

MINUTES APPROVED ON JUNE 13, 2018

Michigan Works! Southeast Workforce Development Board  
May 9, 2018 10:00 a.m. – 12 Noon  
Chelsea Comfort Inn Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Members

Present

Leslie Alexander	Inmatech, Inc.	via conference call
Rich Chang	NewFoundry	
Kurtis Condon	Hillsdale Terminal	Alternate for Donald Germann
Rose Bellanca	Washtenaw Community College	
Mindy Bradish-Orta	Jackson Chamber of Commerce	via conference call
Sean Duval	Golden Limousine International	
Paul Ganz	DTE Energy	
Lee Graham	Operating Engineers 324	
Steven Girardin	Michigan Rehabilitation Service	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Timothy Jackson	Washtenaw ISD	Alternate for Scott Menzel
Marcus James, Chair	Stable Inc LLC	
Kevin Oxley	Jackson County ISD	
Shawn Planko	Expedia, Inc.	
Deb Polich	The Arts Alliance	via conference call
Phil Santer	Ann Arbor SPARK	
Grace Trudell	IBEW 58	
James Van Doren	Lenawee Now	
Ambrose Willbanks, Jr.	Washtenaw CVB	
Leann Wilt	Venchurs, Inc.	via conference call
Jolene Chapman	Jackson College	Alternate for Jeremy Frew

Michigan Works! Southeast Workforce Development Board of Directors Members

Absent

Richard Currie, Vice Chair	Hitachi Automotive Systems
Sharon Miller	Consumers Energy
Jeremy Frew	Jackson College
Jennifer Giannone	Thai Summit
Donald Germann	County National Bank
Steven Gulick	Huron Valley Area Labor Federation
Lynn Matzen	Matrix Systems LLC
Scott Menzel	Washtenaw County ISD
Angela Parth	Livingston Family Center
Phil Sponsler	Orbitform

Staff Present

Bill Sleight, Director	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Dan English, Business Services Coordinator	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Janet Myers, Service Center Manager	Michigan Works! Southeast

Jose Rose, Marketing Assistant  
Sandy Vallance, Program Services Manager  
Angela Watkins, Service Center Manager

Michigan Works! Southeast  
Michigan Works! Southeast  
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Others Present

Charlie Penner	MI-SBDC/WCC
Shawn Preissle	MI-SBDC/WCC
Leonidas Murembya	DTMB/LMI

1. Call to order  
Marcus James, Chair, called the Michigan Works! Southeast Workforce Development Board meeting to order at 10:00 a.m.
2. Roll Call  
Quorum Present
3. Introductions
4. Call to the Public  
Marcus James call to the public. No public comment
5. Approval of the Agenda  
Marcus James reviewed the Agenda items and call for a motion to approve the Agenda. Marcus noted under agenda item Presentations a change in order of presenters.  
MOTION: Sean Duval moved to approve the Agenda.  
SUPPORT: Paul Ganz  
MOTION CARRIED
6. Approval of March 14, 2018 Michigan Works! Southeast Workforce Development Board Meeting Minutes  
Marcus James call for a motion to approve the March 14, 2018 Michigan Works! Southeast Workforce Development Board meeting minutes.  
MOTION: Sean Duval moved to approve the minutes.  
SUPPORT: James Van Doren  
MOTION CARRIED
7. Approval of Consent Agenda  
Marcus James request for any of the Consent Agenda items be moved to the Resolutions for Consideration. No request to move agenda items. Marcus James call for a motion to approve the Consent Agenda  
MOTION: Sean Duval moved to approve the Consent Agenda.  
SUPPORT: Steve Girardin  
MOTION CARRIED
  - a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-60  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AIRman PRODUCTS, LLC IN THE AMOUNT OF \$7,485

- b. WDB RESOLUTION 17-61  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR JAC PRODUCTS IN THE AMOUNT OF \$1,725
- c. WDB RESOLUTION 17-62  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GERDAU MACSTEEL IN THE AMOUNT OF \$9,000
- d. WDB RESOLUTION 17-63  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR RIVES MANUFACTURING IN THE AMOUNT OF \$2,925
- e. WDB RESOLUTION 17-64  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AMERICA'S PREFERRED HOME WARRANTY IN THE AMOUNT OF \$10,000
- f. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-65  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MARTINREA INDUSTRIES-BCA IN THE AMOUNT OF \$11,200
- g. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-66  
A RESOLUTION APPROVING FY 2017 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GENERAL AUTOMATIC MACHINE PRODUCTS COMPANY IN THE AMOUNT OF \$8,000
- h. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-67  
A RESOLUTION APPROVING THE CALENDAR YEAR 2017 AND CY 2018 MICHIGAN WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2017 THROUGH 12/31/2017 AND 1/1/2018 THROUGH 12/31/2019

8. Resolutions for Consideration of the Workforce Development Board (WDB)

- a. WDB RESOLUTION 17-68  
A RESOLUTION APPROVING THE TANF REFUGEE PROGRAM/ENGLISH AS A SECOND LANGUAGE CONTRACT EXTENSION JULY 1, 2018 THROUGH JUNE 30, 2019 FOR JEWISH FAMILY SERVICES  
Marcus James call for a motion to approve WDB Resolution 17-68.  
MOTION: Grace Trudell moved to approve the TANF Program/English as a second language contract extension July 1, 2018 through June 30, 2019 for Jewish Family Services.  
SUPPORT: Lee Graham  
Bill Sleight reviewed the resolution.  
ABSTAIN: Rich Chang  
MOTION CARRIED
- b. WDB RESOLUTION 17-69  
A RESOLUTION APPROVING THE SPECIALIZED WIOA BUSINESS SERVICES CONTRACT EXTENSION JULY 1, 2018 THROUGH JUNE 30, 2019 FOR ROBERT TEBO AND ASSOCIATES  
Marcus James call for a motion to approve WDB Resolution 17-69.  
MOTION: Sean Duval moved to approve WDB Resolution the Specialized WIOA Business Services contract extension for Robert Tebo and Associates.  
SUPPORT: Grace Trudell

Bill Sleight reviewed the resolution.

MOTION CARRIED

c. WDB RESOLUTION 17-70

A RESOLUTION APPROVING THE FISCAL YEAR 2018 MICHIGAN WORKS!  
SOUTHEAST AGENCY BUDGET

Marcus James call for a motion to approve WDB Resolution 17-70

MOTION: Grace Trudell moved to approve WDB Resolution 17-70 the  
Fiscal Year (FY) 2018 Michigan Works! Southeast Agency Budget

SUPPORT: Sean Duval

Bill Sleight reviewed the resolution.

ABSTAIN: James Doren

MOTION CARRIED

d. WDB RESOLUTION 17-71

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE  
CONTRACT WITH THE SMALL BUSINESS DEVELOPMENT CENTER (SBDC) FOR  
FY 2018

Marcus James call for a motion to approve WDB Resolution 17-71

MOTION: Paul Ganz moved to approve WDB Resolution 17-71 the WIOA  
Business Service contract with Small Business Development Center for FY  
2018

SUPPORT: Lee Graham

Bill Sleight reviewed the resolution

ABSTAIN: Rose Bellanca

MOTION CARRIED

e. WDB RESOLUTION 17-72

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICES  
CONTRACT WITH ANN ARBOR SPARK FOR FY 2018

Marcus James call for a motion to approve WDB Resolution 17-72

MOTION: Steven Girardin moved approve WDB Resolution 17-72 the WIOA  
Specialized Business Services contract with Ann Arbor SPARK for FY 2018

SUPPORT: Kurtis Condon

Bill Sleight reviewed the resolution.

ABSTAIN: James Van Doren, Rose Bellanca, Sean Duval

MOTION CARRIED

f. WDB RESOLUTION 17-73

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES  
CONTRACT WITH HARTLAND SCHOOLS FOR FY 2018

Marcus James call for a motion to approve WDB Resolution 17-73

MOTION; Grace Trudell moved approve WDB Resolution 17-73 the WIOA  
Specialized Youth Services contract with Hartland Schools for FY 2018

SUPPORT: James Van Doren

Bill Sleight reviewed the resolution

MOTION CARRIED

g. WDB RESOLUTION 17-74

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES  
CONTRACT WITH KEY OPPORTUNITIES FOR FY 2018

Marcus James call for a motion to approve WDB Resolution 17-74

MOTION: Kevin Oxley moved to approve WDB Resolution 17-74 the WIOA

Youth Services Contract with Key Opportunities for FY 2018

SUPPORT: Timothy Jackson

Bill Sleight reviewed the resolution

ABSTAIN: Steven Girardin, Kurtis Condon

h. WDB RESOLUTION 17-75

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH WORK SKILLS CORPORATION FOR FY 2018

Marcus James call for a motion to approve WDB Resolution 17-75

MOTION: Grace Trudell moved to approve WDB Resolution 17-75 the WIOA Specialized Youth Services contract with Work Skills Corporation for FY 2018

SUPPORT: Rose Bellanca

Bill Sleight reviewed the resolution

ABSTAIN: Steven Girardin

MOTION CARRIED

i. WDB RESOLUTION 17-76

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH LIVINGSTON EDUCATIONAL SERVICE AGENCY FOR FY 2018

Marcus James call for a motion to approve Resolution WDB 17-76

MOTION: Grace Trudell moved to approve WDB Resolution 17-76 the WIOA Specialize Youth Services contract with Livingston Education Service Agency for FY 2018

SUPPORT: Rose Bellanca

ABSTAIN: Steven Girardin

MOTION CARRIED

j. WDB RESOLUTION 17-77

A RESOLUTION TO APPROVE AN ADDITIONAL MEMBER TO THE CAREER AND EDUCATIONAL ADVISORY COUNCIL (CEAC) MEMBERSHIP FOR MICHIGAN WORKS! SOUTHEAST REPRESENTING IN-DEMAND INDUSTRY

Marcus James call for a motion to approve Resolution 17-17 an additional member to the CEAC

MOTION: Kevin Oxley moved to approve Karol Friedman, Director, Partnerships and Talent, Automation Alley as an additional member to the CEAC.

SUPPORT: Lee Graham

MOTION CARRIED

Discussion.

Marcus James call to approve additional member to the CEAC.

MOTION: Kevin Oxley moved to approve Lee Graham, Operating Engineers 324, Executive Director LMEC, as an additional member to the CEAC

SUPPORT: Grace Trudell

MOTION CARRIED

## 9. Presentations

- a. Training Guide Developed for Occupations Related to and Connected to Automated Vehicles in Region 9 - Michelle Wein, Senior Project Manager, Workforce Intelligence Network (WIN). Discussion.
- b. Job Search and the use of Digital Equipment for Low-Resourced Job Seeker - Tawanna Dillahunt, Assistant Professor, University of Michigan. Discussion.
- c. Labor Market Information and Strategic Initiatives - Dr. Leonidas Murembya, Michigan Department of Technology, Management & Budget. Discussion.

## 10. Committee Reports

Review of Committee reports by Chairs followed:

- a. Employer Services - Rick Currie, Chair
- b. Job Seeker Services – Leann Wilt, Chair
- c. Career and Educational Advisory Council (CEAC) – Kevin Oxley
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
Bill Sleight provided update.

## 11. Discussion Items

- a. Executive Committee Report - WDB Chair
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for April 4, 2018
  - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for May 2, 2018

## 12. Other Items

- a. Chair Update – Marcus James provided updates.
  - Governor's Talent Investment Board (GTIB)  
-K-14 Survey of Workforce Development Board Chairs
- b. Director's Update – Bill Sleight reviewed Directors Report

## 13. Adjourn

Marcus James call for a motion to adjourn the meeting

MOTION: Lee Graham moved to adjourn the meeting

SUPPORT: Grace Trudell

MOTION CARRIED

Meeting adjourned at 12:09 p.m.

Workforce Development Board - Executive Committee Meeting  
 June 6, 2018, 2018, 2:00 pm – 4:00 pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118

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

1. Call to order  
 Marcus James called the meeting to order at 2:05 pm
2. Roll Call  
 Quorum Present
3. Approval of Agenda  
 Marcus James call for a motion to approve the Agenda.  
 MOTION: Sharon Miller moved to approve the Agenda.  
 SUPPORT: Lynn Matzen  
 MOTION APPROVED
4. Consent Agenda – No Items
5. RESOLUTIONS FOR CONSIDERATION BY THE WORKFORCE DEVELOPMENT BOARD (WDB)
  - a. WDB RESOLUTION 17-78  
 A RESOLUTION APPROVING A CONTRACT EXTENSION WITH THE SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVE AS THE FISCAL AGENCY FOR THE CONSORTIUM IN AN AMOUNT NOT TO EXCEED 40% OF AVAILABLE ADMINISTRATIVE FUNDS  
 Marcus James call for a motion to approve WDB Resolution 17-78  
 MOTION: Sharon Miller moved to approve WDB Resolution 17-78 the contract extension with the Southeast Community Alliance (SEMCA) to serve as the Fiscal Agency for the Consortium in the amount not to exceed 40% of available administrative funds  
 SUPPORT: Donald Germann  
 Bill Sleight reviewed the resolution. Discussion.  
 MOTION APPROVED

b. WDB RESOLUTION 17-79

A RESOLUTION APPROVING CONTRACT EXTENSION WITH WASHTENAW COMMUNITY COLLEGE TO PROVIDE WAGNER-PEYSER EMPLOYMENT SERVICES AND TRADE ADJUSTMENT ACT SERVICES FOR MICHIGAN WORKS! SOUTHEAST FROM JULY 1, 2018 THROUGH JUNE 30, 2019 IN THE COUNTIES OF HILLSDALE, JACKSON, LENAWEE AND WASHTENAW

Marcus James call for a motion to approve WDB Resolution 17-79

MOTION: Scott Menzel moved to approve WDB Resolution 17-79 the contract extension with Washtenaw Community College to provide Wagner-Peyser Employment Services and Trade Adjustment Act Services for Michigan Works! Southeast in the Counties of Hillsdale, Jackson, Lenawee and Washtenaw.

SUPPORT: Sharon Miller

Bill Sleight reviewed the resolution. Discussion.

MOTION APPROVED

c. WDB RESOLUTION 17-80

A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY FROM JULY 1, 2018 THROUGH JUNE 30, 2019 FOR LIVINGSTON COUNTY

Marcus James call for a motion approve resolution WDB 17-80

MOTION: Sharon Miller moved to approve Resolution WDB 17-80 the Wagner-Peyser and Trade Adjustment Act contract with Livingston County Community Mental Health Authority for Livingston County

SUPPORT: Lynn Matzen

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 17-81

A RESOLUTION APPROVING THE JULY 1, 2016 THROUGH JUNE 30, 2020 (FY 2016 THROUGH FY 2020) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL AND LOCAL PLANS FOR MID-CYCLE MODIFICATION FOR PROSPERITY REGION 9

Marcus James call for a motion to approve WDB Resolution 17-81

MOTION: Scott Menzel moved to approve WDB Resolution 17-81 the WIOA Regional and Local Plans for Mid-Cycle Modification for Region 9

SUPPORT: Sharon Miller

Bill Sleight reviewed the resolution. Discussion.

MOTION APPROVED



6. Committee Reports

- a. Employer Services – Richard Currie, Chair  
Jim Coutu provided update. Discussion.
- b. Job Seeker Services – Leann Wilt, Chair  
Marcus James reviewed the May 23, 2018 committee report. Discussion.
- c. Career and Educational Advisory Council (CEAC)  
Scott Menzel provided update. Discussed the Marshall Plan meeting scheduled in the MWSE region. Discussed CEAC meeting schedule.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
Lynn Matzen reported committee did not meet in May due to Memorial Day Holiday. Discussed two metrics from each committee/ with a Dashboard that includes eight metrics.

7. Chair Report

- a. Discuss Exec Board process for review of 2017-18 Balanced Scorecards  
Discussed timeline for 2017-2018 Balanced Scorecards.

8. Director Report

Bill Sleight provided updates;

- a. One-Stop Operator for Michigan Works! Southeast Renewal
- b. Driver Responsibility Fees
- c. Medicaid Work Requirements
- d. Business Resource Networks
- e. Infrastructure Funding Agreements
- f. Families Forward
- g. MiCareerQuest- Southeast
- h. Rapid Response

Shamar Herron provided update on Summer 18. Discussion.

9. June 13, 2018 Agenda for Michigan Works! Southeast Workforce Development Board Meeting

Reviewed the Agenda. Discussion.

10. Public Comment

Marcus James offered Public Comment. No Public Comment

11. Adjournment

Marcus James call for a motion to adjourn.

MOTION: Sharon Miller moved to adjourn.

SUPPORT: Scott Menzel

MOTION APPROVED

Meeting adjourned at 3:58 pm