

**Minutes Approved on November 8, 2017**

Michigan Works! Southeast Workforce Development Board  
and

Southeast Michigan Consortium Board

Joint Meeting

September 13, 2017, 10:00 a.m. – 12:00 Noon  
Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive, Chelsea, MI 48118

Southeast Michigan Consortium Board Present:

Karol KZ Bolton, Vice-Chair	Lenawee County Commissioner
John Burtka, Chair	Hillsdale County Commissioner
Michelle Deatrick	Washtenaw County Commissioner
Dennis Dolan	Livingston County Commissioner
Julie Games	Hillsdale County Commissioner
Sarah Lightner	Jackson County Commissioner
John Polaczyk	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Southeast Michigan Consortium Board Absent:

William Green	Livingston County Commissioner
Jason Morgan	Washtenaw County Commissioner

Southeast Michigan Workforce Development Board Members (WDB) Present

Richard Currie	Hitachi Automotive Systems	
Sean Duval, Chairperson	Golden Limousine International	
Paul Ganz	DTE Energy	
Donald Germann	County National Bank	
Steven Girardin	Michigan Rehabilitation Services	
Steven Gulich	HVALF	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Tim Jackson	Washtenaw ISD	
Marcus James, Vice Chairperson	StableInc.LLC	
Bill Kenney	Thai Summit Corp. America	
Swatee Kulkarni	GDI Infotech, Inc.	
Sharon Miller	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Angela Parth	Livingston Family Center	
Deb Polich	The Arts Alliance	
Philip Santer	Ann Arbor SPARK	
Matthew Sandstrom	Rustbelt LLC	via conference call
James Van Doren	Lenawee Now	
Leann Wilt	Venchurs, Inc.	
Ambrose Wilbanks	Washtenaw Convention & Visitor Bureau	

Southeast Michigan Workforce Development Board Members Absent

Leslie Alexander	Inmatech, Inc.
Mindy Bradish-Orta	Jackson Chamber of Commerce
Jeremy Frew	Jackson College
Lee Graham	Operating Engineers 324
Steven Hogwood	McDonald's
Lynn Matzen	Matrix Systems LLC
Scott Menzel	Washtenaw County ISD
Grace Trudell	IBEW 58

Staff

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT Manager	Michigan Works! Southeast
Justin Al-Igoe, Policy and Planning Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Michael Cain, Career Advisor	Michigan Works! Southeast
Dan Childs, System Administrator	Michigan Works! Southeast
Jim Coutu, Business Services Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast
Jane Myers, Service Center Manager	Michigan Works! Southeast
Misty Shulters, Service Center Manager	Michigan Works! Southeast
Ashley Torrence, Customer Service Assistant	Michigan Works! Southeast
Sandy Vallance, Program Services Manager	Michigan Works! Southeast
Angela Watkins, Service Center Manager	Michigan Works! Southeast

Others Present

Dan Furton	LARA
Kristin Hunt	Plante Moran
Sarah Kurz	Eastern Michigan University
Elina Zilberberg	Jewish Family Services

1. Call to order  
John Burtka, Chairperson called the Southeast Michigan Consortium Board to order.
2. Call to order  
Sean Duval, Chairperson, called the Michigan Works! Southeast Workforce Development Board to order.
3. Roll Call  
Michigan Works! Southeast Workforce Development Board  
Quorum Present.

4. Introductions
5. Roll Call  
Southeast Michigan Consortium Board  
Quorum Present.
6. Call to the Public  
John Burtka call to the public.  
No Public Comment.
7. Approval of the Agenda (both boards)
  - Consortium Board  
MOTION: KZ Bolton moved to approve the Agenda.  
SUPPORT: Dennis Dolan  
MOTION CARRIED UNANIMOUSLY
  - Workforce Development Board  
MOTION: Richard Currie moved to approve the Agenda.  
SUPPORT: Marcus James  
MOTION CARRIED UNANIMOUSLY
8. Approval of Minutes
  - a. John Burtka call for approval of July 31, 2017 Southeast Michigan Consortium Board Minutes  
MOTION: John Polaczyk moved to approve the July 31, 2017 Consortium Board meeting minutes.  
SUPPORT: Sarah Lightner  
MOTION APPROVED UNANIMOUSLY
9. Consideration of Consent Agenda Items – Workforce Development Board  
Sean Duval call to approve the Workforce Development Board Consent Agenda items.  
MOTION: Marcus James moved to approve the Consent Agenda Items for the Workforce Development Board.  
SUPPORT: Richard Currie  
Discussion.  
MOTION CARRIED UNANIMOUSLY
  - a. June 14, 2017 Michigan Works! Southeast Workforce Development Board (WDB) Minutes.
  - b. August 2, 2017 Michigan Works! Southeast WDB Executive Committee Minutes.
  - c. WDB Resolution 17-21 A Resolution Approving The Fiscal Year 2015 Service Center Operations Grant Funds.
  - d. Resolution 17-22 A Resolution Approving A Memorandum Of Understanding (MOU) With Jackson Intermediate School District.
  - e. WDB Resolution 17-23 A Resolution Approving A Contract Modification With Jewish Family Services Increasing The Contract To

\$339,241.

- f. WDB Resolution 17-24 A Resolution Approving The Fiscal Year 2018 Partnership, Accountability, Training And Hope (Path) Plan For The Delivery Of Job Training Services To Public Assistance Participants In The Southeast Michigan Consortium.
- g. WDB Resolution 17-25 A Resolution Approving The Fiscal Year 2018 Food Assistance Employment & Training (FAE&T) Plan For Able Bodied Adults Without Dependents.
- h. WDB Resolution 17-26 A Resolution Approving A Memorandum Of Understanding (MOU) With The Section 107 Adult Education Career Technical Pilot Program.
- i. WDB Resolution 17-27 A Resolution Approving A Memorandum Of Understanding (MOU) With The Michigan Army National Guard
- j. WDB Resolution 17-28 A Resolution Approving A Memorandum Of Understanding (MOU) With Ypsilanti Community Schools.
- k. WDB Resolution 17-29 A Resolution Approving The Calendar Year 2018 Meeting Schedule For The Michigan Works! Southeast Workforce Development Board And Executive Committee.

10. Presentation:

Kristin Hunt, CPA, Audit Service Manager, Plante Moran  
Presented Pre-Audit Communication for Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board.  
Discussion.

11. Resolutions for Consideration of the Workforce Development Board  
None

12. Resolutions for Consideration of the Southeast Michigan Consortium Board  
John Burtka call for motion to approve CB Resolution 17-08

- a. Consortium Board (CB) Resolution 17-08 Approving the Fiscal Year 2015 Service Center Operations Grant Funds.

MOTION: KZ Bolton moved to approve CB Resolution 17-08.

SUPPORT: Chris Wittenbach

Bill Sleight reviewed the resolution.

MOTION APPROVED UNANIMOUSLY

John Burtka call for motion to approve CB Resolution 17--09

- b. CB Resolution 17-09 Approving The Fiscal Year 2018 Partnership, Accountability, Training And Hope (Path) Plan For The Delivery Of Job Training Services To Public Assistance Participants In The Southeast Michigan Consortium.

MOTION: KZ Bolton moved to approve CB Resolution 17-09.

SUPPORT: John Polaczyk

Bill Sleight reviewed the resolution.

MOTION APPROVED UNANIMOUSLY

John Burtka call to approve CB Resolution 17-10

- c. CB Resolution 17-10 Approving the Fiscal Year 2018 Food Assistance Employment & Training (FAE&T) Plan For

Able Bodied Adults without Dependents.

MOTION: Karol Bolton moved to approve CB Resolution 17-10

SUPPORT: Sarah Lightner

Bill Sleight reviewed the resolution.

MOTION CARRIED UNANIMOUSLY

John Burtka call to approve CB Resolution 17-11

- d. CB Resolution 17-11 Resolution Approving A Lease with 300 Harriet, LLC for Service Center Space in Washtenaw County.

MOTION: John Polaczyk moved approve CB Resolution 17-11

Bill Sleight reviewed the resolution.

SUPPORT: Sarah Lightner

MOTION CARRIED UNANIMOUSLY

John Burtka call to approve CB Resolution 17-12

- e. CB RESOLUTION 17-12 Resolution modifying the approved Year 2017 Michigan Works! Agency Budget

MOTION: Sarah Lightner moved to approve CB Resolution 17-12

SUPPORT: KZ Bolton

Bill Sleight reviewed the resolution.

MOTION CARRIED UNANIMOUSLY

13. Resolutions for Consideration by both the Consortium Board (John Burtka) and the Workforce Development Board (Sean Duval)

John Burtka call to approve CB Resolution 17-13

- a. CONSORTIUM BOARD RESOLUTION 17-13 APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE FY 2017 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION

MOTION: Sarah Lightner moved to approve CB Resolution 17-13

SUPPORT: John Polaczyk

Bill Sleight reviewed. Discussion.

MOTION CARRIED UNANIMOUSLY

Sean Duval call to approve WDB Resolution 17-30

- b. WDB RESOLUTION 17-30 APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE FY 2017 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT

MOTION: Steven Girardin moved to approve WDB Resolution 17-30

SUPPORT; Marcus James

MOTION CARRIED UNANIMOUSLY

14. Discussion Items (both boards)

- a. Governor's Talent Investment Board (GTIB)  
-Update provided by Marcus James.
- b. Executive Committee Report  
-Sean Duval reviewed updates on the July 12, 2017 and September 6, 2017, Executive Committee Meeting Minutes

15. Committee Reports

- a. Employer Services  
Update provided by Richard Currie
- b. Job Seeker Services  
Update provided by Marcus James
- c. Talent District Career Council (TDCC)  
Update provided by Kevin Oxley
- d. Compliance, Finance and Oversight (CFO)  
Update provided by Bill Sleight

16. Other Items

- a. Comments from Chair (both boards)  
Updates included:  
-Board members and staff reported on highlights of the Michigan Works! Conference.  
-Introduced Sarah Kurz from Eastern Michigan University Nonprofit Leadership Alliance working as a fellow with Michigan Works! Southeast Workforce Board.  
-Recognized Bill Kenney for service on the WDB. Bill submitted his resignation from the WDB as he is retiring from Thai Summit America.  
-Recognized Justin Al-Igoe as he is called to active duty in the Navy assigned to Kuwait.
- b. Comments from Director
  - i. Director's Report  
Bill Sleight reviewed his Director's Report.

17. Public Comment

John Burtka offered public comment. John Burtka and KZ Bolton commented.

18. The Joint Meeting of the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board adjourned at 11:54 a.m.

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

Present: Sean Duval, Chairperson  
 Donald Germann via conference call  
 Marcus James, Vice-Chairperson  
 Scott Menzel  
 Leann Wilt

Absent: Richard Currie  
 Matthew Sandstrom  
 Grace Trudell

Staff Present: Bill Sleight  
 Shamar Herron  
 Justin Al-Igoe  
 Dan Childs  
 Jim Coutu  
 Dan English  
 Maggie Flaherty  
 LaDena Fredette

1. Call to order  
 Sean Duval called the meeting to order at 2:00 pm
2. Director Report
  - a. One Stop Operator Update  
 Bill Sleight reported Thomas P. Miller 2<sup>nd</sup> quarterly visit is planned early November with board, staff and partners. Discussion.
  - b. Compensation Study Update  
 Bill Sleight reported consultant is still gathering comparable wage data from other organizations and when that process is completed they will present their recommendations to us. Discussion.
  - c. Manufacturing Week  
 Manufacturing Week commercial sponsored by Michigan Works! Southeast airs during the week on TV Station WILX. Youth visiting manufacturer's. Discussion.
  - d. Contractor Report  
 Bill Sleight reviewed, SPARK Greater Ann Arbor Region GAAR Team Performance Report Measures Report- January 2017 through June 2017 Discussion

- e. Other
    - Bill Sleight reviewed Communication Manager Report. Discussion.
    - Bill Sleight reported on endowment fund with Jackson Foundation established by South Central Michigan Works for deceased board member. Discussion.
    - Bill Sleight reviewed America's Failing Talent Supply Chain a report by Joseph B. Fuller, GE Foundation Summit: Leadership for the Future, Harvard Business School. Discussion.
3. Roll Call
    - Quorum Present
  4. Approval of Agenda
    - Sean Duval call for motion to approve Agenda.
    - MOTION: Scott Menzel moved to approve the Agenda
    - SUPPORT: Marcus James
    - MOTION CARRIED UNANIMOUSLY
  5. Chair Report
  6. Committee Reports
    - a. Employer Services - Rick Currie, Chair
      - Update provided by Jim Coutu. Discussion.
    - b. Job Seeker Services – Marcus James, Chair
      - Update provided by Marcus James. Discussion.
    - c. Talent District Career Council (TDCC) – Scott Menzel
      - Update provided by Scott Menzel. Discussion.
    - d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
      - Bill Sleight reviewed September 25, 2017 CFO meeting minutes. Discussion.
  7. Consent Agenda:
    - Sean Duval to approve the Consent Agenda.
    - MOTION: Marcus James moved to approve the Consent Agenda
    - SUPPORT: Scott Menzel
    - MOTION APPROVED UNANIMOUSLY
    - a. WDB Resolution 16-54-01 approving FY 2016 WIOA Incumbent Worker contract modification for Gorton Chimney and Fireplace in the amount of \$6,560
    - b. WDB RESOLUTION 17-34 approving FY 2017 WIOA Incumbent Worker Training funds for Doctor Flue, Inc. in the amount of \$2,149



8. Action Items - Resolutions for Consideration:
- a. WDB Resolution 17-31 approving a Memorandum of Understanding with Lenawee Transportation  
Sean Duval call to approve WDB Resolution 17-3.  
MOTION: Scott Menzel moved approve WDB Resolution 17-31  
SUPPORT: Marcus James  
MOTION CARRIED UNANIMOUSLY
  - b. WDB Resolution 17-32 approving a Memorandum of Understanding with Legacy Staffing (Lenawee County)  
Sean Duval call to approve WDB Resolution 17-32  
MOTION: Marcus James  
SUPPORT: Leann Wilt  
MOTION CARRIED UNANIMOUSLY
  - c. WDB Resolution 17-33 approving the Draft Policies and approving the WIOA Eligibility Policy modification  
FOR APPROVAL:  
Work-Based  
Classroom Training Policy  
Selective Service Registration Policy  
Deletion from OSMIS Policy  
Michigan Talent Connect Approval Policy  
FOR MODIFICATION:  
WIOA Eligibility Policy – (sections highlighted)  
Sean Duval call for motion to approve WDB Resolution 17-33.  
MOTION: Scott Menzel moved to approve WDB Resolution 17-33.  
SUPPORT: Marcus James  
Discussion.  
Scott Menzel moved to Amend Motion  
Under  
"WIOA-Primary eligibility groups  
3. ....secondary priority areas will be considered:  
Change from: Ex-offenders/recently released prisoners  
Change to: Returning citizens  
Add in the Resolution  
"BE IT FURTHER RESOLVED that the Workforce Development Board will be notified of any of the technical, non-content wording changes made by the Director. "  
SUPPORT: Marcus James  
MOTION CARRIED AS AMENDED
  - c. WDB Resolution 17-35 approving the 2017 WIOA Incumbent Worker Training Funds For Jonesville Paper Tube Construction Corporation In the amount Of \$7,360  
Sean Duval call for motion to approve WDB Resolution 17-35.  
MOTION: Leann Wilt moved to approve WDB Resolution 17-35.  
SUPPORT: Scott Menzel  
MOTION CARRIED UNANIMOUSLY

- d. WDB Resolution 17-36 approving the contract with Washtenaw County Community Corrections and Jail.  
Sean Duval call for motion to approve WDB Resolution 17-36  
MOTION: Marcus James  
SUPPORT: Leann Wilt  
MOTION CARRIED UNANIMOUSLY
9. Public Comment  
Sean Duval call for public comment. No public comment.
10. Meeting Adjournment at 3:35 p.m.

Workforce Development Board  
 Executive Committee Meeting  
 November 1, 2017, 2:00pm – 4:00pm  
 Chelsea Comfort Inn, Village Conference Center  
 1645 Commerce Park Drive, Chelsea, MI 48118

Present: Sean Duval, Chairperson  
 Donald Germann via conference call  
 Marcus James, Vice-Chairperson  
 Lynn Matzen  
 Scott Menzel  
 Matthew Sandstrom via conference call  
 Grace Trudell via conference call  
 Leann Wilt via conference call

Absent: Richard Currie

Staff: Bill Sleight  
 Dan Childs  
 Jim Coutu  
 Maggie Flaherty

1. Call to order  
 Sean Duval, Chairperson called the meeting to order at 2:00 pm
2. Roll Call  
 Quorum Present
3. Approval of October 4, 2017 Executive Committee Meeting Minutes  
 Sean Duval call for a motion to approve the October 4, 2017 Executive Committee meeting minutes  
 MOTION: Lynn Matzen moved to approve the Executive Committee minutes of October 4, 2017  
 SUPPORT: Marcus James  
 MOTION CARRIED UNANIMOUSLY
4. Approval of Agenda  
 Sean Duval call for a motion to approve the Agenda.  
 MOTION: Marcus James  
 SUPPORT: Lynn Matzen  
 MOTION CARRIED UNANIMOUSLY
5. Presentation – Peter Ruddell, Partner, RWC Advocacy  
 Provided updates on:
  - Resource Network
  - Status of State Budget
  - Career Pathway Alliance
  - Operational Excellence

Discussion.

Bill Sleight reported on the Legislative visits scheduled in the service centers.  
Discussion.

#### 6. Chair Report

- a. Role of the Board Fellow  
Sean Duval provided update on Board Fellow from Eastern Michigan University Nonprofit Leadership Academy.
- b. National Association of African Americans in Human Resources (NAAAHR)  
Sean Duval reported the NAAAHR 2018 Conference is September 27-28, 2018 at the Ann Arbor Marriott Ypsilanti at Eagle Crest. Discussion regarding sponsorship.
- c. Leadership Meeting with County Board Chairs  
Sean Duval and Bill Sleight are meeting with County Board Chairs for an introduction. Also, to discuss their county workforce needs. Bill is scheduled to present the Annual Report/Strategic Plan at each county board of commission meeting in November/December.

#### 7. Director Report

- a. One Stop Operator Update  
Thomas P. Miller and Associates (TPMA) consultant is coordinating One Stop Partners meeting on November 7<sup>th</sup> with Partners and staff. Also meeting with management team members.  
Presentation by TPMA staff during the November Workforce Development Board Meeting.
- b. Compensation Study Update  
Completed. Bill Sleight will review with executive committee board members for recommendations to Consortium Board
- c. MiCareerQuest  
Bill Sleight provided update. Discussion.
- d. Skilled Trades Training Fund (STTF)  
Discussed the email sent to boards regarding STTF applications Michigan Works! Southeast sent to the state. Jim Coutu provided update.  
Discussion.
- e. McKinley Project  
Bill Sleight provided update.
- f. Reappointment of Workforce Development Board Members  
Bill Sleight reported Talent Investment Agency policy requires recertification of board members whose term of service ends on December 31, 2017. Discussion.

8. Committee Reports

- a. Employer Services - Rick Currie, Chair  
Jim Coutu provided update. Discussion.
- b. Job Seeker Services – Marcus James, Chair  
Marcus James provide update. Discussion.
- c. Talent District Career Council (TDCC) – Scott Menzel  
Next meeting scheduled on November 28.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
Lynn Matzen provided update. Discussion.

9. Consent Agenda - None

10. Action Items - Resolutions for Consideration:

Sean Duval call for motion to approve WDB Resolution 17-37.

- a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 17-37  
A RESOLUTION APPROVING THE FISCAL YEAR 2018 TANF REFUGEE  
PROGRAM GRANT

MOTION: Scott Menzel moved to approve WDB Resolution 17-37.

SUPPORT: Marcus James

Bill Sleight reviewed.

MOTION CARRIED UNANIMOUSLY

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

- b. WDB RESOLUTION 17-38 A RESOLUTION APPROVING FY 2017  
WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA)  
INCUMBENT WORKER TRAINING FUNDS FOR ACCUBILT,  
INC. IN THE AMOUNT OF \$1,720

MOTION: Marcus James moved to approve WDB Resolution 17-38.

SUPPORT: Lynn Matzen

Bill Sleight reviewed.

MOTION CARRIED UNANIMOUSLY

11. Executive Committee Nominations and Election of Chairperson and Vice-Chairperson.

Sean Duval to contact board members for a nominating committee.  
Discussion.

12. Agenda for November 8, 2017 Workforce Development Board Meeting  
Reviewed the Agenda. Discussion.

13. Public Comment

Sean Duval call to the public. No public present.

14. Adjournment

Meeting adjourned at 3:45 p.m.