$68,664	\$70,052	\$71,440	\$72,828	\$74,215
	No positions	12	\$64,069	\$65,543	\$67,016	\$68,490	\$69,963	\$71,437	\$72,910	\$74,384	\$75,858	\$77,331	\$78,805
	Information Technology Manager	13	\$68,543	\$70,119	\$71,696	\$73,272	\$74,849	\$76,425	\$78,002	\$79,578	\$81,155	\$82,731	\$84,308
No positions	14	\$72,274	\$73,936	\$75,598	\$77,261	\$78,923	\$80,585	\$82,248	\$83,910	\$85,572	\$87,235	\$88,897	
Deputy Director	15	\$75,253	\$76,984	\$78,715	\$80,446	\$82,177	\$83,908	\$85,638	\$87,369	\$89,100	\$90,831	\$92,562	
No positions	16	\$78,233	\$80,032	\$81,832	\$83,631	\$85,430	\$87,230	\$89,029	\$90,829	\$92,628	\$94,427	\$96,227	

13. Resolutions for Consideration by both the Consortium Board- KZ Bolton and the Workforce Development Board (WDB) - Marcus James

- a. CB Resolution 17-20
A RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE-CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131

WDB RESOLUTION 17-54
A RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131

MEMORANDUM

Consortium Board Resolution 17-20

To: Southeast Michigan Consortium Board

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

Date: March 14, 2018

Subject: Rapid Response- Customer Relationship Management (CRM) grant award

Board Action Requested

It is requested that the Southeast Michigan Consortium Board accept funding in an amount not to exceed \$6,131 for the Rapid Response-Customer Relationship Management grant. The program is projected to run from July 1, 2017 through June 30, 2018.

Background

The US Department of Labor (DOL) awards states annual Dislocated Worker formula allocations and allows states to set aside up to 25 percent of these allocations to support required and allowable State Rapid Response activities. The Workforce Innovation and Opportunity Act (WIOA) and USDOL allow additional flexibility with respect to the use of these funds.

Discussion

This funding is to be used to support existing CRM systems or for the purchase or renewal of software licenses that will aid in the identification of and information gathering for potential layoffs or opportunities for layoff aversion. This funding is being made available on a one-time basis as the TIA works on integrating CRM functionality into the state data system. By using data systems to identify and gather information, it allows the local areas to provide assistance to employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address these needs.

Staff plan to use these funds for renewing licenses for customer relationship management such as G*Stars.

Approval of the Rapid Response-Customer Relationship Grant grant funding is contingent upon approval by the Workforce Development Board and Consortium Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD
RESOLUTION 17-20**

RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE-CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131

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 State is releasing set aside Rapid Response funds to be used by the Michigan Works! Agencies to pay for customer relationship management software; and

WHEREAS, Michigan Works! Southeast will use the funding to help pay for a system such as G*Stars; and

WHEREAS, Funding will be in the amount of \$6,131 for the time period 7/1/17 through 6/30/18.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby approves acceptance of funds in an amount not to exceed \$6,131 for the Rapid Response- Customer Relationship Management grant

BE IT FURTHER RESOLVED that the Chair of the Southeast Michigan Consortium Board is authorized to sign the Approval Request form and any other documents necessary for implementation of this program.

MEMORANDUM

WDB Resolution 17-54

To: Michigan Works! Southeast Workforce Development Board

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

Date: March 7, 2018

Subject: Rapid Response- Customer Relationship Management (CRM) Grant award

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding in an amount not to exceed \$6,131 for the Rapid Response-Customer Relationship Management grant. The program is projected to run from July 1, 2017 through June 30, 2018.

Background

The US Department of Labor (DOL) awards states annual Dislocated Worker formula allocations and allows states to set aside up to 25 percent of these allocations to support required and allowable State Rapid Response activities. The Workforce Innovation and Opportunity Act (WIOA) and USDOL allow additional flexibility with respect to the use of these funds.

Discussion

This funding is to be used to support existing CRM systems or for the purchase or renewal of software licenses that will aid in the identification of and information gathering for potential layoffs or opportunities for layoff aversion. This funding is being made available on a one-time basis as the TIA works on integrating CRM functionality into the state data system. By using data systems to identify and gather information, it allows the local areas to provide assistance to employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address these needs.

Staff to use these funds will be used for renewing licenses for customer relationship management such as G*Stars.

Approval of the Rapid Response-Customer Relationship Grant funding is contingent upon approval by the Workforce Development Board and Consortium Board. A Resolution is attached for your consideration.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**RESOLUTION 17-54****RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE-CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131**

- 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 State is releasing set aside Rapid Response funds to be used by the Michigan Works! Agencies to pay for customer relationship management software; and
- WHEREAS, Michigan Works! Southeast will use the funding to help pay for a system such as G*Stars; and
- WHEREAS, Funding will be in the amount of \$6,131 for the time period 7/1/17 through 6/30/18.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves acceptance of funds in an amount not to exceed \$6,131 for the Rapid Response- Customer Relationship Management grant

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the Approval Request form and any other documents necessary for implementation of this program.

14. Committee Report

- a. Executive Committee Report – Marcus James - Chair
 - February 7, 2018 Executive Committee Meeting
 - March 7, 2018 Executive Committee Meeting
- b. Employer Services – Richard Currie, Chair
- c. Job Seeker Services – Leann Wilt, Chair
- d. Career and Educational Advisory Council (CEAC) – Kevin Oxley, Chair
- e. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair

Workforce Development Board
 Executive Committee Meeting
 February 7, 2018, 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

Present: Richard Currie, Vice Chair via conference call
 Sean Duval
 Donald Germann via conference call
 Marcus James, Chair
 Lynn Matzen
 Scott Menzel
 Sharon Miller via conference call
 Grace Trudell via conference call

Absent: Leann Wilt

1. Call to order
 Marcus James, Chair called the meeting to order at 2:00 p.m.
2. Roll Call
 Quorum Present
3. Approval of Agenda
 Marcus James call for a motion to approve the Agenda.
 MOTION: Scott Menzel moved to approve the Agenda with changes as discussed to the order of agenda items.
 SUPPORT: Lynn Matzen
 MOTION CARRIED
4. Consent Agenda Marcus James call for a motion to approve the Consent Agenda.
 MOTION: Lynn Matzen moved to approve the Consent Agenda.
 SUPPORT: Sean Duval
 MOTION CARRIED
 - a. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-47
 A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR JONESVILLE TOOL AND MANUFACTURING IN THE AMOUNT OF \$2,243.
 - b. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-48
 A RESOLUTION APPROVING FY 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) INCUMBENT WORKER TRAINING FUNDS FOR MMI ENGINEERED SOLUTION, INC. IN THE AMOUNT OF \$21,035
 - c. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-49
 A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CASTER CONCEPTS, INC. IN THE AMOUNT OF \$6,425

d. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-50
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR EBERBACH IN THE AMOUNT OF \$14,652

e. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-51
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MELLING TOOL COMPANY IN THE AMOUNT OF \$10,745

5. Action Items - Resolutions for Consideration – Michigan Works! Southeast Workforce Development Board (WDB)

Marcus James call for a motion to approve WDB Resolution 17-46

a. MOTION: Scott Menzel moved to approve WDB Resolution 17-46 approving Talent Investment Agency (TIA) award of Skilled Trades Training Funds (STTF) for FY 2018 October 1, 2017 through September 30, 2018 for the Michigan Works! Southeast Workforce Development Board

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED

Marcus James call for a motion to approve WDB Resolution 17-52

b. MOTION: Lynn Matzen moved to approve WDB Resolution 17-52 Memorandum of Understanding (MOU) with Workforce Intelligent Network (WIN) a renewal of existing MOU

SUPPORT: Sharon Miller

Discussion

MOTION CARRIED

Marcus James call for a motion to approve WDB Resolution 17-53

c. MOTION: Sean Duval moved to WDB Resolution 17-53 approving additional funds in the amount of \$15,500 for Small Business Development Center

SUPPORT: Scott Menzel

Discussion.

Lay on the Table

6. Committee Reports

a. Employer Services - Rick Currie, Chair

Rick Currie reviewed Employer Services Committee report.

Discussion.

b. Job Seeker Services – Leann Wilt, Chair

Marcus James reviewed Job Seeker Committee report. Discussion.

c. Career and Educational Advisory Council (CEAC) – Scott Menzel

Scott Menzel provided update on CEAC. Discussion.

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

Lynn Matzen reviewed CFO Committee report. Discussion.

e. Board Development Committee – Sean Duval

No updates.

7. Director Report

- a. Discussion of RFP process for PY 2018
Bill Sleight provided recommendations for contract extension or going out seeking Request for Proposal (RFP). Discussion. Formal request for board action to either extend Contract or to go out for RFP at joint board meeting on March 14 2018.
- b. Compensation Committee Update
Bill Sleight provided update on Compensation Committee Meeting. Meeting scheduled to continue review of consultant recommendation. Plan to provide recommendation to the Southeast Consortium Board at the March 14th board meeting.
- c. Marketing Update
Nicole Bell provided Communications update. Discussion.
- d. Families Forward Update
Bill Sleight reported the program Contract is planned to begin April. Referrals from Friend of the Court/Jackson County. Discussion.
- e. Summer 18 update
Shamar Herron provided update. Discussion.
- f. Michigan Works! Association – 2018 Planning session update
Bill Sleight provided update on planning session. Discussion

9. Public Comment

Marcus James offered Public Comment. No Public Comment.

10. Adjournment

Meeting adjourned at 4:02 p.m.

Workforce Development Board
 Executive Committee Meeting
 March 7, 2018, 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

Present:	Richard Currie, Vice Chair Sean Duval Donald Germann Marcus James, Chair Scott Menzel Sharon Miller Leann Wilt	via conference call via conference call
Absent:	Lynn Matzen Grace Trudell	
Staff:	Bill Sleight Shamar Herron Nicole Bell Dan Childs Jim Coutu Maggie Flaherty	

1. Call to order
 Marcus James, Chair called the meeting to order at 2:00 p.m.
2. Roll Call
 Quorum Present.
3. Approval of Agenda
 No Objections. Agenda Approved.
4. Approval of February 7, 2018 Executive Committee Minutes
 Marcus James call for a motion to approve the February 7, 2018 Executive Committee Meeting Minutes.
 MOTION: Donald Germann moved to approve the February 7, 2018 Executive Committee Meeting Minutes.
 SUPPORT: Richard Currie
 MOTION CARRIED

5. Consent Agenda

Marcus James asked if there were any Consent Agenda items be placed on the Action Items. None. Marcus James call for a motion to approve the Consent Agenda.

MOTION: Leann Wilt moved to approve the Consent Agenda.

SUPPORT: Don Germann

MOTION APPROVED

6. Action Items - Resolutions for Consideration – Michigan Works! Southeast Workforce Development Board (WDB)

- a. WORKFORCE DEVELOPMENT BOARD RESOLUTION 17-53
A RESOLUTION APPROVING ADDITIONAL FUNDS IN THE AMOUNT OF \$15,500 FOR SMALL BUSINESS DEVELOPMENT CENTER

Marcus James call for a motion to approve WDB Resolution 17-53.

MOTION: Leann Wilt moved to approve WDB Resolution 17-53 the additional funds in the amount of \$15,500 for Small Business Development Center.

Discussion.

MOTION APPROVED

- b. WDB RESOLUTION 17-54
A RESOLUTION APPROVING ACCEPTANCE OF FUNDS FOR RAPID RESPONSE CUSTOMER RELATIONSHIP MANAGEMENT IN THE AMOUNT OF \$6,131

Marcus James call for a motion to approve WDB Resolution 17-54

MOTION: Scott Menzel moved to approve WDB Resolution 17-54 the acceptance of funds for Rapid Response Customer Relationship Management in the amount of \$6,131.

Discussion.

MOTION APPROVED

7. Committee Reports

- a. Employer Services - Richard Currie, Chair

Rick Currie reviewed the March 5, 2018 Employment Service Committee minutes. Rick explained the process for Incumbent Worker Training (IWT) funds applications. Rick reported on the Employer Services Committee Action Plan. Discussion regarding the RACI.

- b. Job Seeker Services – Leann Wilt, Chair

Leann Wilt reviewed the February 15, 2018 Job Seeker Services Committee minutes. Discussion.

- c. Career and Educational Advisory Council (CEAC) – Scott Menzel

Scott Menzel reported on Talent Investment Agency (TIA) policy regarding the CEAC. Reviewed the recommended CEAC Appointments.

Appointments require approval by Workforce Development Board.

Discussion.

- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
 Marcus James reviewed the February 26, 2018 CFO Committee minutes.
 Bill Sleight reviewed the proposed Budget Amendment.
 Discussion.

Marcus James call for a motion to recommend to the Consortium Board to approve the proposed Budget Amendment.

MOTION: Richard Currie moved to recommend to the Consortium Board approval of the proposed Budget Amendment.

SUPPORT: Sharon Miller

Discussion.

MOTION CARRIED

8. Chair Report

- a. Workforce Development Board (WDB) Vacancies – Recommendations to the Consortium Board

Bill Sleight reviewed the nominee information for Workforce Development Board vacancies. Vacancies include Business/Private Sector and Adult Education/Higher Education Sector. Discussion.

Marcus James call for a motion to recommend to the Consortium Board the nominee to fill the WDB Adult Education/Higher Education Sector vacancy.

MOTION: Scott Menzel moved to recommend to the Consortium Board that Dr. Rose Bellanca, President, Washtenaw Community College fill the Adult Education/Higher Education Sector vacancy on the Workforce Development Board.

SUPPORT: Sharon Miller

Discussion.

No - Don Germann

MOTION CARRIED

Marcus James call for a motion to recommend to the Consortium Board the nominee to fill the WDB Private Sector/Business Sector vacancy.

MOTION: Sean Duval moved to recommend to the Consortium Board that Shawn Planko, Engineering Manager, Expedia fill the Business/Private Sector vacancy on the Workforce Development Board.

SUPPORT: Scott Menzel

Discussion.

No – Donald Germann

MOTION CARRIED

- b. Draft 2018 Dashboard

Reviewed the draft 2018 Dashboard. Discussion.

9. Director Report

- a. Discussion of Request for Proposal (RFP) process for PY 2018
 - i. Bill Sleight reviewed the bid process for RFP for Specialized Youth Services. Discussion.

Marcus James call for a motion to recommend authorizing release of the RFP for Specialized Youth Services.

MOTION: Sharon Miller moved to recommend authorizing release of the RFP for Specialized Youth Services.

SUPPORT: Richard Currie

Discussion

MOTION CARRIED

- ii. Bill Sleight reviewed the bid process for Specialized Business Services. Discussion.

Marcus James call for a motion to recommend authorizing release of the RFP for Specialized Business Services.

MOTION: Leann Wilt moved to recommend authorizing the release of the RFP for Specialized Business Services.

SUPPORT: Sean Duval

Discussion

MOTION CARRIED

b. Compensation Committee Update

Bill Sleight provided Compensation Committee recommendations.

Discussion.

Marcus James call for a motion to recommend to the Consortium Board approval of the Michigan Works! Southeast Salary Structure.

MOTION: Leann Wilt moved to recommend to the Consortium Board approval of the Michigan Works! Southeast Salary Structure.

SUPPORT: Sean Duval

Discussion.

MOTION CARRIED.

c. Governor Snyder's "Marshall Plan"

Sharon Miller provided update on Governor Snyder's "Marshall Plan".

Discussion.

d. Regional and Local Plan Updates

Bill Sleight provided timelines for updates to the Regional and Local Plan.

Discussion.

e. Other

Bill Sleight provided update on Partner Meetings held on March 5 and 6. The meetings were facilitated by Thomas P. Miller and Associates, One Stop Operator. Discussion.

Bill Sleight reported on the MICareer Quest Southeast Kick-Off March 1, 2018 at the Oakland Michigan Works! that he and Jim Coutu attended.

Discussion.

10. March 14, 2018 Agenda, Joint Meeting of Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium Board.

11. Public Comment

Marcus James call for Public Comment. No Public Comment.

12. Adjournment-Meeting adjourned at 4:08 p.m.

3/4/2018
SEM WFB Executive Level RACI
mj:11-2018

R A C I

Activities	MWSE Consortium Board	MWSE WFB	MWSE WFB Executive Team	Employer Services Committee	CEAC	CFAO Comm	Ann Arbor SPARK	Thom P Miller	Timeline (completion dates)	assignments
SEM WFB 2017-18 Initiatives										
Develop and Implement MWSE 3-5 yr strategy	C	A	R	R	R	R	R			
Identify whether additional apprenticeship programs are required in region	I	C	R	R	A	A	A			
Ensure Career Pathway tools and activities are most effective for region	I	C	R	R	A	A	A			
Ensure effectiveness of regional Adult Ed program	I	C	R	R	A	A	A			
Enhance MWSE policy advocacy efforts	R	C	R	R	A	A	A			
Increase number of out-of-school youth exits	I	C	C	A	C					
Increase number of HSE certifications	I	C	C	A	R					
Increase number of pre and post returning citizen activities and exits	I	C	C	A	A					
Increase number of 55+ exits	I	C	C	A	A					
Ensure MWSE operational metrics are effective	I	R	C	C	C	A				
Ensure appropriate fiscal agent is in place	C	I	C	C	A	A				
Ensure appropriate partner metrics are defined and tracked	I	C	C	C	A	A	R			
Ensure fiscal compliance	R	I	R	R	A	A				
Ensure sector clusters are active and engaged	I	C	A	A			R			
Ensure appropriate focus and metrics in place for MWSE econ development engagement	I	R	A	A			R			
Ensure effectiveness of Employee Resource Networks	I	C	A	A						
Ensure adequate coverage of regional employers	I	C	A	A			R			
Increase number of career exposures for students and parents	I	C	A	A						

- R** Responsible: "Doer" / "Champion" Individual(s) who perform an activity. Primarily responsible for action and/or implementation. The degree of responsibility is defined by the accountable person. R's can be shared.
- A** Accountable: "Final Decision Maker" The individual who is ultimately accountable — includes yes/no and power of veto. Only one "A" can be assigned to an activity.
- C** Consulted: "in the Loop" The individual(s) to be consulted before a final decision or action is taken. Two-way communication.
- I** Informed: "FYI"

Employer Services Committee

2/5/18
2:00 PM
Conference Call

Meeting called by: Shamar Herron **Type of meeting:** Committee Meeting
Facilitator: Rick Currie **Note taker:** Marsha Meadows
Timekeeper: Rick Currie
Attendees: Rick Currie, Shamar Herron, Bill Sleight, Jim Coulu, Sharon Miller, Phil Santer, Don Germann, Marsha Meadows

Minutes

Agenda item: IWT Process
 Strategic Plan Objectives (Small-Balanced Scorecard 2017-2018)

Discussion:

1. IWT
 - a. Scoring (3 minimum to review-Rick, Don and Donna and then rotate a third member of committee)
 - b. Process
 - c. Oversight

2. Strategic Plan and Objectives for the Committee
 - a. Element 1
 Establish MWSE as the local leader in workforce development, so that partners come to us first when there are workforce issues
Actions: Increase visibility of MWSE in community by actively engaging with Chambers of Commerce and similar business organizations. Will regularly attend events, and participate in talent attraction and retention activities.
 Continue both formal and informal partnerships and collaboration with economic Development partners.
 Identify key sector initiatives
Task: Staff to develop a list of formal partnerships
 Effectively promote Michigan Works! Southeast's role and services to the community

 - b. Element 2
 Cultivate employer relationships by active outreach and quality, consistent, data-driven services.
Actions: Understand and develop the MWSE value proposition to engage local employers
 Communicate and demonstrate the value proposition

 - c. Element 3
 Leverage internal and external resources to ensure consistent, high quality services are made available to all customers.
Actions: Deliver high quality workforce services through a combination of innovative and evidence-based approaches that are customer-focused and provide the supports necessary to ensure customer success.
Task: To view data gathered

 - d. Element 4
 Foster board and staff development to leverage innovation and maximize the economic impact of workforce funding and resources

Actions: Develop board members so they can contribute to MWSE mission
Task: develop a co-chair position on the board

3. Apprenticeships
 - a. Sub-Committee-review
 - b. Apprenticeship Coordinator (Elizabeth Steele)
 - c. Working with WCC (Marilyn) on non-traditional apprenticeships
4. Sharon Miller is stepping down from the committee as she has been asked to serve on the Career Education Advisory Committee.

NEXT MEETING:

The next meeting is scheduled for Monday, 3/5/2018 In person.

Conclusions:

1. IWT Process and Implementation
 - a. Gross Annual Sales
 - b. Justification on Training

IWT Approval Review - Consent Items Conclusions:

Washtenaw -MMI Engineering: STTF on hold; \$21,000.00 189% In kind 16 people, 6 trainings, \$1300.00 each; LEAN /Auditor training

Jackson - Melling Tool: STTF on hold; \$10,745.00 73% no loss production noted; \$60, 000.00, 15 people, \$783.00 each Fundamental/GT&E In house training

Jackson (Calhoun County) - Caster Concepts: \$6425.00 entry level co. 106 % in kind 2 trainings, 5 people \$1285.00 per person measurement / blueprint training

Washtenaw – Eberbach: denied STTF \$14,652.00 134% 8 people \$1628.00 per person In house training

Jim to email Maggie Flaherty.

Employer Services Committee

Meeting called by: Shamar Herron **Type of meeting:** Committee Meeting
Facilitator: Rick Currie **Note taker:** Marsha Meadows
Timekeeper: Rick Currie

Attendees: Shamar Herron, Bill Sleight, Jim Coutu, Amby Wilbanks, Marsha Meadows
Phone: Rick Currie, Phil Santer, Deb Polich, Don Germann

Minutes

Agenda item: IWT Process
Matrix Action Items and Brainstorming for the year
Measures and Outcomes

Discussion:

1. IWT Grant Process
 - a. Application Review form
 - b. Proposal Evaluation form
 - c. Reviewed by Jim, Rick, Don and rotate a third member of committee
St Joseph Mercy Health

IWT Approval Review - Consent Items Conclusions:

Jackson County - St. Joseph Mercy Health: \$1860.00, 8 people \$816.00 per person non-traditional sterile processing, capstone class

Livingston County (Brighton) – Fortech Products: \$7800.00, 18 people 195% in-kind, process mapping and mentoring

Livingston County (Pinckney) – on hold – public entity, looking for other funding streams.

2. Strategic Plan and Objectives for the Committee
 - a. Element 1
Increase visibility of MWSE in the Community by actively engaging with local Chambers of Commerce and similar organizations.
Task: Jim to report out: Chamber of Commerce attend Annual Meetings and Community Events, currently approximately 200 engagements.
Action: Jim to Report monthly who are our partners and what are their key events.

 - b. Element 2
Develop and maintain formal and informal partnerships
Task: Provide template and reports monthly
Actions: Jim to report out monthly and provide update regarding activities. GAAR Report

c. Element 3

Work with the Marketing manager to develop and implement a Marketing plan

Task: Jim to set up a meeting with the marketing Leader

Action: Meeting with Marketing Leaders at 3:00 p.m. 3/5/2018

3. Sub-committee for apprenticeships

Task: Jim to provide an overview at the next meeting

Action: Jim to provide list to Executive committee

4. Matrix

Task: Measures from Dashboard

Action: Jim to recommend focus

NEXT MEETING:

The next meeting is scheduled for Monday, 4/2/2018 via phone.

INCUMBENT WORK PROGRAM APPLICATION REVIEW FORM

Applicant's Name:

Date:

Please describe purpose and need for this training.

Funds Requested:

of Employees to be trained:

Is the per trainee cost within established guideline? Yes

No

Is the total request within established guideline? Yes

No

If no on either of the previous questions, please explain why an exception is being made.

Who is the Training Provider:

Why was this provider selected:

What are the expected outcomes of this training?

Will this training result in industry recognized certification? Yes

No

Is this training part of a comprehensive training plan or strategy? Yes

No

Will this training result in: Layoff aversion Yes

No

Increased employment Yes

No

Other economic benefits Yes

No

Additional Comment:

Submitted by:

Employer Services Committee Review

Business Service Manager	Approved		Not Approved		Forward for Committee	
Employer Services Chair	Approved		Not Approved		Forward for Committee	
Committee Representative	Approved		Not Approved		Forward for Committee	
Committee Representative	Approved		Not Approved		Forward for Committee	

If not approved, or forward to Committee for review, please indicate concerns or additional information required:

Employer Services Committee 2017/2018 Action Plan
Update 3/7/2018

<p>1.1 Develop a Priority Employment Strategy that addresses the WMO's mission and vision and can address critical workforce needs</p>	<p>1.1.1 Establish MWSE as the local leader in workforce development, so that priority comes to the area that they have workforce issues.</p>	<p>Establish seamless alignment with Economic Development, education and Community partners.</p> <p>Ensure MWSE anticipates and responds to regional needs and changes resulting in more business participation, more job placements, expanded labor pool and additional resources.</p>	<p>Increase visibility of MWSE in the Community by actively engaging with local Chambers of Commerce and similar organizations.</p> <p>Develop and maintain formal and informal partnerships and collaboration with Economic Development partners.</p> <p>Align 2017 workforce initiatives with economic development plans within the region through communication, collaboration, and networking to increase participation of employers.</p> <p>Develop and implement a process for collecting real-time and projected data from employers to anticipate and respond to employers' needs</p>	<p>Develop a strategy to promote relations shops with local chambers.</p> <p>1) Report out/updates for J.Coutu</p> <p>Identify both formal and informal partners</p> <p>1) Review nature of relationship</p> <p>2) Review MOU</p> <p>3) Develop formal strategies for all</p> <p>Review current situation</p> <p>Develop a plan and method to collect relevant data.</p> <p>Work with the Marketing Manager to develop and implement a Marketing Plan.</p> <p>Evaluate what type of data or reports could be useful and distributed</p>	<p>4/2/18 Ongoing</p> <p>4/2/18 Ongoing</p> <p>4/2/18</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>3/7/18</p>	<p>J.Coutu ESC</p> <p>J. Coutu ESC</p> <p>J. Coutu</p> <p>J. Coutu</p> <p>J. Coutu</p> <p>J. Coutu</p> <p>J. Coutu</p>	<p>Jim to provide a template of COC and report out monthly regarding activities.</p> <p>Jim to provide an update and report out monthly regarding activities.</p> <p>Jim to provide an overview at the next meeting.</p> <p>Future Discussion for the Committee. Rick to discuss with Phil S. and Jim C.</p> <p>Jim to set up a meeting with the Marketing Leader</p> <p>Future Discussion for the Committee. Rick to discuss with Phil S. and Jim C.</p> <p>Future Discussion for the Committee. Rick to discuss with Phil S. and Jim C.</p>
<p>1.2 Effectively provide MWSE role and services to the community</p>	<p>Ensure the awareness of MWSE brand, programs, and services result in new enrollment, new business partnerships, and increased placements.</p>	<p>Work with the Marketing Team to develop and execute a strategy to become a recognized "Thought Leader" on regional workforce issues, including the distribution of regular reports on labor market and workforce issues.</p>	<p>Work with the Marketing Manager to develop and implement a Marketing Plan.</p>	<p>Work with the Marketing Manager to develop and implement a Marketing Plan.</p>	<p>TBD</p>	<p>J. Coutu</p>	<p>Jim to set up a meeting with the Marketing Leader</p>
<p>2.1 Understand, promote and develop the MWSE value proposition to engage local employers</p>	<p>Utilize employer input to establish and identify success factors for jobseekers to ensure work readiness and career satisfaction.</p>	<p>Conduct regional assessments of employers needs and service gaps to determine future direction of services.</p> <p>Establish a sub-committee to work with apprenticeship standards development</p>	<p>Develop a plan and method to collect relevant data.</p> <p>Present a proposed list of sub-committee members to Executive Committee</p>	<p>Develop a plan and method to collect relevant data.</p>	<p>TBD</p>	<p>J. Coutu</p>	<p>Future Discussion for the Committee. Rick to discuss with Phil S. and Jim C.</p>
<p>2.2 Develop a strategy to engage local employers to ensure work readiness and career satisfaction</p>	<p>Present a proposed list of sub-committee members to Executive Committee</p>	<p>Present a proposed list of sub-committee members to Executive Committee</p>	<p>Present a proposed list of sub-committee members to Executive Committee</p>	<p>Present a proposed list of sub-committee members to Executive Committee</p>	<p>3/7/18</p>	<p>J. Coutu</p>	<p>Future Discussion for the Committee. Rick to discuss with Phil S. and Jim C.</p>

Job Seeker Committee

Meeting called by: Shamar Herron **Type of meeting:** Committee Meeting
Facilitator: Leann Wilt **Note taker:** Vicki Enriquez
Timekeeper: Leann Wilt
Attendees: Leann Wilt, Marcus James, Angela Parth, John Salyer, Bill Sleight, Shamar Herron, Sandy Vallance, Vicki Enriquez

Minutes

Agenda item: Job Seeker Committee Purpose

Discussion:

1. Review Metrics for all 3 categories of 16-24, Returning Seniors and Returning Citizens
2. Referrals, Enrollments and Completions are the metrics
3. Review Reports
4. Check into increasing enrollments into Adult Ed Program
5. Discussed the use of the term "Returning Seniors" and age range
6. Trend Data for comparison on metrics
7. How to measure effectiveness of committee.

Conclusions:

1. Metrics are the same for all 3 groups, referrals, enrollments and completions. (completions are defined by exit to employment-retention will be an Employer Service area)
2. For all 3 groups, Sandy will confirm with Robin that referral page on G*Stars and if it is Vicki will run report, to review at next meeting, amount of referrals from partner agencies to decide if anything needs to be addressed. Vicki will run report to show successful completions to enrollment percentages for next meeting.
3. Reports show ratio of entry to the service centers to enrollments in programs and labor participation rates in comparison to entry of service center.
4. Vicki and Sandy will contact Pam G to coordinate numbers for next meeting to see if a 10% increase is feasible based on enrollment to completion.
5. Think about new term for "Returning Seniors" and the age range for this group is 55-74 per statistics for labor force participation rate
6. Vick will run a report for '16 and '17 for a trend analysis between the 2 years
7. The completion rate will show how effective the committee is.

NEXT MEETING:

The next meeting is scheduled for meeting is scheduled for 2/15/18 in Jackson from 10-12.

Job Seeker Committee

Meeting called by: Leann
Type of meeting: Committee Meeting
Facilitator: Leann
Note taker: Vicki Enriquez
Timekeeper: Leann
Attendees: Leann Wilt, Angela Parth and Steve Girardin, Bill Sleight, Sandy Vallance, Vicki Enriquez

Minutes

Agenda Items: Senior Group Name, Dashboards, Committee Success, Dashboard Leads, Meeting Schedule

Discussion:

1. Finalize name for the senior group
2. The 3 dashboards created, one for each group.
 - a. What needs to be at the top?
 - b. What needs to be measured?
 - c. Does funding need to be included?
 - d. Partner Referrals?
 - e. Returning citizen count
3. Can the Board help with referrals?
4. Discussed Committee charter and strategic plan
5. Who is in charge of the dashboards once finalized?
6. What will the committee meeting schedules be?
7. Next meeting

Conclusions:

1. Group decided that senior group will be referred to the 55+ group from now on.
2. The committee decided that all 3 dashboards will -
 - a. Measure how many Obtained High School Equivalency, Obtained Training and Obtained Employment on the top as headers.
 - b. Count enrollments for each program, total, then determine how many completed one or more of the above categories
 - c. Funding is not needed, it is not broken down by age to be able to determine what is being spent for each group.
 - d. Partner referrals will be taken off at this time. Centers will need to have a better tracking system for referrals in order to count. Potential Thomas P. Miller.
 - e. Staff will need to be more diligent about entering as a barrier when determined to ensure a better count
3. The Board can help with referrals, Committee looking for ideas on how to inform them on the programs to help push referrals
4. Bill will send a copy of the charter and strategic plan for committee. Sandy will update the strategic plan with actions already taken or planned
5. Vicki will keep the program numbers updated in the finished dashboards, Sandy will keep the programs and activities updated and Leann will update the metrics and reformat with the new information determined in the meeting.
6. Bill suggested that the committee continue to meet in person monthly for now, then move to bi-monthly in person and alternating month's meet via phone conference. Quarterly meetings tend to lose focus.
7. The revised dashboard will be sent out a week prior to the meeting along with the agenda. Discussions for the next meeting will include strategic plan. The regional and annual plans may need to be discussed as well.

NEXT MEETING:

The March meeting is scheduled for 3/21/18 in Jackson from 10-12. The April meeting is scheduled for 4/18.

Required Sector	Nominee	Organization	Term
Local WDB Member	Jeremy Frew	Jackson Community College	Ending June 30, 2019
Employer Representing In-demand Industries	Sharon Miller	Consumers Energy	Ending June 30, 2020
Employer Representing In-demand Industries	Bill Rayl	Jackson Area Manufacturers Association	Ending June 30, 2021
Employer Representing In-demand Industries	Tim Rogers	Enterprise Group	Ending June 30, 2020
Labor	Grace Trudell	IBEW	Ending June 30, 2019
Local School District offering CTE or Adult Education	Kevin Upton	Washtenaw ISD-Lincoln School	Ending June 30, 2020
Career and Technical Education Administrators	Jack Townsley	Lenawee ISD	Ending June 30, 2021
	Michelle Radcliff	Livingston ESA	Ending June 30, 2019
Post Secondary Institution	Jack Bidlack	Eastern Michigan University	Ending June 30, 2020
	Linda Blakey	Washtenaw Community College	Ending June 30, 2021
Intermediate School District	Scott Menzel	Washtenaw ISD	Ending June 30, 2019
Public School Parent	Kevin Oxley	Jackson ISD	Ending June 30, 2020
Academic Educator	Jonathon Tobar	Hillsdale ISD	Ending June 30, 2021
	Tim Jackson	Washtenaw ISD	Ending June 30, 2019
	Cari Bushinski	Northwest Schools	Ending June 30, 2020
Other	Matt Shane	MSU Extension	Ending June 30, 2021
	Tim Rogers	The Enterprise Group	Ending June 30, 2019

Compliance, Finance and Operations (CFO) committee Meeting Minutes

January 29, 2018

2 Pm Jackson Service Center- Francis Room

Members

Lynn Matzen, Owner, Chair

Mindy Bradish-Orta, President/CEO

James Van Doren, Executive Director

Matrix Systems

Jackson County Chamber

Lenawee Now

Staff

Bill Sleight

Cordelia Gonzalez, Staff Lead

Director, MWSE

Fiscal Manager, MWSE

Members Present: Lynn Matzen

Staff Present: Bill Sleight, Cordelia Gonzalez

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

Matt Sandstrom and Swatee Kulkarni retired from the board thus are no longer on the CFO committee. Discussion on recruiting new members. Lynn Matzen is reaching out to other board members to fill the committee slots.

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

Consolidated Income Statement: Several questions were raised by Lynn Matzen. We compared the YTD State revenue for December 2016 and December 2017. Bill clarified that the difference is how we were required to use State GF/GP funding first, before the Federal funds for PATH. The current year did not have this requirement. Also the State STTF grant expenses impacted the increase in revenues this year. We also discussed the Technology expenses and what projects will be implemented and other IT costs. Bill said he would invite Robin Aldrich, our IT manager to a future meeting to talk about our technology and other operational vulnerabilities.

Lynn asked if we should only produce quarterly reports instead of monthly reports. He said the committee can review financials and give the board a summary instead of giving reports to them each month. Lynn will have a discussion with Marcus about this.

MWSE non Profit Account: The Financial Statement for the non-profit account was presented and reviewed. Fund equity as of December 2017 is at \$44,314.13 for this account.

Audit –We discussed the Plante Moran Audit. There were 2 findings. (1) SEMCA was having difficulty reconciling with Hillsdale ISD on the beginning balances and were not able to produce an accurate balance sheet. (2) MWSE 501(3)c (non -profit) account should be incorporated in the balance sheet.

Plante Moran still has to complete the Single Audit (Federal Grants) which is due by March 31, 2018. Plante Moran was asked to come to the March board meeting to discuss the Audit.

Monitoring Report – Cycle III monitor was completed. 2 findings. (1) SEMCA had too much cash on hand for some of the grants. This occurred because we changed the way costs were allocated at the end of the fiscal year, which resulted in some of the grants having too much cash on hand. The excess cash was refunded to the state. Also, (2) we had a finding on not choosing the lowest price on a minor repair project in Jackson. It was determined if we do not choose the lowest price on a quote, we have go out for bid indicating the parameters on choosing a vendor. This is now incorporated into our purchasing procedures. Our response to both findings was accepted by the state and no further action is required.

The meeting adjourned at 3 pm.

Plante Moran still has to complete the Single Audit (Federal Grants) which is due by March 31, 2018. Plante Moran was asked to come to the March board meeting to discuss the Audit.

Monitoring Report – Cycle III monitor was completed. 2 findings. (1) SEMCA had too much cash on hand for some of the grants. This occurred because we changed the way costs were allocated at the end of the fiscal year, which resulted in some of the grants having too much cash on hand. The excess cash was refunded to the state. Also, (2) we had a finding on not choosing the lowest price on a minor repair project in Jackson. It was determined if we do not choose the lowest price on a quote, we have go out for bid indicating the parameters on choosing a vendor. This is now incorporated into our purchasing procedures. Our response to both findings was accepted by the state and no further action is required.

The meeting adjourned at 3 pm.

Southeast Michigan Consortium
Consolidated Income Statement

For Period Ending December 31, 2017

Sum of year completed
% of Budget

	December 2016	November 2017	December 2017	December 2017	Annual Budget	% of Budget	Comments
	YTD Actual	Monthly Activity	Monthly Activity	YTD Actual	Revised	Expended	
REVENUE							
Federal Grant	4,275,883	1,493,778	1,139,383	5,855,541	11,053,318	48.09%	
State Grant	1,573,919	3,540	111,834	978,018	2,417,369	40.03%	Washington Co Sheriff Grant
Local Grant	6,594	617	18,717	417			
Professional Services	60,415						
Miscellaneous Revenue	30,018		37,080	54,318	260,000	21.09%	Received from Lawless Transportation Grant
Total Revenues	8,724,805	1,495,394	1,279,540	6,908,264	13,754,715	100.00%	
EXPENSES							
Salaries	1,079,295	273,279	387,010	1,604,372	3,630,007	64.39%	
Fringe Benefits	333,797	87,046	96,034	512,817	1,369,993	37.43%	
Contractor Expenses	1,990,331	304,135	300,615	839,437	1,920,000	41.18%	June November expenses included in list
SEMCA Professional Services	-	83,830	57,481	215,460	450,000	47.88%	Costs accrued quarterly should be at budget levels since all planned services are completed
Professional Fees	282,885	49,871	42,203	91,524	175,000	52.30%	
Professional Services	207,885	113,451	99,483	309,984	615,000	49.13%	YTD includes some one time travel for conference will monitor to see if adjustments are needed budget will be adjusted downward to about 45%
Travel	33,276	8,210	7,963	56,021	78,000	71.17%	
Conferences	24,415	1,303	3,000	34,281	93,517	37.71%	Seasonal utility costs are higher, will even out during year
Utilities	46,946	9,874	8,201	49,608	77,000	64.42%	
Office Supplies	14,234	2,644	4,353	19,433	40,000	48.58%	
Insurance	20,773	6,212	5,242	35,216	55,000	64.03%	will adjust budget to reflect higher than expected insurance.
Rent/Building Costs	289,944	57,776	57,849	330,761	610,000	54.22%	May need to adjust budget because of one-time repair costs Planned technology projects will be implemented later.
Technology	80,572		19,130	71,850	185,000	39.01%	will need to adjust for unexpected repair
Repair/Maintenance	15,941	2,172	2,807	15,940	18,000	105.80%	
Meetings	7,122	748	6,059	6,059	11,000	50.96%	
Equipment	205,734	546	999	71,000	89,998	24.23%	includes per-die grant to Michigan World Association which was not in budget.
Post/Subscription	31,893	8,281	11,281	89,175	70,000	141.65%	Announce expenses will be re-allocated to Professional Services.
Outreach/Advertising	53,129	3,794	8,059	74,472	75,000	99.30%	
Participant Training, PWE & Support	1,352,134	131,624	330,313	2,308,737	4,832,000	47.78%	
Total Expenses	8,002,374	802,894	1,241,098	6,389,264	13,754,715	48.44%	

Southeast Michigan Consortium
 Schedule of Federal & State Funding
 For Period Ending December 31, 2017

	December 2017 MTD Actuals	December 2016 YTD Actuals	December 2017 YTD Actuals
Federal Funding			
Food Assistance Program	5,420	40,579	44,285
Food Assistance Program - Supportive Services	571	896	1,538
America's Promise	15,107	-	20,270
PATH	977,933	779,722	1,575,883
TANF DHS Supportive Services	-	-	5,000
GF/SP Refugee	(21,744)	-	-
TANF Refugee	-	-	20,564
Trade	112,345	248,802	156,308
Trade Employer Based Training	-	28,580	-
RZSEA	12,880	10,570	32,339
Wagner Peyster (ES)	70,588	104,409	288,959
Craftco Foster Youth Employment	-	8,159	1,853
TANF - STEP Supportive Services	-	108	468
SP NEB Region 9	26,489	-	90,109
WIOA Administration	45,611	-	273,625
WIOA Adult	127,745	530,076	583,384
WIOS Dislocated Worker	255,739	659,006	710,876
WIOA Youth	107,611	987,406	637,658
WIOA Dislocated Worker REB	-	262,892	-
Statewide Activities Capacity Building	-	-	56,216
WIOS SWA Service Center	4,949	-	43,813
Jobs for Michigan Graduates (JMG)	(1,729)	-	-
Total Federal Funding	1,199,399	4,675,893	5,855,941
State Funding			
GF/SP	-	906,018	277
GF/SP Refugee	21,744	5,454	24,353
Skilled Trades Training Fund	61,263	625,400	845,548
Jobs for Michigan Graduates (JMG)	32,336	-	78,346
Career Jumpstart Contingent Funding	-	27,886	-
Title II Certification	6,482	-	29,489
Total State Funding	121,834	1,573,959	978,823

Southeast Michigan Center for
 Schedule of Participant Training & Support Detail
 For Period Ending December 31, 2017

	December 2017 MTD	December 2018 YTD	December 2017 YTD
Program Materials & Testing Supplies	5,157	-	7,124
Assessment Materials & Testing Supplies	288	1,426	1,656
Participant Support Services	87,634	251,983	330,355
Participant Mileage & Vehicle Maintenance	10,455	41,188	69,207
Training Expenses	84,715	461,327	567,687
Participant Paid Work Experience	10,730	-	117,495
Student Troops	121,360	595,810	1,074,942
Total Expenses	250,839	1,360,134	2,300,737

**Southeast Michigan Consortium
 Schedule of Participant Salary Related Costs
 For Period Ending December 31, 2017**

	December 2017	December 2016	December 2017
	MTD	YTD	YTD
Work Experience	1,763	25,427	4,790
Transitional Jobs	3,701	15,097	50,627
WIOA Out of School Youth	5,261	96,571	60,975
WIOA In School Youth	-	23,321	1,074
Total	10,724	109,215	117,466

Services Provided (Project)	Approved Amount For Jan 1 2017 - June 30, 2018	For 1-June 30 2017 (approved)	Reallocations	Committed to Issues as of 7/2/2017	Aug-17	Sept-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Remaining Balance	In Budget
Wakestate Community College (WV, RECA)	\$1,208,315.00	\$375,867.51		\$472,487.48	\$68,346.19	\$29,681.48	\$61,820.23	\$60,799.11	\$60,176.72	\$173,884.81					\$300,582.67	41%	
Wagoner County Community Mental Health *	\$328,814.00	\$109,233.84		\$119,372.16	\$18,472.54	\$17,541.71	\$17,500.00	\$17,500.00	\$17,500.00	\$102,830.39					\$116,731.37	47%	
North Family Services	\$225,000.00	\$89,877.33	\$124,241.00	\$146,193.87	\$17,754.11	\$72,783.48	\$45,868.37	\$94,534.69	\$16,497.00	\$127,513.26					\$10,486.74	83%	
Norfolk Community Schools	\$215,000.00	\$85,671.00		\$189,319.00	\$7,698.00	\$13,792.00	\$13,290.00	\$16,114.00	\$16,497.00	\$77,099.00					\$12,234.00	48%	
Key Opportunities *	\$17,000.00	\$14,546.84		\$41,633.16	\$1,305.31	\$4,736.66	\$4,571.00	\$4,521.00	\$4,521.00	\$28,434.95					\$3,018.31	49%	
Work Skills	\$133,000.00	\$44,870.66		\$104,119.34	\$7,301.41	\$7,801.26	\$7,528.48	\$7,451.33	\$7,451.33	\$44,837.32					\$53,201.87	41%	
Ann Arbor SPARE	\$450,000.00	\$120,000.00		\$140,000.00	\$12,111.41	\$21,528.18	\$19,300.17	\$17,876.81	\$17,968.49	\$117,874.47					\$122,125.53	49%	
Robert Tafto & Assoc	\$31,000.00	\$18,644.71	\$2,300.00	\$74,833.19	\$3,577.86	\$1,872.07	\$5,719.90	\$1,774.12	\$1,779.87	\$19,853.98					\$11,139.11	37%	
Small Business Dev. City, WCC *	\$90,000.00	\$72,917.38		\$57,087.61	\$4,123.24	\$6,119.24	\$4,000.46	\$6,000.43	\$6,000.43	\$36,389.08					\$10,628.54	60%	
Washington Education Services Agency *	\$17,500.00	\$12,438.70		\$48,008.30	\$6,417.43	\$6,417.43	\$12,569.00	\$12,569.00	\$12,569.00	\$16,219.20					\$16,787.01	68%	
* total quarterly	\$1,805,481.00	\$617,107.98	\$136,741.00	\$1,095,114.02	\$168,166.73	\$312,081.68	\$191,220.81	\$179,487.37	\$179,206.16	\$1,078,492.81					\$1,016,811.99		

Preparer: *[Signature]*

WORKFORCE DEVELOPMENT BOARD - 501(C)(3)
FINANCIAL STATEMENTS
AS OF AND FOR THE PERIOD ENDING November 30, 2017

BALANCE SHEET

CASH	<u>\$ 44,314.13</u>
FUND EQUITY	<u>\$ 44,314.13</u>

INCOME AND EXPENSE STATEMENT

INTEREST INCOME	\$	0.35
Miscellaneous- Reimbursement for SEMCA		960.00
TOTAL REVENUE		<u>\$ 960.35</u>
EXPENDITURES	\$	-
TOTAL EXPENDITURES		<u>\$ -</u>
REVENUES IN EXCESS OF EXPENDITURES		<u>\$ 960.35</u>

Compliance, Finance and Operations (CFO) committee Meeting Minutes

February 26, 2018

2 PM Jackson Service Center- Francis Room

Attendance

Board members

Lynn Matzen, Owner, Chair

James Van Doren, Executive Director

Phil Sponsler, President

Marcus James, Owner, WDB Board Chair

Matrix Systems

Lenawee Now

Orbitform

Stable Inc. LLC

Staff

Bill Sleight

Cordelia Gonzalez, Staff Lead

Robin Aldrich

Director, MWSE

Fiscal Manager, MWSE

IT Manager, MWSE

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

At the January 26th meeting, Lynn had asked about MWSE's Cyber Security and how secure is our system from being compromised. Bill said he would ask Robin to do a presentation.

IT Presentation - Robin's presentation explained that our IT is very secure and that it is monitored frequently. We do not store sensitive data on our system so hackers are not that "interested" in hacking us. Robin also talked about the Data Network, Telecommunications Network, Wireless Network, and the Security software that is used to keep the system secured.

Reports- Discussed the Income Statement that SEMCA provided. Expenses at January 31, 2018 was about 54% of the budget. Expenditures should be at 58%.

Bill provided a budget amendment that he will propose to the consortium board for approval. He explained that an increase in STTF funding and adjustments to other grants, resulted in an increase in funding. The budget amendment includes carryforward amounts to ensure there will be spending for the 1st quarter (July-Sept 2018). The budget adjustment has a net increase of approximately 1.4 million for the remaining FY. (Thru June 30, 2018). Marcus and Bill would like the executive board to provide a recommendation.

CFO Balance Scorecard – Marcus James, the board chair would like the CFO committee to have a focus on some key issues. He thinks the CFO committee has the charge for Compliance, Finance and Operations. He outlined four Actions; 1. Working with SEMCA 2. WIOA performance objectives, 3. Engaging with our One Stop operator, and 4. Implementation of performance standards to drive the success of MWSE and employee satisfaction.

CFO dashboard- Lynn provided an example of the Youth Dashboard. He thought the information presented was very good and would like to see this for other programs.

Meeting was adjourned at 3:30.

Southeast Michigan Consortium
Consolidated Income Statement
For Period Ending January 31, 2018

	January 2018	January 2017	January 2018	Annual Budget -	% of Budget
	MTD	Actual YTD	Actual YTD	Revised	Expended
Revenues					
Federal Grant	844,804	4,574,514	6,290,976	11,053,326	56.91%
State Grant	61,590	1,616,587	2,039,608	2,443,389	42.55%
Local Grant	-	4,599	477	-	-
Professional Services	-	60,415	54,128	260,000	21.09%
Miscellaneous Revenue	-	26,115	-	-	-
Total Revenues	906,394	6,282,231	7,385,189	13,756,715	
Expenses					
Salaries	279,161	1,106,116	1,090,139	3,630,007	51.79%
Fringe Benefits	93,917	397,725	606,421	1,369,993	44.27%
Contractor Expenses	166,018	1,698,102	1,005,445	1,900,000	52.92%
SEMCA Professional Services	16,342	-	231,801	450,000	51.51%
Professional Fees	10,741	218,074	102,956	175,000	58.44%
Professional Services	27,083	218,074	334,067	625,000	0.00%
Travel	7,626	39,429	63,547	78,000	81.60%
Conferences	2,717	24,570	37,606	92,517	40.65%
Utilities	10,978	57,006	60,585	77,000	78.68%
Office Supplies	3,175	19,585	22,608	40,000	-
Insurance	6,248	26,089	41,476	55,000	75.41%
Rent/Building Costs	46,998	347,737	377,760	610,000	61.93%
Technology	1,958	93,106	75,217	185,000	40.98%
Repairs/Maintenance	8,414	19,033	24,254	15,000	161.69%
Meetings	1,015	10,023	7,073	12,000	58.52%
Equipment	693	218,874	22,484	89,998	24.99%
Dues/Subscription	6,676	36,518	105,857	70,000	151.22%
Outreach/Advertising	4,448	63,870	78,920	75,000	105.23%
Participant Training & Support	286,601	1,705,359	2,641,490	4,832,200	54.66%
Total Expenses	\$ 953,726	\$ 6,081,216	\$ 7,385,612	\$ 13,756,715	0.00%
Net Income/ (Loss)	\$ (47,332)	\$ 201,016	\$ 247,247	\$ (0)	

Southeast Michigan Consortium
 Consolidated Income Statement
 For Period Ending January 31, 2018

	January 2018 MTD	January 2017 Actual YTD	January 2018 YTD	Annual Budget - Revised	% of Budget Expended	December Calculated	December Actual	Difference (90,231)
REVENUES								
Federal Grant	841,804	4,574,514	1,500,976	11,053,326	56.91%	5,446,172	5,365,941	(90,231)
State Grant	61,590	1,616,587	1,059,688	2,443,369	42.55%	978,018	978,018	-
Local Grant	-	4,399	4,777	-	-	477	477	-
Professional Services	-	60,415	54,128	260,000	21.09%	54,828	54,828	-
Miscellaneous Revenue	-	26,115	15,128	-	-	-	-	-
Total Revenues	906,394	6,282,231	2,635,677	13,756,715		6,479,485	6,335,264	(144,221)
EXPENSES								
Salaries	279,161	1,106,116	1,000,139	3,630,007	51.79%	1,600,978	1,721,638	120,660
Fringe Benefits	93,917	397,725	606,428	1,369,993	44.27%	512,511	512,847	336
Contractor Expenses	166,018	1,898,102	1,001,745	1,900,000	52.92%	839,827	839,827	-
SEMCA Professional Services	16,342	-	231,801	450,000	51.51%	215,460	215,460	-
Professional Fees	10,741	218,074	175,000	175,000	58.46%	91,524	191,524	-
Professional Services	27,083	219,074	2,000,000	625,000	0.00%	306,984	1,306,984	-
Travel	7,626	39,429	78,000	78,000	81.60%	56,021	56,021	-
Conferences	2,717	24,570	92,517	92,517	40.65%	34,891	34,891	-
Utilities	10,978	57,006	77,000	77,000	78.98%	49,606	49,606	-
Office Supplies	3,175	19,585	40,000	40,000	75.41%	19,433	19,433	-
Insurance	6,248	26,089	55,000	55,000	35.22%	35,228	35,228	-
Rent/Building Costs	46,998	347,737	610,000	610,000	61.93%	330,762	330,762	-
Technology	1,958	93,106	185,000	185,000	40.98%	73,859	73,859	-
Repair/Maintenance	8,414	19,033	15,000	15,000	161.69%	15,840	15,840	-
Meetings	1,015	10,023	12,000	12,000	58.52%	6,008	6,008	-
Equipment	693	218,874	89,998	89,998	24.99%	21,800	21,800	-
Dues/Subscription	6,676	36,518	70,000	70,000	151.22%	99,175	99,175	-
Outreach/Advertising	4,448	63,870	75,000	75,000	105.23%	74,472	74,472	-
Participant Training & Support	286,601	1,705,359	4,832,200	4,832,200	54.66%	2,354,889	2,191,271	(163,618)
Total Expenses	\$ 953,726	\$ 6,061,216	\$ 15,050,000	\$ 13,756,715	0.00%	\$ 6,431,086	\$ 5,355,941	\$ (1,075,945)
Net Income/(Loss)	\$ (47,332)	\$ 201,015	\$ (2,414,323)	\$ (0)				

Budget Amendment 2

Revenue by Source	Previously Approved 9/2017	Proposed Change	New Proposed Budget	Comments
Workforce Innovation and Opportunity Act				
Adult / Dislocated	\$2,845,322	\$29,999	\$2,875,321	Received additional prior-year funding which increased carry-forward amount, Reallocated eligible expenses to PATH Projecting higher carry forward funds into FY 2018
Youth	\$1,485,776	(\$110,000)	\$1,375,776	
Administration	\$320,000	\$0	\$320,000	
Statewide Activities-MWSC	\$266,190	\$92,300	\$358,490	Received additional funding for this year
Statewide Apprenticeship Coordinators	\$31,250	\$0	\$31,250	
SP National Emergency Grant	\$300,000	\$0	\$300,000	
America's Promise Grant	\$150,000	\$0	\$150,000	
Capacity Building	\$56,716	\$0	\$56,716	
Apprenticeship State Accelerator Grant	\$6,250	\$0	\$6,250	
Adult Education (Title II)	\$70,000	\$0	\$70,000	

Wagner-Peyser Employment Service

Employment Services	\$953,152	\$41,477	\$994,629	Received allocation increase of 243,068; \$41,031 included in FY 17 budget; balance in carry-forward
RESEA	\$39,803	\$32,082	\$71,885	Received additional allocation
RESEA - Work-Based Training	\$36,877	\$0	\$36,877	
TAA	\$289,396	\$42,503	\$331,899	Actual allocation greater than anticipated.
TAA Admin	\$14,470	\$0	\$16,595	Actual allocation greater than anticipated.
Case Management	\$101,289	\$14,876	\$116,165	Actual allocation greater than anticipated.

Dept. of Health and Human Services

PATH / TANF	\$4,000,000	\$175,000	\$4,175,000	More revenue will be available this year due to higher than anticipated carry forward funds from last year.
PATH / GFGP	\$386,803	\$0	\$386,803	
PATH Food Asst / Support service	\$10,945	\$0	\$10,945	
State Admin Match food Asst	\$159,237	\$0	\$159,237	
Foster Care	\$23,530	(\$19,030)	\$4,500	Have not yet received funding for this FY (last summer's expenses were lower due to reduced enrollment)
Refugee	\$24,709	\$0	\$24,709	
Other				
Families Forward	\$200,000	(\$150,000)	\$50,000	Program started later than anticipated; most expenditures will occur next year.
JMG	\$60,000	\$15,000	\$75,000	Received an increase in our allocation
Infrastructure Funding Agreement	\$0	\$100,000	\$100,000	Agreements with partners were not finalized at the time the original budget was prepared
Skilled Trades Training	\$1,800,000	\$1,065,887	\$2,865,887	Grants awarded in November; award was higher than budget due to increase state appropriation
Skilled Trades Admin	\$90,000	\$53,294	\$143,294	Grants awarded in November; award was higher than budget due to increase state appropriation
Community Corrections	\$35,000	(\$10,000)	\$25,000	Budget less than anticipated
	\$13,756,715	\$1,373,388	\$15,132,228	
Summary				
WIOA	\$5,531,504	\$12,299	\$5,543,803	
Wagner-Peyser Employment Service	\$1,434,987	-\$17,700	\$1,568,050	
Dept. of Health and Human Services	\$4,805,224	\$92,300	\$4,811,194	
Other	\$1,985,000	\$133,777	\$3,209,181	
			\$15,132,228	

Southeast Michigan Consortium
Line Budget Amendment 2

	Annual Budget Revised 9/2017	Revised Budget 2/2018	Net Change	Comments
Expenses				
Salaries and Fringes	5,000,000	4,229,019	(770,981)	Compensation Study resulted in lower than than anticipated pay adjustments this year; Turnover higher than projected.
Contractor Expenses	1,900,000	1,857,427	(42,573)	Expenses lower than expected from some of the providers.
SEMCA Professional Services	450,000	450,000	(0)	
Other Professional Fees	175,000	207,700	32,700	Added staff development services which were not included in original budget
Travel	78,000	106,621	28,621	Travel expenses higher than projected
Conferences	92,517	53,291	(39,226)	Reclassified some budgeted costs to other line items.
Utilities	77,000	99,606	22,606	Expenses higher than budgeted
Office Supplies	40,000	40,000	0	
Insurance	55,000	71,228	16,228	Expenses higher than budgeted
Rent/Leasehold Improvements	610,000	660,762	50,762	Unexpected costs for property taxes and building improvements in Washtenaw Service Center
Technology	185,000	148,859	(36,141)	Some purchases delayed until next budget year
Repairs/Maintenance	15,000	65,840	50,840	Increased costs for snow removal, lawn care, janitorial services and building repairs
Meetings	12,000	14,008	2,008	Expenses higher than budgeted
Equipment	89,998	71,800	(18,198)	Equipment needs lower than anticipated
Dues/Subscription	70,000	119,175	49,175	Received unanticipated pass-through grant for Michigan Works! Association from the state.
Outreach/Advertising	75,000	90,796	15,796	Increased marketing expenses due to recommendations from consultant and increased level of partner sponsorships
Participant Training, PWE & Support	4,832,200	6,846,094	2,013,894	Mainly due to increase in STTF funds
		-	-	
Total Expenses	\$ 13,756,715	\$ 15,132,228	\$ 1,375,513	

15. New Business – KZ Bolton Consortium Board

a. Workforce Development Board Member Vacancies to Fill

i. Vacancy – Washtenaw County -Business/Private Sector -Swatee Kulkarni, Executive VP, GDI Info Tech Inc.

Nominee Information.

- Ann Arbor/Ypsilanti Regional Chamber
Shawn Planko, Engineering Manager, Expedia
- Adrian Area Chamber of Commerce
Naomi Lolley, Owner, ImInBiz; Stephanie Dinius, Financial Service Officer, GreenStone Farm; Pat Deere, Relationship Marketing, Send Out Cards; Lauri Know, Owner, Knox Accounting & Tax Service

No nominations received from Jackson County Chamber, Hillsdale County Chamber and Howell County Chamber

ii. Vacancy – Washtenaw County, Adult Education/Higher Education-Dr. Timothy Jackson, Adult Education Manager, Washtenaw ISD

Nominee Information

- Jackson County ISD; Kevin Schwemmin, Employer Relations Specialist, Baker College, Jackson
- Mott Community College; Robert Matthews, Assoc. VP Workforce Development, Mott Community College
- Washtenaw County ISD; Dr. Rose Bellanca, President, Washtenaw Community College (WCC); Alternate/Dr. Michelle Mueller, WCC, Vice President of Economic, Community & College Development

No nominations received from Jackson College, Lenawee ISD, Hillsdale ISD, Livingston ISD

iii. Alternates for Workforce Development Board Member

Board Member/Dr. Scott Menzel, Superintendent, Washtenaw ISD
Alternate, Dr. Timothy Jackson, Washtenaw ISD, Adult Education Grants Manager

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
NOMINATION FORM- PRIVATE SECTOR EMPLOYERS**

Nominee Name/Title	Business/Location	Owner	CEO/COO	Other Executive with substantial management Responsibility	Minority Owned	Female Owned	Small Business	Alternate	Source of Nomination
Shawn Planko/Engineering Manager	Expedia/ Ann Arbor								Ann Arbor/Ypsilanti Regional Chamber And Rich Chang

I hereby nominate the above individuals for consideration and approval by the Southeast Michigan Workforce Consortium Board. I certify that to the best of my knowledge, the above information is correct. Please provide a resume of individuals.

Signature: Diane Keller
Diane Keller, President/CEO Ann Arbor Ypsilanti Regional Chamber

Date: March 5, 2018

Forward all nominations to:

Maggie Flaherty – mflaherty@mvwse.org or fax to 517-437-3098

Profile

I have 18 plus years of experience in managing and running effective teams within the technology sector. I am always looking to continuously learn and hone my skill sets.

Experience

EXPEDIA – MAY 2011 - PRESENT

Engineering Manager for Mobile App Engagement and site lead for Expedia in Ann Arbor, MI. Dedicated to ensure the quality of Expedia's mobile applications. Our applications have been featured by the New York Times, Wall Street Journal, Boston Globe, Forbes, Washington Post, TechCrunch, USA Today, Macworld, PC Magazine and in Apple TV and print ads.

- Hire, train, coach, mentor and manage the performance of teams in Ann Arbor.
- Developed a growth plan for the Expedia Ann Arbor office. The office has grown from 8 to 22 employees over the past two years and we are currently building out the office to double capacity over the next few years.
- Collaborate with QA, development, design, and product teams to ensure weekly release schedules are met.
- Run and manage various training courses for the mobile team.

CONSOLIDATED SMART BROADBAND – MARCH 2006 - MAY 2011

Sr. Network Engineer, monitored and supported data and RF networks in MDU sites with internet and VoIP. Responsibilities included: interaction with internal and external customers to assist in problem isolation for network issues to software conflicts. Employee support and maintenance of internal IT systems from a server, PC and MAC level. Provided technical training and troubleshooting documentation for Internet and VoIP support product lines.

- Worked with multiple Local Exchange Carriers in analyzing routing, utilization of T1's, and processing of new service for use with our VoIP products.
- Developed Microsoft Project templates for company property turn-ups.

VERIZON BUSINESS – FEBRUARY 2000 - MARCH 2006

Team Supervisor, responsible for coaching, mentoring, and leading three rotating shifts. Maintained technical procedures and documentation for our group, which led to becoming ISO 9001 certified. Worked closely with other groups to ensure quality assurance for customers.

- Developed and maintained an incentive program to improve customer satisfaction by proactively monitoring our network.
- Designed and implemented a training program specific to our business unit for new hires and existing employees to improve their skill sets.

Education

Eastern Michigan University, Ypsilanti, MI – Bachelor of Business Administration 2004

Skills

- Approach all work activities with deliberate focus to ensure that each task is completed correctly, efficiently, and effectively.
- Respond and adapt to developing challenges and obstacles when under pressure calmly and logically to develop working solutions in a timely manner.
- Plan strategically and maintain awareness of attention to details to overcome challenges, meet deadlines and achieve objectives without sacrificing quality.
- High levels of confidence when speaking either to groups or individuals that allows the conveyance of ideas or instructions in a clear, easily understood manner.
- Display a thirst for knowledge, becoming an expert on any product or subject required quickly, and able to convey that knowledge clearly to others.

Technical Skills

- *Software:* Xcode, Android Studio, Microsoft Office, Adobe suite, Wordpress.
- *Programming Languages:* Swift, Java
- *Hardware:* Mac, PCs, UNIX

References

Available on request.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
NOMINATION FORM- PRIVATE SECTOR EMPLOYERS**

Nominee Name/Title	Business/Location	Owner	CEO/COO	Other Executive with substantial management responsibility	Minority Owned	Female Owned	Small Business	Alternate	Source of Nomination
Naomi Lolley naomi@iminibizonline.com	ImInBiz 107 S. Broad St. Adrian, MI 49221	Yes				Yes			
Stephanie Dinius Financial Service Officer	GreenStone Farm Credit Services 5285 W. US 223 Adrian, MI 49221	No							
Pat Deere Relationship Marketing	Send Out Cards 10650 Carson Hwy Tecumseh, MI	No				Yes			
Lauri Knox Owner	Knox Accounting & Tax Service 825 W. Beecher St. Adrian, MI 49221	Yes	CEO			Yes	Yes		

I hereby nominate the above individuals for consideration and approval by the Southeast Michigan Workforce Consortium Board. I certify that to the best of my knowledge, the above information is correct. Please provide a resume of individuals.

For John Bartoszewicz, President & CEO
Adrian Area Chamber of Commerce

Signature *John Bartoszewicz*
Office Manager

Date 2-12-18

Forward all nominations to:

Maggie Flaherty - mflaherty@chamber.com or fax to 517-437-3098

**MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD
NOMINATION FORM- ADULT EDUCATION/HIGHER EDUCATION**

Nominee Name/Title	Agency Name	Adult Education/Higher Education	Alternate	Source of Nomination
Kevin Schwemmin Employer Relations Specialist	Baker College Jackson	Higher Ed		JCISD

I hereby nominate the above individuals for the Michigan Works! Southeast Workforce Development Board. I certify that to the best of my knowledge, the above information is correct.

Signature  Date 2/12/18

Kevin Oxley, Superintendent, Jackson County ISD Forward all nominations to:

Muggie Flaherty – mflaherty@mwsc.org

Kevin J. Schwemmin

901 Oakridge Dr.
Jackson, MI 49203

Cell: (517)902-1428
Email: kevin.schwemmin@gmail.com

Education

Ph.D. (anticipated 2020) *Central Michigan University*. Higher Education Leadership

M.Ed. (2002) *Grand Valley State University*. Adult and Higher Education – College Student Affairs Leadership

B.A. (2000) *Central Michigan University*. History

Professional Experience

Employer Relations Specialist

Career Services, *Baker College of Jackson, Jackson, MI, September 2015-present*

- Develop and maintain relationships with local businesses in order to provide quality internship and employment opportunities for Baker College students and graduates
- Provide job search assistance for students and graduates, including resume reviews, mock interviews, and job search workshops
- Developed and implemented a staff volunteer initiative to allow full-time and part-time staff to volunteer up to two hours per month during regular work hours; staff contributed 276 hours of service in the first year
- Produce graduate employment reports on a monthly, quarterly, and annual basis
- Represent Baker College at community meetings, events, and fundraisers, including Jackson County Chamber of Commerce and United Way of Jackson County
- Supervised the performance of a coordinator and an administrative assistant

Learning Community Coordinator

Center for Learning and Student Success, *Florida Atlantic University, Boca Raton, FL, September 2013-April 2015*

- Recruited first-year students to participate in the Learning Community program through face-to-face interactions at campus admissions events and the use of print and web marketing materials
- Developed training curriculum and facilitated development sessions to educate Learning Community Liaisons (peer mentors) about effective mentoring techniques and university resources
- Developed and coordinated co-curricular programs to complement the academic components of the learning community program
- Supported faculty in the development and implementation of new learning communities through one-on-one consultations and workshops

Coordinator of Student Engagement

Office of Student Life, *Southern Polytechnic State University, Marietta, GA, October 2012-August 2013*

- Created and coordinated a comprehensive service and leadership development program for students
- Developed, maintained, and strengthened relationships with community partner organizations in the non-profit, governmental, and education sectors
- Coordinated, planned, and implemented annual university-wide service and philanthropy events
- Implemented, administered, and maintained the university's newly created co-curricular transcript

Service Learning Coordinator

Atlanta Center for Civic Engagement and Service Learning, *Georgia Perimeter College, Clarkston, GA, February 2011-August 2012*

- Directed the *Service Learning Faculty Fellows* program, a year-long faculty development program designed to help faculty modify an existing course to include a service learning component utilizing best practices
- Designed faculty development opportunities for faculty interested in service learning
- Developed, maintained, and strengthened relationships with community partner organizations in the non-profit, governmental, and education sectors
- Directed large-scale community service events, including MLK Day of Service, Global Youth Service Day, and 9/11 Day of Service and Remembrance
- Managed Atlanta Center's \$17,000 Student Activity Fee budget

Senior Student Services Coordinator

Center for Service-Learning and Civic Engagement, *Michigan State University, East Lansing, MI, January 2009-January 2011*
Student Services Coordinator

Center for Service-Learning and Civic Engagement, *Michigan State University, East Lansing, MI, August 2006-January 2009*

- Oversaw the MSU Alternative Spring Break program, including budget management (approx. \$200,000), travel logistics for domestic and international destinations, risk management, and leadership development of student executive board members and site leaders
- Provided leadership training for student executive board members as the advisor to Into the Streets, Volunteer Income Tax Assistance, and Spartans for Financial Literacy
- Supervised and evaluated the performance of one graduate assistant
- Conducted service-learning presentations and orientations for classrooms and campus groups
- Represented MSU on the Tri-County Asset Independence Coalition, Mid-Michigan Volunteer Organizations Active in Disaster, and the Michigan Campus Compact Community Service Directors committee

Director of Student Activities

Office of Student Activities, *Adrian College, Adrian, MI, July 2002-August 2006*

- Planned and implemented campus entertainment, including contract negotiation, as the advisor to Campus Activities Network
- Advised Adrian College Dance Marathon, including supervision of fundraising efforts, execution of event logistics, and leadership and personal development of student executive board members
- Planned and coordinated a comprehensive student volunteerism and community service program; served as College's liaison with Michigan Campus Compact and the Lenawee United Way and Volunteer Center
- Collaborated with various departments to coordinate summer orientation and fall welcome week programs for new students, including budget management, communication with facilities, and facilitation of activities
- Supervised and evaluated the performance of a secretary, an AmeriCorps*VISTA, student assistants, and student orientation leaders
- Managed programming and office budgets totaling \$55,000

Teaching

Instructor, SOC 211: Service Learning Project. Baker College of Jackson, Winter 2016

Instructor, Professional Career Strategies. Baker College of Jackson, Winter 2016-Summer 2017

Instructor, Learning Strategies and Human Development. Florida Atlantic University, Fall 2014

Instructor, Introduction to the College Experience. Adrian College, 2002-2004

Instructor, FS 100: Freshman Seminar. Grand Valley State University, 2000-2001

Community Involvement

Jackson County Chamber of Commerce Economic Events Committee, member, September 2017-present

United Way of Jackson County, Community Solutions Team Grant Reviewer, December 2016-present

Energizing Education, Reading Mentor, November 2016-present

Challenge Day, Adult Facilitator, November 2016-present

United Way of Jackson County, Campaign Cabinet Education Co-Chair, July 2016-present

Lansing Westside Commercial Association Organization Committee, member, August 2009-January 2011

Professional Associations

South Central Human Resources Management Association, member, September 2017-present

American College Personnel Association, member, July 2007-present

National Association for Campus Activities, member, July 2002-July 2006

- Mid America Regional Volunteer Development Coordinator, *May 2005-May 2006*

- Mid America Regional Awards Coordinator, *June 2004-May 2005*

- 2003 Mid America Regional Conference Community Service Project Coordinator, *June 2003-November 2003*

Phi Kappa Phi, member, March 2002

**MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD
NOMINATION FORM- ADULT EDUCATION/HIGHER EDUCATION**

Nominee Name/Title	Agency Name	Adult Education/Higher Education	Alternate	Source of Nominations
ROBERT MATTHEWS, ASSOC. VP WORKFORCE AND ECONOMIC DEVELOPMENT		HIGHER EDUCATION		MOTT COMMUNITY COLLEGE

I hereby nominate the above individuals for the Michigan Works! Southeast Workforce Development Board. I certify that to the best of my knowledge, the above information is correct.

Signature BS Walker Date 2/19/18
 Dr. Beverly Walker-Girdler, President, Mott Community College

Forward all nominations to:
 Maggie Flaherty - mflaherty@mwsc.org

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Robert Matthews, MPA
1401 Columbia Drive
Flint, MI 48503
Home: 810-233-6675 Cellular: 810-577-6563
Email: robert.matthews@mcc.edu

Profile

- Over twenty years of experience in higher education providing leadership for programs and services designed to improve outcomes for employers and students.
- Over fifteen years experience in the administration of employment and training programs, including pre-college and student success programs, curriculum and grants development and management.
- Worked to secure in excess of \$40M in external resources to provide access and success services and the creation of career pathways for non-traditional and diverse student populations.
- Strong team and relationship building and maintenance skills.
- Excellent written and oral communication skills.
- Effective leader; able to organize, prioritize, delegate, and evaluate.
- Strong analytical and problem-solving skills.

Relevant Experience & Skills

Planning, Developing, Executing, and Evaluating Programs and Services

- Formulated and achieved short and long-range goals and objectives consistent with the College's strategic plans
- Evaluated labor market data to help assess evolving and emerging training needs and changes in higher education, and managed enrollment in workforce development programs while identifying new revenue streams for the institution
- Developed target marketing efforts addressing the changing environment of the workplace and skills required for high-wage, high-skill, and high-demand occupations
- Developed and maintained annual operating budgets in excess of \$10M million in several areas of responsibility to ensure that programmatic goals were exceeded or met while staying within the College's resource constraints and cost-recovery requirements
- Employed program reviews, evaluations, and other assessment measures to identify programs that should be modified, added or terminated, while ensuring continuous improvement
- Oversaw facilities usage, equipment safekeeping and maintenance, and troubleshooting processes to ensure physical resources matched program needs, and prevented technical and operational difficulties
- Directed and coordinated the preparation of recurring and special reports for the College administration, Board of Trustees, state and federal agencies as required or requested

- Created models and frameworks for career pathways at MCC that are replicable, and served as a lead college representative on local, state, and national initiatives such as The "Breaking Through" Initiative, The American Association of Community Colleges – Center for Workforce and Economic Development project, and the state of Michigan's "No Worker Left Behind" Implementation team in addition to youth entrepreneurship, employment, and other pre-college programs

Workforce, Community, and Economic Development

- Guided the establishment and expansion of the MCC Workforce Development Division
- Developed the organizational and operational plan for the MCC Workforce Education Center and Community Technology Centers
- Established relationships with K-12 districts to implement pre-college programs, promote a "college going" culture, and to re-engage high school drop outs
- Assisted with the development of and chaired the Genesee County Tax and Financial Services Coalition
- Guided the formation of the non-profit status designation for two partner organizations
- Managed federal, state, and foundation funded grants and programs related to Mott Community College's community, economic and workforce development initiatives which included programs funded by the City of Flint, State of Michigan, U.S Departments of Labor, Commerce, Housing and Urban Development, and Education, and private foundations
- Worked with employers, community members, grant representatives and college administrators to identify and address the community's education and training needs
- Developed and maintained community relationships in order to enable current and future students to reach their training, educational and/or employment goals
- Designed presentations and written communications to be used in marketing promotions
- Represented the College at various events in order to promote Workforce, Community and Economic Development
- Established a networking relationship with other service providers in order to obtain referrals

Grants Development and Management

- Provided leadership for the Grants Department
- Assisted with the development of grant applications and program/project curriculum design for several workforce, community, and economic development initiatives
- Ensured appropriate documentation was processed and maintained for each grant, and prepared reports to ensure continued funding

- Monitored progress of programs to ensure goals and objectives were met
- Administered and tracked budgetary expenses for the programs
- Served as a liaison between Mott Community College and the grant-funding agencies on matters relating to the program services, goals, and outcomes
- Coordinated the activities of Advisory Committees
- In cooperation with Project Reviewers/Evaluators, developed methods for tracking the use of the programs by the community and established outcomes
- Developed plans for sustainability and/or institutionalization of various elements of successful grant program designs

Operations

- Provided leadership for a team of managers, directors, and administrators that supervise nearly 50 staff members, consultants, and interns and monitor the daily operations of the Workforce Education, Three Community Technology, MCC's Genesee and Shiawassee Service Center, the Student Employment Center, the Learning Center, and the Grants Development department.
- Developed standard operational policies for the programs with advice from the Advisory Committees
- Purchased equipment and supplies to ensure the necessary tools were provided to staff and participants
- Communicated operational needs to appropriate Mott Community College or grant-funding representatives
- Approved hiring, termination, contractual, and procurement recommendations for a division of the college

Human Resources Planning and Development

- Established and communicated program goals to appropriate staff members to ensure success in meeting goals and established outcomes
- Management representative in the Joint Union Management Program (JUMP) and in labor union contract negotiations
- Supervised both union and non-union managers, directors, program coordinators, and other support staff
- Created an organizational structure and culture conducive to effective customer service
- Conducted staff training, promoted professional development, and career growth opportunities for staff
- Reviewed team work schedules and monitored milestones and deadlines, and prioritized work assignments to ensure deadlines were met
- Monitored employees' work performance, conducted performance evaluation interviews, and coached employees, as necessary, regarding work performance

- In conjunction with Human Resources, established position requirements and job descriptions, and assisted with the recruitment, hiring, and termination of personnel
- Supervised teams of various sizes in multiple/remote locations

Work History

Mott Community College – Flint, MI

Associate Vice President, Workforce & Economic Development	2016-present
Executive Dean, Workforce, Community & Grant Development	2012-2016
Executive Dean, Workforce & Career Development	2009-2012
Director, Workforce Development	2002-2009
Program Director, Community Technology Centers	1999-2002
Student Employment Coordinator	1997-1999
Admissions Recruiter	1997

Court Street Village Community Development Corporation – Flint, MI

Neighborhood Planner

1996-1997

Flint Community Schools – Flint, MI

Substitute Teacher

1994-1996

University of Michigan-Flint - Flint, MI

Administrative Assistant
African American Studies Program

1992-1994

Education

Candidate, Doctor of Education

Educational Leadership

The University of Michigan-Flint, 2013 - present

Master of Public Administration

Thesis: "Privatization of services in the city of Flint, Michigan: a feasibility study"

Rackham School of Graduate Studies

University of Michigan-Flint, 2002

Bachelor of Arts, Social Sciences and African American Studies

University of Michigan-Flint, 1991

Associate in Science

Certificate of Achievement in Mathematics


Mott Community College, 1988

References: Available Upon request

**MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD
NOMINATION FORM- ADULT EDUCATION/HIGHER EDUCATION**

Nominee Name/Title	Agency Name	Adult Education/Higher Education	Alternate	Source of Nomination
Dr. Rose Bellanca President	Washtenaw Community College	/X Higher Education	Dr. Michelle Mueller	Washtenaw ISD

I hereby nominate the above individuals for the Michigan Works! Southeast Workforce Development Board. I certify that to the best of my knowledge, the above information is correct.



Signature _____ Date 2/12/18

Dr. Scott Menzel, Superintendent, Washtenaw County ISD

Forward all nominations to:

Maggie Flaherty – mflaherty@mwsc.org

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Dr. Rose B. Bellanca, Ed.D

Executive Summary

A highly energetic, committed and visionary educational and business leader and an advocate for partnerships and innovative programs that provide education, enrichment, and economic development with executive leadership experience in higher education, K-12, and business and industry. Successfully led comprehensive colleges and a university campus and excels in strategic planning and implementation, public and private fund raising, personnel and labor relations, leadership and team development, public and community relations, and teaching, learning pedagogy and curriculum development with a focus on student success, retention and persistence.

Experiences include working with higher education institutions in China, Germany, Guatemala, Canada and Qatar and a partnership with the World Trade Center, Palm Beach County resulting to their relocation to the Northwood University Florida Campus.

Led seven successful public millage campaigns and has raised millions of dollars in private fund raising, most recently raising more than \$15M in scholarships and grants, including a successful \$8.5M private fund raising campaign within a twenty month period. In August, 2016, passed a ten year, \$12.5M millage renewal, with 70.4% voter approval. Maintained steady college enrollment during a period of national decline and implemented innovations in teaching and student services to proactively respond to the disruptive forces in higher education.

The college partnership recently negotiated with the United Association of Plumbers, Pipefitters and Sprinkler fitters and the International Association of Bridge-Structural, Ornamental and Reinforcing Ironworkers resulted in an annual economic impact of approximately \$12M for the Ann Arbor and Ypsilanti region.

Passionate about teaching, student learning, professional development, organizational growth with a focus on the needs of the student, community and/or client.

Executive Experience

College President and CEO

Washtenaw Community College, Ann Arbor, Michigan
2011-Present

University Provost and Campus CEO

Northwood University, West Palm Beach, Florida
2008-2011

College President and CEO

St. Clair Community College, Port Huron, Michigan
2002-2008

Provost and Chief Academic Officer

Macomb Community College, Warren, Michigan
1998-2002

Vice President for Planning and Development (*public relations and fund raising*) and Assistant to the President

Macomb Community College, Warren, Michigan
1996-1998

Executive Director of Strategic Planning, Professional Development and Community and Public Relations
Chippewa Valley Schools, Clinton Township, Michigan
1994-1996

Executive Director of Personnel and Labor Relations
Chippewa Valley Schools, Clinton Township, Michigan
1992-1994

Executive Director of Technology, Vocational-Technical Education, Adult and Continuing Education
Chippewa Valley Schools, Clinton Township, Michigan
1989-1992

Business Owner and CEO

Countryside Garden Nursery and Garden Center, Romeo, Michigan
Organizational Design and Development, Ltd., Michigan
RJB Rental Properties

College and University Teaching Experience

Wayne State University
Northwood University
Macomb Community College

EDUCATION

Doctor of Education

Wayne State University

Major: Administration and Organizational Studies

Minor: Vocational-Technical Education

Areas of concentration: Leadership and Organizational Development, Personnel,

Curriculum and Public Relations

Educational Specialist

Wayne State University

Major: Administration and Supervision

Research Emphasis: Staff Development

Master of Education

Wayne State University

Major: Industrial Arts

Bachelor of Science

Wayne State University

Major: Family Life Education

Minor: Social Science

Associate of Applied Arts

Macomb Community College

Certifications

Secondary School Administrative Certification

Central Office Administration

Additional Training

Executive Coaching, University of Miami

Systems Analysis - Flowcharting, Michigan State University

Deming: Total Quality Management Training, Ford Motor Company

Certification Program in Strategic Planning, AASA National Academy for Executives

Outcome Based Education Summer Institute, SEMCOBE

Michigan Negotiators Labor Relations Academy

Instructional Theory into Practice

Marketing Strategy, The Learning Resources Network

Presentations and Publications

"Region 9: Connected Vision, Connected Education, Connected Workforce," Governor's Economic and Education Summit, Detroit, Michigan, March 3, 2015

"Cultivating Leaders for the Future," American Association of Community Colleges, 2014

"Partnering with K-12 to Implement Cradle to Career Education," American Association of Community College Trustees Leadership Congress, Seattle, Washington, 2013

Education, Innovation, Quality and Harmonious Society; The 8th China International Forum on Education; Jinglun Hotel, Beijing, China. October, 2007

"The Strategic Planning Voyage: Fostering Innovative Opportunities While Reducing Cost Structures," ACCT Governance Leadership Institute, San Diego, California, 2007.

Bellanca, R. "Responding To Rapid Environmental Change," Bellwether Finalist, February 1999 Futures Conference, Orlando, Florida

"Responding To Rapid Environmental Change," Michigan Community College Association Conference, Traverse City, Michigan, July 1998

"Responding To Rapid Environmental Change," American Association Community Colleges Convention, Miami, Florida, April 1998

Lorenzo, A. and Bellanca R. "Responding To Rapid Environmental Change," Institute For Future Studies Publication, 1998

Bellanca R, "The Dance Has Just Begun..." The Strategic Planner, fall 1999

Editor of *On The Record*, distribution 140,000 households

Editor of the *CV VOICE*, distribution 32,000 households

Board Affiliations

Florida

- Board Member, West Palm Beach Education Advisory Committee County Economic Council
- Board Member, Palm Beach County Education Commission
- Board Member, World Advisory Council
- Economic Council of Palm Beach, member
- Executive Women of the Palm Beaches, member
- Chamber of Commerce of the Palm Beaches, member

Michigan

- Ann Arbor Spark, Executive Committee (*current*)
- Square One Education Network (*current*)
- Southeast Michigan Council of Government's Economic Development Taskforce and Education Reform Taskforce (*current*)
- Workforce Intelligence Network (*current*)
- Ann Arbor Area Community Foundation (*recent past board member*)
- Michigan Region 9 Prosperity Initiative, chair of the talent council (*completed scope of work*)
- Executive Board Member, Economic Development Alliance of St. Clair County
- Board Member, Community Foundation of St. Clair County
- Board Member, Port Huron Downtown Development Authority
- Board Member, Studio 1219
- Board Member, Port Huron Chamber of Commerce
- Mission Services/Performance Committee of the Board of Trinity Mercy Hospital, Port Huron
- Board Member, Metropolitan Detroit Bureau of School Studies Inc.
- Foundation Board Member, Automation Alley, Oakland County

- Board Member, North Central Accreditation Association, College Advisory Position
- Board Member, St. Clair County Regional Educational Service Agency, Health Occupations (Board Secretary and Treasurer)
- Board of Directors, Henry Ford Health System, Northeast Region (1995-2006),

National

- Association of Community College Trustees, Committee Chair of the Advisory Committee of Presidents (*current*)
- American Association of Community Colleges, Marketing and Communications Board (*current*)
- American Association of Community College Presidential Advisory on China (*current*)
- Board Member, United States of America Selective Service, 1993-2003, Past Chair
- American Association of Community College's Commission on Economic and Workforce Development (2004-2007)
- American Association of Community Colleges, Certification Commission (2007-2008)

Awards of Recognition

2017 Outstanding Service In Workforce Development – Michigan Works!Southeast

2016 Mary McLeod Bethune Award – Ypsilanti/Willow Run Branch of the NAACP

2016 Pacesetter Of The Year Award – National Council for Marketing & Public Relations

WJR AM-760 News/Talk Women Who Lead Award – Class of 2016

Emerging Leadership American Association of Community Colleges Award of Excellence, Finalist 2014

American Association of Community College Trustees Central Regional Equity Award, shared with the Board of Trustees, 2013

State of Michigan House and Senate Legislative Tribute(s) for Community Leadership in the area of education

2001 Italian Woman of the Year, Columbus Day Committee, Southwestern, Michigan

1998 Woman of Distinction Award, the Girl Scouts of America, Macomb County, Michigan

1990 Significant Contributions and Support to Technology Education Award

1989 Adult Education Service and Leadership Award

ALTERNATE

**MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD
NOMINATION FORM- ADULT EDUCATION/HIGHER EDUCATION**

Nominee Name/Title	Agency Name	Adult Education/Higher Education	Alternate	Source of Nomination
Dr. Scott Menzel, Superintendent	Washtenaw ISD		Dr. Timothy Jackson, Adult Education Grants Manager	WISD

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Signature _____ Date 2/12/18

Scott Menzel, Superintendent, WISD

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