

BOARD MINUTES APPROVED ON MARCH 14, 2018

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 TDDC 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.

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 Will, 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 via conference call
Sean Duval
Donald Germann via conference call
Marcus James, Chair
Scott Menzel
Sharon Miller
Leann Wilt

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 Will 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 Will 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 Will, Chair

Leann Will 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 implementation of a salary structure for Michigan Works! Southeast.

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.