



MISSION

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

WORKFORCE DEVELOPMENT BOARD MEETING
November 14, 2018, 10:00 a.m. – 12:00 noon
Chelsea Comfort Inn Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

AGENDA

Page

- 1. Call to order
- 2. Roll Call
- 3. Introductions
- 4. Call to the Public
- 5. Approval of the Agenda
- 6. Election of Officers and Executive Committee
- 7. Approval of September 12, 2018 Michigan Works! Southeast Workforce Development Board Meeting Minutes 5 - 13
- 8. Approval of Consent Agenda 16 - 51
 - a. WDB RESOLUTION 18-21 change 1
A RESOLUTION APPROVING A COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK SERVICE CONTRACT MODIFICATION WITH JAMES VANDER HULST IN AN AMOUNT NOT TO EXCEED \$25,000 (\$15,000 increase)
 - b. WDB RESOLUTION 18-26
A RESOLUTION APPROVING THE CALENDAR YEAR 2019 MEETING SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD AND WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE
 - c. WDB RESOLUTION 18-27
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON PUBLIC SCHOOLS

- d. **WDB RESOLUTION 18-28**
A RESOLUTION APPROVING A COMMUNITY VENTURES SERVICE CONTRACTS WITH THE DEPARTMENT OF HUMAN SERVICES
- e. **WDB RESOLUTION 18-29**
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR VERSACUT INDUSTRIES IN AN AMOUNT NOT TO EXCEED \$1,500
- f. **WDB RESOLUTION 18-30**
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CLASSIC METAL FINISHING, INC IN AN AMOUNT NOT TO EXCEED \$4,500
- g. **WDB RESOLUTION 18-31**
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREAT LAKES INDUSTRY IN AN AMOUNT NOT TO EXCEED \$3,000
- h. **WDB RESOLUTION 18-32**
A RESOLUTION APPROVING THE FY 2018 STATEWIDE ACTIVITIES EMPLOYER ENGAGEMENT FUNDING FOR THE TIME PERIOD OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019 IN THE AMOUNT OF \$20,000
- i. **WDB RESOLUTION 18-33**
A RESOLUTION APPROVING FY 2018 CAREER EXPLORATION AND EXPERIENCE EVENT FUNDING FOR THE TIME PERIOD OCTOBER 1, 2018 THROUGH MARCH 31, 2020 IN THE AMOUNT OF \$25,000
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- l. **WDB RESOLUTION 18-36**
A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH ALL LOCAL DHHS OFFICES
- m. **WDB RESOLUTION 18-37**
A RESOLUTION APPROVING FY 2018 INCUMBENT WORKER TRAINING FUNDS FOR GAMPCO IN AN AMOUNT NOT TO EXCEED \$9,500
- n. **WDB RESOLUTION 18-38**
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- p. **WDB RESOLUTION 18-40**
A RESOLUTION APPROVING FY 2018 INCUMBENT WORKER TRAINING FUNDS FOR W2 FUEL IN AN AMOUNT NOT TO EXCEED \$16,925
- q. **WDB RESOLUTION 18-41**
A RESOLUTION APPROVING AN ADDITIONAL MEMBER TO THE CAREER AND EDUCATIONAL ADVISORY COUNCIL (CEAC) MEMBERSHIP FOR MICHIGAN WORKS! SOUTHEAST

- 9. Resolutions for Consideration of the Workforce Development Board (WDB)**
- 10. Presentation –Michigan Works! Legislative Committee update – Bill Sleight**
- 11. Committee Reports 53 - 69**
- a. **Employer Services - Rick Currie, Chair**
 - b. **Job Seeker Services – Leann Wilt, Chair**
 - c. **Career & Educational Advisory Council (CEAC)– Kevin Oxley**
 - d. **Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair**
 - e. **Business Network Resources – Bill Sleight**
- 12. Discussion Items 71 -82**
- a. **Governor's Talent Investment Board (GTIB) Meeting Report
– November 13, 2018 – Marcus James**
 - b. **Executive Committee Report - WDB Chair**
 - **Michigan Works! Southeast Workforce Development Board
Executive Committee Minutes for October 3, 2018**
 - **Michigan Works! Southeast Workforce Development
Board Executive Committee Minutes for November 7,
2018**
- 13. Other Items**
- a. **Chair Update – WDB Chair**
 - b. **Director's Update – Bill Sleight**
- 14. Adjourn**

7. Approval of September 12, 2018 Michigan Works! Southeast Workforce Development Board Meeting Minutes

Joint Meeting of
Michigan Works! Southeast Workforce Development Board
And
Southeast Michigan Consortium Board
September 12, 2018 10:00 a.m.
Chelsea Comfort Inn Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Present

Mindy Bradish-Orta	Jackson Chamber of Commerce	via conference call
Rich Chang	NewFoundry	
Jolene Chapman	Jackson College	Alternate for Jeremy Frew
Kurtis Condon	Hillsdale Terminal	Alternate for Donald Germann
Richard Currie, Vice Chair	Hitachi Automotive Systems	
Sean Duval	Golden Limousine International	via conference call
Steven Girardin	Michigan Rehabilitation Service	
Marcus James, Chair	Stable Inc LLC	
Sharon Miller	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	
John Salyer	AAEJATC	Alternate for Lee Graham
Grace Trudell	IBEW 58	
James Van Doren	Lenawee Now	
Ambrose Willbanks, Jr.	Washtenaw CVB	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	Washtenaw Community College	
Jeremy Frew	Jackson College	Alternate Jolene Chapman attended
Paul Ganz	DTE Energy	
Jennifer Giannone	Thai Summit	
Donald Germann	County National Bank	Alternate Kurtis Condon attended
Lee Graham	Operating Engineers 324	Alternate John Salyer attended
Steven Gulick	Huron Valley Area Labor Federation	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Lynn Matzen	Matrix Systems LLC	
Dr. Scott Menzel	Washtenaw County ISD	
Angela Parth	Livingston Family Center	
Shawn Planko	Expedia	
Phil Santer	Ann Arbor SPARK	
Phil Sponsler	Orbitform	

Southeast Michigan Consortium Board Present:

Ruth Brown	Hillsdale County Commissioner
Julie Games	Hillsdale County Commissioner
Sarah Lightner	Jackson County Commissioner
Daniel Mahoney	Jackson County Commissioner
Karol Bolton, Chair	Lenawee County Commissioner
William Green	Livingston County Commissioner
Ruth Ann Jamnick	Washtenaw County Commissioner

Southeast Michigan Consortium Board Absent:

Chris Wittenbach	Lenawee County Commissioner
Dennis Dolan, Vice-Chair	Livingston County Commissioner
Conan Smith	Washtenaw County Commissioner

Staff Present

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
Dan Childs, Network Systems Administrator	Michigan Works! Southeast
Jim Coutu, Business Services Manager	Michigan Works! Southeast
Johnny Epps, Service Center Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast
Janet Myers, Service Center Manager-Hillsdale	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast
Sandy Vallance, Programs Manager	Michigan Works! Southeast

Others Present

Dan Fortin
Marsha
Niko Dawson

Ann Arbor SPARK
Washtenaw Community College

1. Call to order
KZ Bolton, Chair, Southeast Michigan Consortium Board called the meeting to order at 10:09 a.m.
2. Call to order
Marcus James, Chair, Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:09 a.m.
3. Roll Call
Quorum present for the Southeast Michigan Consortium Board.
4. Roll Call
Quorum present for the Michigan Works! Southeast Workforce Development Board.

5. Introductions
6. Call to the Public
KZ Bolton call to the public. No Public Comment
7. Approval of the Agenda
 - a. KZ Bolton call for the Consortium Board to approve the Agenda.
MOTION: William Green moved to approve the Agenda.
SUPPORT: Julie Games
MOTION APPROVED
 - b. Marcus James call for the Workforce Development Board to approve the Agenda.
MOTION: Grace Trudell moved to approve the Agenda.
SUPPORT: Leann Wilt
MOTION CARRIED
8. Approval of Minutes for Consortium Board
KZ Bolton call for a motion to approve the July 23, 3018 Consortium Board Meeting Minutes.
 - a. MOTION: Sarah Lightner moved to approve the July 23, 2018 Southeast Michigan Consortium Board Minutes
SUPPORT: William Green
MOTION CARRIED
9. Approval of Minutes for Workforce Development Board
Marcus James call for a motion to approve the June 13, 2018 Workforce Development Board Meeting Minutes.
 - a. MOTION: Kevin Oxley to approve the June 13, 2018 Michigan Works! Southeast Board Minutes
SUPPORT: James Van Doren
MOTION CARRIED
10. Approval of Consent Agenda Items for Workforce Development Board
Marcus James request for any of the Consent Agenda Items be moved to the WDB Resolutions for Consideration. No request to move agenda items.
Marcus James call for a motion to approve the Consent Agenda.
MOTION: James Van Doren
SUPPORT: Grace Trudell
Discussion.
MOTION CARRIED

- a. WDB RESOLUTION 18-01
A RESOLUTION ACCEPTING FUNDING FOR THE FAMILY FORWARD
DEMONSTRATION PROJECT
- b. WDB RESOLUTION 18-02
A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 CAPACITY
BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF
\$57,446
- c. WDB RESOLUTION 18-03
A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2018 MICHIGAN
ADVANCED TECHNICAL TRAINING GRANT IN THE AMOUNT OF \$21,000
- d. WDB RESOLUTION 18-04
A RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON
ON THE CY 2018 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT
(RESEA) PROGRAM GRANT APPLICATION
- e. WDB RESOLUTION 18-05
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH THE TELAMON CORPORATION
- f. WDB RESOLUTION 18-06
A RESOLUTION APPROVING THE FISCAL YEAR 2018 SERVICE CENTER
OPERATIONS GRANT FUNDS
- g. WDB RESOLUTION 18-07
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING
FUNDS FOR DIVERSIFIED ENGINEERING AND PLASTICS IN AN AMOUNT NOT TO
\$9,365
- h. WDB RESOLUTION 18-08
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING
FUNDS FOR MARTINREA INTERNATIONAL IN AN AMOUNT NOT TO EXCEED
\$4,180
- i. WDB RESOLUTION 18-09
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING
FUNDS FOR KRT PRECISION TOOL AND MANUFACTURING IN AN AMOUNT NOT
TO EXCEED \$1,490
- j. WDB RESOLUTION 18-10
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING
FUNDS FOR WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED
\$3,000

- k. WDB RESOLUTION 18-11
A RESOLUTION ACCEPTING FUNDING FOR THE COMMUNITY VENTURES PROGRAM
- l. WDB RESOLUTION 18-12
A RESOLUTION APPROVING A COMMUNITY VENTURES SERVICE CONTRACT WITH OAKLAND LIVINGSTON HUMAN SERVICE AGENCY FOR FY 2018 IN AN AMOUNT NOT TO EXCEED \$15,000
- m. WDB RESOLUTION 18-13
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CASTER CONCEPTS, INC IN AN AMOUNT NOT TO EXCEED \$6,440
- n. WDB Resolution 18-14
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CRANKSHAFT MACHINE GROUP IN AN AMOUNT NOT TO EXCEED \$5,655
- o. WDB Resolution 18-15
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR OUR FAMILY FRIEND IN AN AMOUNT NOT TO EXCEED \$3,200
- p. WDB Resolution 18-16
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR SUMMIT ORTHODONTICS IN AN AMOUNT NOT TO EXCEED \$1,790
- q. WDB Resolution 18-18
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON COLLEGE AND HILLSDALE CONSOLIDATED SCHOOLS
- r. WDB Resolution 18-19
A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR COMMUNITY VENTURES- SUCCESS COACHES
- s. WDB Resolution 18-20
A RESOLUTION REQUESTING APPROVAL OF A POLICY MODIFICATION TO THE COMPENSATION POLICY
- t. WDB RESOLUTION 18-21
A RESOLUTION APPROVING A COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK SERVICE CONTRACT WITH JAMES VANDER HULST IN AN AMOUNT NOT TO EXCEED \$10,000

11. Presentations:

- a. Update on Adult Education, Pamela Gosla, Research and Education Manager. Discussion.
- b. Update on Michigan Works! Southeast: Employers & Jobseekers Email Recap, Nicole Bell, Communications Manager. Discussion.
- c. Update on Skill Trade Training Funds, Jim Coutu, Business Services Manager. Discussion.

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

- a. WDB RESOLUTION 18-25
A RESOLUTION APPROVING A CONTRACT WITH WASHTENAW COUNTY COMMUNITY CORRECTIONS AND JAIL

Marcus James call for a motion to approve WDB Resolution 18-25

MOTION: Rich Chang moved to approve WDB Resolution 18-25 the Contract with Washtenaw County Community Corrections and Jail

SUPPORT: Grace Trudell

Bill Sleight explained the resolution. Discussion

MOTION APPROVED

13. Resolutions for Consideration of the Southeast Michigan Consortium Board – Karol KZ Bolton

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-06
A RESOLUTION APPROVING A MODIFICATION TO THE SIGNATORY AUTHORITY POLICY FOR USE IN THE SOUTHEAST MICHIGAN CONSORTIUM

KZ Bolton call for a motion to approve CB Resolution 18-06

MOTION: Sarah Lightner moved to approve CB Resolution 18-06 the Modification to the signatory authority policy for use in the Southeast Michigan Consortium

SUPPORT: Ruth Brown

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-07
A RESOLUTION APPROVING THE PURCHASE OF SOFTWARE IN THE AMOUNT OF \$93,374.25

KZ Bolton call for a motion to approve CB Resolution 18-07

MOTION: Daniel Mahoney moved to approve CB Resolution 18-07 approving the purchase of software in the amount of \$93,374.25

SUPPORT; Julie Games

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

14. Resolutions for Consideration by both the Consortium Board (Karol KZ Bolton) and the Workforce Development Board (Marcus James)

- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 18-03
A RESOLUTION APPROVING THE FISCAL YEAR 2019 FOOD ASSISTANCE
EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS
WITHOUT DEPENDENTS

KZ Bolton call for a motion to approve Consortium Board (CB) Resolution 18-03
MOTION: William Green moved to approve CB Resolution 18-03 the Fiscal
Year 2019 Food Assistance Employment & Training (FAE&T) Plan for Able
Bodied Adults without Dependents
SUPPORT: Daniel Mahoney
Bill Sleight reviewed the resolution. Discussion.
MOTION CARRIED

- WDB RESOLUTION 18-22
A RESOLUTION APPROVING THE FISCAL YEAR 2019 FOOD ASSISTANCE
EMPLOYMENT & TRAINING (FAE&T) PLAN FOR ABLE BODIED ADULTS
WITHOUT DEPENDENTS

Marcus James call for a motion to approve Workforce Development Board (WDB)
Resolution 18-22

MOTION: Grace Trudell moved to approve WDB Resolution 18-22 the
Fiscal Year 2019 Food Assistance Employment & Training (FAE&T) Plan for
Able Bodied Adults without Dependents
SUPPORT: Richard Currie
MOTION CARRIED

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-04
A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 MICHIGAN
WORKS! SOUTHEAST BUDGET MODIFICATION

KZ Bolton call for a motion to approve Consortium Board (CB) Resolution 18-04
MOTION: Sarah Lightner moved to approve CB Resolution 18-04 the FY
2018 Michigan Works! Southeast Budget Modification.
SUPPORT: Ruth Brown
Bill Sleight reviewed the resolution. Discussion.
MOTION APPROVED

- WDB RESOLUTION 18-23
A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2018 MICHIGAN
WORKS! SOUTHEAST BUDGET MODIFICATION

Marcus James call for a motion to approve Workforce Development Board (WDB)
Resolution 18-23

MOTION: Sharon Miller moved to approve WDB Resolution 18-23 the FY
2018 Michigan Works! Southeast Budget Modification.
SUPPORT: Grace Trudell
MOTION CARRIED.

- c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION (CB) 18-05
 A RESOLUTION APPROVING THE FISCAL YEAR 2019
 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH)
 PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC
 ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

KZ Bolton call for a motion to approve Consortium Board (CB) Resolution 18-05

MOTION: Sarah Lightner moved to approve CB Resolution 18-05 the Fiscal Year 2019 Partnership, Accountability, Training and Hope (PATH) Plan for the delivery of job training service to public assistance participants in the Southeast Michigan Consortium.

SUPPORT: Julie Games

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

WDB RESOLUTION 18-24

- A RESOLUTION APPROVING THE FISCAL YEAR 2019
 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH)
 PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC
 ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

Marcus James call for a motion to approve Workforce Development Board (WDB) Resolution 18-24

MOTION: John Salyer moved to approve WDB Resolution 18-24 Fiscal Year 2019 Partnership, Accountability, Training and Hope (PATH) Plan for the delivery of job training service to public assistance participants in the Southeast Michigan Consortium.

SUPPORT: Kevin Oxley

MOTION CARRIED

15. Committee Reports

Updates and minutes reviewed by Committee Chairs.

- a. Employer Services – Richard Currie, Chair
- b. Job Seeker Services – Leann Wilt - Chair
- c. Career & Educational Advisory Council (CEAC) – Kevin Oxley, Chair
- d. Compliance, Finance and Oversight (CFO) – Lynn Matzen, Chair
Update provided by Marcus James.
- e. Business Resource Networks (BRN) – Bill Sleight

16. Discussion Items (both boards)

- a. Governor's Talent Investment Board (GTIB) Update – Marcus James
- b. Executive Committee Report-Marcus James
 Marcus James reported discussion during the board meeting included Executive Committee topics and action.
 - July 11, 2018, Executive Committee Meeting Minutes
 - August 8, 2018, Executive Committee Meeting Minutes
 - September 5, 2018, Executive Committee Meeting Minutes

17. Other Items

- a. Comments from Chair (both boards)
- b. Comments from Director
 - Director's Report – Bill Sleight reviewed Director's Report.

18. Public Comment

Karol KZ Bolton offered public comment. No public comment.
Comments by board members followed.

19. Adjourn Southeast Michigan Consortium Board

Karol KZ Bolton call for a motion to adjourn the Consortium Board meeting.
MOTION: Sarah Lightner moved to adjourn the Consortium Board meeting.
SUPPORT: Daniel Mahoney
MOTION APPROVED

20. Adjourn Michigan Works! Southeast Workforce Development Board meeting.
Marcus James call for a motion to adjourn the Workforce Development Board meeting.
MOTION: Sharon Miller moved to adjourn the Workforce Development Board meeting.
SUPPORT: Grace Trudell
MOTION CARRIED

The joint meeting of the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board adjourned at 12:02 pm.

8. Approval of Consent Agenda

- a. **WDB RESOLUTION 18-21 change 1**
A RESOLUTION APPROVING A COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK SERVICE CONTRACT MODIFICATION WITH JAMES VANDER HULST IN AN AMOUNT NOT TO EXCEED \$25,000 (\$15,000 Increase)
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A RESOLUTION APPROVING AN ADDITIONAL MEMBER TO THE CAREER AND EDUCATIONAL ADVISORY COUNCIL (CEAC) MEMBERSHIP FOR MICHIGAN WORKS! SOUTHEAST

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 3, 2018

Subject: Contract Award modification to James Vander Hulst for the Community Ventures/Business Resource Network program

Board Action Requested

It is requested that a contract modification be executed with James Vander Hulst for the Community Ventures/Business Resource Network program in an amount not to exceed \$25,000 (\$15,000 increase).

Background

As Michigan Works! Agencies take a larger role in the Community Ventures and Business Resource Network programs, the Talent Investment Agency (TIA) is waiving all procurement requirements for contracting with the current providers of Community Ventures services. James Vander Hulst has been providing organizational and fiscal services to the Livingston Education Resource Network (LERN), the Business Resource Network of Livingston County.

A \$10,000 contract was awarded by the Workforce Development Board in Resolution 18-21. An increase of \$15,000 (\$25,000 total) is requested by staff to cover additional costs and revenue shortfalls.

Discussion

To limit any disruptions to the employers who are a part of LERN, staff would like to continue contracting with James Vander Hulst to continue his work. His work has helped to organize and create the LERN and it would be advantageous to continue this until long-term plans can be solidified.

The contract with James Vander Hulst is through 9/30/18. After some clarification on costs and charges needed from employers and DHHS Success Coaches, it is estimated that a total of \$25,000 will be needed to cover his services to the LERN. A decision regarding the activities and administration of LERN will be made by the group prior to 10/1/2018.

Negotiations will need to be conducted on the exact amount needed for this contract. Approval of the Community Ventures contract with James Vander Hulst is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**RESOLUTION 18-21 change 1****RESOLUTION APPROVING A COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK SERVICE CONTRACT MODIFICATION WITH JAMES VANDER HULST IN AN AMOUNT NOT TO EXCEED \$25,000 (\$15,000 increase)**

- 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, The Community Ventures program is currently active with several employers in Livingston County; and
- WHEREAS, An update on employer fees and DHHS Resource Coaches costs may increase the need for a larger contract to cover the costs of the contract.

IT IS THEREFORE RESOLVED that MWSE staff are authorized to negotiate the specifics of a Community Ventures service contract with James Vander Hulst in an amount not to exceed \$25,000.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts, as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: October 3, 2018
Subject: Calendar year 2019 meeting Schedule

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the following meeting schedule for Calendar Year 2019.

Background

The following proposed dates are presented for meetings for the Workforce Development Board in Calendar Year 2019. All meetings, unless otherwise notified, will begin at 10:00 a.m. at the Chelsea Comfort Inn and Village Conference Center.

- January 9
- March 13
- May 8
- June 12
- September 11
- November 13

The Executive Committee of the Workforce Development Board is proposing to meet on the dates listed below at 2 p.m. at the Chelsea Comfort Inn and Village Conference Center, unless otherwise noted:

- January 2
- February 6
- March 6
- April 3
- May 1
- June 5
- July 10
- August 7
- September 4
- October 2
- November 6

- December 4

The meeting dates must be approved by the Michigan Works! Southeast Workforce Development Board. A resolution has been attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-26**

**RESOLUTION APPROVING THE CALENDAR YEAR 2019 MEETING SCHEDULE
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 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 proposed meeting dates for the full Board meetings are listed on the corresponding memo, all with 10:00 a.m. starts at the Chelsea Comfort Inn and Village Conference Center; and
- WHEREAS, The proposed meeting dates for the Executive Committee meetings are listed on the corresponding memo, all with 2:00 p.m. starts at the Chelsea Comfort Inn and Village Conference Center; and

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves following the above mentioned meeting schedule for Calendar Year 2019.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 3, 2018

Subject: Memorandum of Understanding with Jackson Public Schools for the Jobs for America's Graduates program

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on a Memorandum of Understanding (MOU) with Jackson Public Schools for the Jobs for America's Graduates programs.

Discussion

Michigan Works! Southeast is a current participant in the Out-of-School program of the Job's for America's Graduates program. The focus of this program is to support students through completion of their high school diploma or equivalent while participating in career exploration and community service activities.

Beginning later this fiscal year, the In-School program will be launched at Jackson Public Schools. Details of the partnership are still to be determined and negotiated, but the program will require similar activities and outcomes as the Out-of-School model.

Approval for this MOU 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 18-27**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH JACKSON PUBLIC SCHOOLS**

- 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) encourages that partnerships and MOUs be established with certain grant/programs; and
- WHEREAS, The Jobs for Michigan Graduates program will be expanding to include an "In-School" model in addition to the current "Out-of-School" model implemented by MWSE; and
- WHEREAS, MWSE will provide staffing and program oversight and Jackson Public Schools will promote the program and provide space for staff; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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, including any necessary updates as they may arise.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: October 3, 2018
Subject: Contract Awards with The Michigan Department of Human Services

Board Action Requested

It is requested that a contracts be awarded to the Michigan Department of Human Services for Resource Coaches/Success Coaches for the Business Resource Networks (BRNs) in an estimated amount of \$390,000 (6 Resource Coaches).

Discussion

As Michigan Works! Southeast takes the lead on development and administration of Business Resource Networks, procurement of Success/Resource Coaches will be needed. The Department of Health and Human Services (DHHS) offices in all five counties have pledged staff to serve as Success/Resources Coaches They will be funded by both employer contributions and Community Ventures grant funding from the State of Michigan.

The aim of the coaches is to address barriers to maintaining employment and assist them with accessing resources in the community. Counseling as well as supportive services will be made available through the coaches.

For current BRNs and new ones to be established, Michigan Works! Southeast will serve as the administrative/fiscal agent as well as the coordinator for the Coaches. There is likely to be short turn-around time for the execution of contracts so staff are requesting pre-approval of contracts with the DHHS offices, pending negotiations with staff. It is estimated that 6 DHHS resource coaches will be contracted for an approximate cost of \$390,000 through 9/30/19.

Approval of the contracts with DHHS is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**RESOLUTION 18-28****RESOLUTION APPROVING A COMMUNITY VENTURES SERVICE CONTRACTS WITH THE DEPARTMENT OF HUMAN SERVICES**

- 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, The Business Resource Network program will require Resource Coaches to provide the retention and emergency services to the employees of the network; and
- WHEREAS, DHHS offices have pledged support to provide Success/Resource coaches but exact contract terms and amounts will need to be determined at a later date (estimate is \$390,000 in total through 9/30/19); and
- WHEREAS, Funding for these Resource Coaches will come from employer contributions to the Network and Community Ventures grant funds.

IT IS THEREFORE RESOLVED that MWSE staff are authorized to negotiate the specifics of contracts with the Department of Health and Human Services as the needs arise.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts, as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 3, 2018

Subject: FY 2018 WIOA Incumbent Worker contract approval for Tiller Tool and Die DBA Versacut Industries

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Tiller Tool and Die DBA Versacut Industries in an amount not to exceed \$1,500.

Background

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Versacut Industries in Lenawee County is requesting Industrial Hydraulic, Pneumatic and Metallurgy training in an amount not to exceed \$1,500 to train 1 employee from October 18, 2018 to March 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.

Training will be conducted by the Jackson Area Manufacturing Association (JAMA).

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Versacut Industries	Not to exceed \$1,500	1	Lenawee

The IWT Grant Application has been reviewed and approved by the Employer Services 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 18-29**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR
VERSACUT INDUSTRIES IN AN AMOUNT NOT TO EXCEED \$1,500**

- 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 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 Tiller Tool and Die DBA Versacut industries in Lenawee County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Versacut Industries is seeking to train 1 employee in Industrial Hydraulic, Pneumatic and Metallurgy from October 18, 2018 through March 31, 2019; and
- 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

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 3, 2018

Subject: FY 2018 WIOA Incumbent Worker contract approval for Classic Metal Finishing, Inc.

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Classic Metal Finishing, Inc. in an amount not to exceed \$4,500.

Background

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Classic Metal Finishing in Jackson County is requesting Multi-Axis Essential and Advanced training in an amount not to exceed \$4,500 to train 3 employees from December 11, 2018 to February 19, 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.

Training will be conducted by Axsys.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Classic Metal Finishing, Inc.	Not to exceed \$4,500	3	Jackson

The IWT Grant Application has been reviewed and approved by the Employer Services 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 18-30**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CLASSIC METAL FINISHING, INC IN AN AMOUNT NOT TO EXCEED \$4,500

- 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 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 Classic Metal Finishing in Jackson County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Classic Metal Finishing is seeking to train 3 employee in Multi-Axis essential and advanced training from December 11, 2018 through February 19, 2019; and
- 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

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 3, 2018

Subject: FY 2018 WIOA Incumbent Worker contract approval for Great Lakes Industry

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Great Lakes Industry in an amount not to exceed \$3,000.

Background

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Great Lakes Industry in Jackson County is requesting High Intensity Grinding training in an amount not to exceed \$3,000 to train 2 employees from October 9, 2018 to December 31, 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.

Training will be conducted by the Grinding Doctor.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Great Lakes Industry	Not to exceed \$3,000	2	Jackson

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 18-31**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREAT LAKES INDUSTRY IN AN AMOUNT NOT TO EXCEED \$3,000

- 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 Great Lakes Industry in Jackson County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Great Lakes Industry is seeking to train 2 employee in High Intensity Grinding from October 9, 2018 through December 31, 2018; and
- 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

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 7, 2018

Subject: FY 2018 WIOA Statewide Activities (SWA) Employer Engagement funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the SWA Employer Engagement funding for the period of October 1, 2018 through September 30, 2019 in the amount of up to \$20,000.

Background

The State of Michigan is emphasizing a need for employer engagement to have a robust, demand-driven workforce development system. Employer engagement is key for local WDBs to meet regional workforce needs.

Discussion

\$20,000 has been allocated to Michigan Works! Southeast. The funding may be used to support outreach to and engagement of employers for activities including but not limited to:

- Industry cluster employer collaborations for sector partnerships, the Marshall Plan for Talent, etc.
- Career awareness and exploration planning and preparation for Get into Energy Week, Manufacturing Week, Mi Career Quest, National Apprenticeship Week, Talent Tours, etc.
- Request for Proposals and applications for the Going Pro Talent Fund, Pre-Apprenticeship Grants, Apprenticeship Grants, etc.

The FY 2018 SWA Activities Employer Engagement Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-32**

RESOLUTION APPROVING THE FISCAL YEAR 2018 STATEWIDE ACTIVITIES EMPLOYER ENGAGEMENT FUNDING FOR THE TIME PERIOD OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019 IN THE AMOUNT OF \$20,000

- 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, TIA is emphasizing the need to expand employer engagement to have a robust, demand-driven workforce development system; and
- WHEREAS, \$20,000 has been allocated to Michigan Works! Southeast for employer engagement activities; and
- WHEREAS, The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the receipt of funds.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2018 Statewide Activities Employer Engagement Plan in the amount of \$20,000 for the period of October 1, 2018 to September 30, 2019.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said plan for submission to the Talent Investment Agency as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: November 7, 2018
Subject: FY 2018 Career Exploration and Experience Event funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding from the Career Exploration and Experience Event grant for the period of October 1, 2018 through March 31, 2020 in the amount of up to \$25,000.

Background

This funding will support career exploration and experience of multiple businesses and industries at a single, coordinated location.

Discussion

MWAs must organize and coordinate multiple business and industry representatives at a single location, similar to "MiCareer Quest™" style job fairs. Existing or currently planned career events that meet the same criteria may also be supported. The MWAs should ensure these career events include the following components:

1. Local in-demand businesses and industries are targeted. These industries will be identified regionally and locally.
2. An overview of the industry and key positions in-demand.
3. Hands-on activities, whenever possible, to provide practical knowledge of the positions available in the various industries.
4. Information pertaining to the educational requirements for key positions in-demand (certificate, apprenticeship, two- or four-year degree, etc.).
5. Highlight the key aspects of an "average day on the job."
6. Potential should exist for job shadowing, internships, and/or other work experiences with participating employers after the conclusion of the event.

Acceptance of the FY 2018 Career Exploration and Experience Event funds must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-33**

RESOLUTION APPROVING THE FISCAL YEAR 2018 CAREER EXPLORATION AND EXPERIENCE EVENT FUNDING FOR THE TIME PERIOD OCTOBER 1, 2018 THROUGH MARCH 31, 2020 IN THE AMOUNT OF \$25,000

- 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 of Michigan is emphasizing the need to support career exploration and experience of multiple businesses and industries at a single, coordinated location; and
- WHEREAS, \$25,000 has been allocated to Michigan Works! Southeast for Career Exploration and Experience Events; and
- WHEREAS, The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the receipt of funds.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves acceptance of the FY 2018 Career Exploration and Experience Events in the amount of \$25,000 for the period of October 1, 2018 to March 31, 2020.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said application approval for submission to the Talent Investment Agency as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 7, 2018

Subject: FY 2019 Work Based Training for Special Populations funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Work Based Training for Special Populations grant for the period of October 1, 2018 through September 30, 2019 in the amount of up to \$25,000.

Background

MWAs are to provide career services and work-based learning opportunities, such as apprenticeships and On-the-Job Training (OJT), to allow such individuals an opportunity to "earn and learn."

Discussion

Short-term, in-demand classroom training, On-the-Job training, pre Apprenticeship, registered apprenticeship and customized training are allowable uses for this funding.

Eligible participants include:

- Individuals referred to the RESEA program.
- Long-term unemployed individuals.
 - The definition of "long-term unemployed" is being modified to 20 consecutive weeks to align with Michigan's maximum number of unemployment benefit weeks.
- Returning citizens.
- Partnership.Accountability.Training.Hope. (PATH) participants.
- Food Assistance Employment and Training participants.
- Out-of-School Youth.
- Refugee/Work-Authorized Immigrants.
- Underemployed, defined as:
 - An individual who has a post-secondary credential but is currently employed in a position that does not require a post-secondary credential and is seeking a job that requires one.
 - An individual who is not making at least 80 percent of their last primary position wages.

- An individual who is involuntarily working a part-time job (less than 35 hours/week) but is seeking a full-time job (35 hours/week or more).
 - An individual working a temporary job (90 days or less).
- Senior Workers:
 - An individual who is 55 years of age or older.
- Single Parent.

Acceptance of the FY 2019 Work Based Training for Special Populations funds must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-34**

RESOLUTION APPROVING THE FISCAL YEAR 2019 WORK BASED TRAINING FOR SPECIAL POULATIONS FUNDING FOR THE TIME PERIOD OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019 IN THE AMOUNT OF \$25,000

- 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 of Michigan is allocating funds to MWAs for demand-driven and work-based training for targeted populations; and
- WHEREAS, \$25,000 has been allocated to Michigan Works! Southeast for these training activities; and
- WHEREAS, The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the receipt of funds.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves acceptance of funding and approval of the plan for the FY 2019 Work Based Training for Special Populations grant in the amount of \$25,000 for the period of October 1, 2018 to September 30, 2019.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said application approval for submission to the Talent Investment Agency as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 7, 2018

Subject: FY 2018 WIOA Statewide Activities (SWA) Integrated Education and Training (IET) funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the acceptance of funding for the WIOA Statewide Activities IET grant for the time period of October 1, 2018 through March 31, 2020 in the amount of up to \$25,000.

Background

Funds allocated by this policy will support IET programs that have already been developed by adult education providers and/or that will be developed jointly by the MWAs and adult education providers.

Discussion

The MWAs should only be partnering with adult education providers that receive funding from the TIA/WDA. Funding allocations for each MWA were determined by applying a formula that took into account the number of IET programs currently in operation in the local area and the number of adult education providers in the local area required by WIOA Title II to offer the IET programs.

At least 70 percent of the funds awarded in this policy must be used for allowable training costs associated with an IET program. Up to 20 percent of the funds allocated via this policy may be used for allowable supportive services costs for individuals participating in an IET program. No more than 10 percent of the funds awarded in this policy may be used for allowable administrative costs.

Acceptance of the FY 2018 WIOA SWA IET funds must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-35**

RESOLUTION APPROVING THE FISCAL YEAR 2018 WIOA SWA INTEGRATED AND EDUCATION TRAINING FUNDING FOR THE TIME PERIOD OCTOBER 1, 2018 THROUGH MARCH 31, 2020 IN THE AMOUNT OF \$25,000

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 of Michigan is allocating funds to MWAs to support Integrated Education and Training program partnering with Adult Education programs; and

WHEREAS, \$25,000 has been allocated to Michigan Works! Southeast for these training activities; and

WHEREAS, The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the receipt of funds.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves acceptance of funding and approval of the plan for the FY 2018 WIOA SWA Integrated Education and Training grant in the amount of \$25,000 for the period of October 1, 2018 to March 31, 2020.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said application approval for submission to the Talent Investment Agency as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 7, 2018

Subject: Memorandum of Understanding (MOU) modifications with local Department of Health and Human Services (DHHS) offices

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve modifications to the current MOUs in place with the five local DHHS offices.

Discussion

Currently, as required WIOA partners, there are five MOUs in place with each of the DHHS offices covering Washtenaw, Livingston, Jackson, Lenawee and Hillsdale. The Community Ventures funding, being used to support the establishment of Business Resource Networks (BRNs), must be integrated into these agreements.

All five local DHHS offices have committed to providing Success Coaches/Resource Coaches to support the retention of current employees employed with BRN employers. To clearly define the roles of DHHS and MWSE staff, an MOU modification is needed. DHHS will be the employer of record for the Coaches and MWSE staff will coordinate the services the Coaches provide at the local employers as well as oversee the expenditures of Community Ventures funds for support services and other expenditures to support the network.

The cost of the Coaches will be split between MWSE and DHHS.

Approval for these MOU modifications 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 18-36**

**A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU)
MODIFICATIONS WITH ALL LOCAL DHHS OFFICES**

- 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, As required WIOA partners, all local DHHS offices have executed MOUs in place with MWSE; and
- WHEREAS, To update the agreement with considerations for the Business Resource Networks initiative, modifications to these agreements are needed to clarify the roles of DHHS and MWSE; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the modification of Memorandum of Understanding with all five local DHHS offices.

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 modifications, including any necessary updates as they may arise.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 7, 2018

Subject: FY 2018 WIOA Incumbent Worker contract approval for General Automotive Machine Products Company (GAMPCO).

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for GAMPCO in an amount not to exceed \$9,500.

Background

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. GAMPCO in Hillsdale County is requesting FANUC, Calypso and additional training in an amount not to exceed \$9,500 to train 8 employees from November 14, 2018 to March 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.

Training will be provided by Engis, Tornos, Royal Master Grinder, Zoller and Zeiss.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
General Automotive Machine Products Company	Not to exceed \$9,500	8	Hillsdale

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 18-37**

**A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR
GAMPCO IN AN AMOUNT NOT TO EXCEED \$9,500**

- 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 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 GAMPCO in Hillsdale County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, GAMPCO is seeking to train 8 employee in FANUC, Calypso and other training from November 14, 2018 through March 31, 2019; and
- 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

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 7, 2018

Subject: FY 2018 WIOA Incumbent Worker contract approval for Datapak Services.

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Datapak Services in an amount not to exceed \$7,565.

Background

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Datapak Services in Livingston County is requesting Manufacturing Development Process and Internal Auditor training in an amount not to exceed \$7,565 to train 7 employees from December 4, 2018 to March 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.

Training will be provided by MMTCC.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Datapak Services	Not to exceed \$7,565	7	Livingston

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 18-38**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DATAPAK SERVICES IN AN AMOUNT NOT TO EXCEED \$7,565

- 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 Datapak Services 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, Datapak Services is seeking to train 7 employee in Manufacturing Development Process and Internal Auditor training from December 4, 2018 through March 31, 2019; and
- 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

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 7, 2018

Subject: FY 2018 WIOA Incumbent Worker contract approval for Adrian Steel.

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for Adrian Steel in an amount not to exceed \$12,180.

Background

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. Adrian Steel in Lenawee County is requesting Communication and Customer Services training in an amount not to exceed \$12,180 to train 9 employees from January 8, 2019 to June 30, 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.

Training will be provided by the American Society of Employers and American Management Association.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Adrian Steel	Not to exceed \$12,180	9	Lenawee

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 18-39**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ADRIAN STEEL IN AN AMOUNT NOT TO EXCEED \$12,180

- 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 Adrian Steel in Lenawee County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, Adrian Steel is seeking to train 9 employee in Communication and Customer Service training from January 8, 2019 through June 30, 2019; and
- 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

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 7, 2018

Subject: FY 2018 WIOA Incumbent Worker contract approval for W2 Fuel.

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract for W2 Fuel in an amount not to exceed \$16,925.

Background

FY 2018 WIOA Incumbent Worker (7/1/18 through 6/30/19) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. W2 Fuel in Lenawee County is requesting Arc Flash, Supervision and various other training in an amount not to exceed \$16,925 to train 18 employees from December 4, 2018 to June 30, 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.

Training will be provided by Axion Analytical Labs, Train Up, Illumeo Inc., TPC Trainco, MMTC and the American Society of Employer.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
W2 Fuel	Not to exceed \$16,925	18	Lenawee

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 18-40**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR W2 FUEL IN AN AMOUNT NOT TO EXCEED \$16,925

- 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 W2 Fuel in Lenawee County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, W2 Fuel is seeking to train 18 employee in Arc Flash, Supervision and various other training from December 4, 2018 through June 30, 2019; and
- 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

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 7, 2018

Subject: Appointment of Member to the Career Educational Advisory Council

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board (WDB) appoint Amy Cell, Founder and Chief Matchmaker at Amy Cell Talent, LLC as a member of the Career Educational Advisory Council (CEAC).

Background

In 2017, 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 the 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.

Discussion

Amy Cell has extensive experience with Talent development, career preparation services and sector initiatives. Previously, her affiliation with The Michigan Economic Development Corporation provides the CEAC with additional perspective from the employer viewpoint. Appointments to the CEAC must be made by the Workforce Development Board. Attached is a resolution for your consideration.

**MICHIGAN WORKS! SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD
CAREER AND EDUCATIONAL ADVISORY COUNCIL (CEAC)
RESOLUTION 18-41**

RESOLUTION TO APPROVE AN ADDITIONAL MEMBER TO 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;

THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby appoints the nominee listed on the chart below to the Career and Educational Advisory Council (CEAC) for the term indicated therein.

Required Sector	Nominee	Organization	Term
Business- Not Board Related	Amy Cell, Founder and Chief Matchmaker, Amy Cell Talent, LLC	Amy Cell Talent, LLC	Ending June 30, 2020

11. Committee Reports

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

Employer Services Committee

10/1/18

2:00 PM

Conference Call

Meeting called by: Rick Currie **Type of meeting:** Committee Meeting
Facilltator: Rick Currie **Note taker:** Marsha Meadows
Timekeeper: Rick Currie
Attendees: Phone: Rick Currie, Shamar Herron, Bill Sleight, Deb Polich, Jim Coutu, Marsha Meadows, Don Germann
Absent: Phil Santer, Amby Wilbanks, JJ Hodshire, Steven Gulick

Agenda Item:

- IWT Review
- Proposed Refurburbished Dashboard
- Updated Matrix w/ Current Initiatives
- Going Pro/BRN Update
- Open Item Discussion

Discussion:

IWT Approval Review

Lenawee County – Versacut Industries \$1500.00 1 person, Industrial Hydraulics & Pneumatics, Material & Metallurgy and Algebra training for Tool and Die Apprentice. 207% employer contribution ratio. Training by Academy for Mfg. Careers / (JAMA)

Jackson County – Classic Metal Finishing \$4500.00 3 people, Multi-Axis Essentials & Advanced Multi-Axis 88% employer contribution ratio. Training by Axsys

Jackson County – Great Lakes Industries \$3000.00 2 people, High Intensity Grinding 513% employer contribution ratio. Training by The Grinding Doctor

Proposed Refurbished Dashboard

Discussion on current dashboard and utilizing reports and numbers already being tracked to develop the most effective and relative information to the executive board. Top four areas of discussion were:

- Employer Engagements
- Business Resource Networks
- Dollars spent on IWT/OJT and GoingPro
- Number of grant recipients trained

GoingPro/BRN Update

STTF Grants for FY17-18 are closed out. Invoiced \$2.3 million of the \$2.8. 110 employers attended the GoingPro Info sessions for FY18-19. Currently The BSC's have met with 163 employers. The goal is 100 up from 80 last year. The application process closes Wednesday 10/3/2018.

Open Discussion:

Rick to reach out to current board members to verify maximum participation in the coming year.
IWT Summary to be included to all board members with future documents for review.

NEXT MEETING:

Phone meeting November 5, 2018 2:00 PM



Meeting Agenda

Committee/Meeting: Employer Services

Date: 11/5/18

Time: 2:00

Location: Conference Call

Facilitator: Business Services Manager

Note Taker: Peg Windsor

Attendees: Bill Sleight, Shamar Herron, Richard Currie, Don Germann, Deb Polich, Amby Wilbanks, Phil Santer, JJ Hodshire, Peg Windsor

Minutes

Agenda item: *Incumbent Worker Request* -

Team Member: Jim

Adrian Steel: Requested \$12,180, Manufactures Commercial Accessories & Truck Equipment, training 9 employees, ASE for Customer Service Training, Applied Going Pro Training Fund Grant. **Approved.**

W2 Fuels: Requested \$16,925, Turns Waste into Energy in Adrian, training 14 employees, MMTC Quality Service Training, Applied for Going Pro Training Fund Grant. **Approved.**

Datapak Services: Requested \$7,565, Fulfillment Services in Howell, training 7 employees, MMTC Q & S Process. **Approved.**

Dapco: Requested \$9,500, Manufacturer of Component Parts for Outdoor Power Equipment, Recreation Vehicles and Refrigeration/Air Conditioning in Dexter, training 7 employees, **Approved.**

Fiscal year for IWT's is July 1st to June 30th as well as OJT's

This years funding \$200,000,

IWT's - \$53,675 earmarked

OJT's- \$50,800 earmarked

Agenda item: *Dashboard/Balanced Scorecard Review*

Team Member: Jim

Jim, Nikki and Josh worked on Dashboard/Balanced Scorecard, see attached.



Rick Currie and Bill Sleight commented that we are getting closer to what should be on the Dashboard/Balance Scorecard.

Committee would like to see definitions, (Employers Serve, Total Activities, Jobs Filled)

The committee would also like to see data on the Business Resource Networks. Staff reported that the data will be available.

Rick Currie commented that after review again, the Dashboard looks like it has the right items with exception to adding the BRN numbers.

Dashboard needs to be in the board packet as well. Bill clarified that the dashboard is intended for the committee and board use. Committee requested that staff provide definitions for the Key Performance Indicators and show trends.

Agenda Item: Initiatives/ Collaboratives Update

Team Member: Jim

Business Resource Networks: At this point, Jackson and Livingston have active BRNs. Hillsdale is close, and we are working with the other companies on follow-up.

Manufacturing Day was excellent, 60 companies and 1,600 students.

Additional events coming up:

Apprenticeship Day, Livingston – November 13th

Hire MI Vet held at Washtenaw Community College - November 13th

MI Career Quest – Novi, on November 28: 9,700 total students registered; 500 from the MWSE region. 20 MWSE staff will work as event volunteers.

Career Exploration Event at Grass Lake High School – 10 employers will be there.

Staff is exploring the feasibility of having a MI Career Quest event in our region. The CEAC is creating a committee to review this.

**Agenda item: Open Discussion****Team Member: Jim**

Jim Coutu Has 2 additional items:

Salesforce can make custom reports but need time to get enough tracking for reporting.

Business Services Coordinator for Washtenaw is still vacant, if anyone has someone they know that is a fit for the position, forward them to SEMCA to apply.

Bill Sleight reported that the Job Services Committee is sending a survey to employers for Career Pathways. And there is a regional bid out to study turnover which should be completed in about 6 months.

Next Meeting: December 3rd, 2018



"Since their participation of Employer of the Day's in November of 2017, Kroger has employed nearly 30 people for their newly renovated and expanded Kroger of Brighton. The staff is amazing each week speaking to our job seekers, youth, dislocated workers and veterans. I appreciate their partnership and they appreciate ours. Kroger of Howell, Pinckney and Harland have now scheduled days to come out to our location for recruitment also." -Diane Carson, BSP

#ShiningStar

EMPLOYER SERVICES DASHBOARD

OCTOBER, 2018

7/1/2018 - 6/30/2019



Employers Served

Baseline: 2,385
YTD: 779



Total Activities

Baseline: 3,576
YTD: 1,568



Jobs Filled (Placements)

Baseline: 5,805
YTD: 872

KEY PERFORMANCE INDICATORS

INDICATOR (YTD)	TRENDING	Q1	Q2	Q3	Q4	TARGET
GoingPRO # Individuals Trained (applications)	●	3,071 Incumbent, 697 New Hires, 218 Apprentices				
GoingPRO Dollar Value Spent	●	\$4,694,966 Requested				
Incumbent Worker # Individuals Trained	●	12 Contracts/55 Individuals				
Incumbent Worker Dollar Value Spent	●	\$1,012 Allocated				
OJT # Individuals Trained	●	22 Individuals				
OJT Dollar Value Spent	●	\$50,800 (\$2,309 per Individual)				

BUSINESS RESOURCE NETWORKS

- 1. 15 Employers participating in BRN's in our region
- 2. 70+ Employees attended information sessions



EMPLOYER SERVICES DASHBOARD

DEFINITIONS

- 1. Employers Served:
- 2. Total Activities:
- 3. Jobs Filled (placements):

Job Seeker Committee

11/2/18

10:00 AM

Jackson Service Center

Meeting called by: Leann **Type of meeting:** Job Seeker Committee Meeting
Facilitator: Leann **Note taker:** Vicki
Timekeeper: Leann
Attendees: Leann Wilt, Marcus James, Sandy Vallance, Justin Al-Igoe, Pam Gosla, Vicki Enriquez
Via phone Sean Planko

Minutes

Agenda Items: WIN Survey Update, Metrics, Job Seeker Dashboard, Program Updates

Discussion:

1. Sandy and Justin's roles have changed. Sandy is now in charge of the BRN's as well as other special programs and Justin is in charge of the main programs, WIOA, TAA, PATH, Food Stamps
2. WIN Survey is in survey monkey but it has not gone live yet. What is the purpose of the survey? What is trying to be determined? How many questions should there be? There are currently 20. Job seekers should be surveyed as well as employers to see both sides.
3. What is the intent of the 1st page of the dashboard? Is it more of a job aide? Should we include labor force participation rate on 2nd page, we can't effect it?
4. Vicki showed maps that have been made with our software.
5. Meeting setup for 2019

Conclusions:

1. Sandy will give a brief synopsis of BRN's at meetings.
2. Leann is going to request a summary of the survey questions from WIN for committee review. She will send out to committee members for review and request suggestions sent back to her within 3 days after receiving them, trying to narrow questions down to 7, 5 questions geared towards entry level, direct hires to help employers define what they consider "job ready", 2 questions geared towards retention and turnover rates. Pam is going to work on workshops to help talk to job seekers concerning their perceptions of lack of employment. Pam is going to correlate a side by side comparison of the Career Education Advisory Council (CEAC) competencies with the house diagram on 1st page of dashboard to help compare the career ladder competencies.
3. The committee determined that the 1st page of the dashboard is more of a job aide to help staff. This will be updated monthly, by Vicki and Josh, and should be kept on Q drive accessible for staff to use with clients. The 2nd page is the dashboard the title at the top will be changed to "Labor Force Participation Rate by County" as well and making the rate in the middle of the circles bigger and bold. It was decided that even though this can't be effected, the board should have this data. Vicki will change the stacked bar charts to a line chart for each county that shows total visits, number of customers obtaining employment and number of open job postings, measured instead of monthly, by quarter. There will be a note added that Washtenaw and Livingston didn't have G*Stars until mid 2016, that must be taken into consideration when comparing those numbers.
4. Vicki will include links for some maps in the minutes email so that they can be forwarded to those who haven't seen them.
5. Meetings for 2019 will be held the 3rd Thursday of every month, 10 am-12 pm in Jackson- Francis Room.

NEXT MEETING:

There is no meeting in December, the next meeting is scheduled for 1/17/19.

2019 Calendar for Job Seeker Committee meetings
3rd Thursday of the month
10:00-12:00

January 17, 2019

February 21, 2019

March 21, 2019

April 18, 2019

May 16, 2019

June 20, 2019

July 18, 2019

August 15, 2019

September 19, 2019

October 17, 2019

November 21, 2019

December 19, 2019

CEAC Meeting | MINUTES

Date **10/15/18** | Time **1:30 – 3:30pm** | Location **WISD**

Meeting called by:	CEAC Committee	Attendees
Type of meeting:	Special Planning Meeting	CEAC Members:
Chair:	Kevin Oxley	Jonathon Tobar, Tim Rodgers, Jeremy Frew, Kevin Oxley, Cari Bushinski, Grace Trudell, Michelle Radcliffe, Tim Jackson, Scott Menzel, Kevin Upton, Linda Blakey, Bill Rayl (phone), Sharon Miller, (phone)
Minutes recorded by:	Heather Robidoux	
Meeting called to order:	1:35 pm	Staff: Bill Sleight, Shamar Herron, Pam Gosla, Heather Robidoux
Meeting adjourned:	2:42 pm	Others: Marcus James, Kevin Chau, Ed Koledo, Amy Cell, Scott Heister, Sarah Hierman, Beth Stoner, Leonidas Murembya (phone)

AGENDA TOPICS

Agenda topic **Update of Marshal Plan within Region 9 | Presenter Group discussion**

Washtenaw County

WISD submitted 3 concept proposals, all three accepted to the next phase. The first two proposals were partnered with EMU as the convener: 1) engineering & manufacturing 2) mobility & automation.

The third concept proposal is a healthcare apprenticeship program with WCC, Michigan Medicine, and St. Joseph Mercy Hospital.

All three plans are statewide. Additional partners are welcome to join the Talent Consortiums. Business partners have a variety of options for participation, with varying degrees of intensity. Bill indicated that MWSE will submit support letters but is asking for greater clarity as to the role we will be asked to play.

Two additional proposals were submitted but not moved to the next phase:

- Milan & Concordia – CNA
- Dexter, UM, & Apple – Competency Based Education

Livingston County

No proposals were moved to the second phase.

Jackson County

Several proposals have been accepted to the next phase, including the Employability PACT endorsed by the Jackson Chamber of Commerce and JAMA. JAMA has made commitments such as adding a logo and president's signature to the physical certificate, giving recipients priority in interviewing, etc. Talent consortium is working towards competency based learning, developing teachers for teaching employability skills, and partnering with MW for "Bring Your A Game" curriculum.

Other proposals:

- Northwest Schools & Technique
- Marshall & Caster Concepts
- JISD with Wayne & Oakland County – Mobile Robotics, FANUC

Hillsdale County

Local district proposal was not accepted. HISD also put in a countywide collective effort. Employers are giving feedback that they do not want multiple meetings, multiple consortiums, etc. HISD proposal is focusing on creating career navigators.

Lenawee County

Submitted a concept proposal which did go on to phase two. Focus on establishing a credential for soft schools, similar to Jackson's Employability PACT. Talent consortium members include Adrian College, Sienna Heights, & Lenawee Now.

Other Concept Proposals

Statewide plan for Consumer's Energy has gone on to phase two as well. Pam says that they are looking at duplicating the energy curriculum that Consumer's already does but extending it into schools.

State Updates (Ed Koledo)

Proposals that were accepted into phase two should have already received their feedback. Those that were not accepted should have received simple notice and will receive detailed feedback at a later point.

Biggest issues:

- employer driven concepts
- explaining the distribution of funding especially for districts included in multiple concept; shareability is a huge leverage piece
- the difference between employer support and commitment letters

Overall:

- 84 concepts turned in
- 60 made it through the concept summary phase
- Anticipating about 30 to make it through phase two

Ed also clarified that the state law that authorized the Marshall Plan does not require that State Board of Education approve proposals. approval is not needed . : Yes,

because this is law, it will be pushed through. There is not going to be a board meeting for approval.

Group discussion of the details of how funding will be assigned.

Action items	Person responsible	Deadline
<i>Phase two submissions due</i>	<i>Talent Consortiums</i>	<i>October 26th</i>

Agenda topic *Regional Workforce Credential* | Presenter *Group discussion*

Pam asked (on behalf of Jack Townsley): Considering that many of our counties are already beginning to implement a "Workforce Credential" (i.e. PACT) should the CEAC consider creating and implementing a regional Workforce Readiness credential? It was agreed to take up this issue at the next meeting.

Action items	Person responsible	Deadline
<i>Prepare for discussion about this topic at the next CEAC meeting.</i>	<i>Group</i>	<i>December 17th</i>

Agenda topic *Update of MI STEM* | Presenter *Scott Menzel*

Introduction of Scott Heister as Director of MI STEM for Region 2. Scott has been a Science teacher for a number of years and also worked with the middle college.

MI STEM has 4 foundational pillars:

- creating a stem culture
- empowering STEM teachers
- integrating business
- high quality stem instruction

Scott is currently working on a needs assessment with ecosystem mapping and will be working to support what is already happening within the region. Current duty of chief importance is to develop an MI STEM advisory board. Scott asked that CEAC serve as an interim advisory board. Monroe County will need to be included on this advisory board. One solution is that MI STEM agenda items could be considered first, and Monroe County representatives could call in the that part of the meeting.

More information about MI STEM is available at: www.mistemregion2.org.

Action items	Person responsible	Deadline
<i>Connect with representatives from Monroe County for interim advisory board</i>	<i>Scott Heister</i>	<i>December 17th</i>

Agenda topic *Establish Subcommittee Schedule* | Presenter *Pam Gosla*

We need to develop concrete dates/times/etc. We will no longer have a Marshall Plan subcommittee, instead Marshall Plan updates will just be a standing agenda item.

Subcommittees Champions:

- Apprenticeship – Jack
- Career Pathways – Pam
- Adult Education – Tim

Potential Subcommittee Members:
Apprenticeships

- David Palawin
- Bill Rayl
- Steve Billington
- John Shalier
- Ron Richards
- Tina Matz (JC)
- Heather Marshal (JC)

Career Pathways

- Amy Salazar
- Cari Bushinski
- Jonathon Tobar
- Dan Draper
- Jim
- Michelle Radcliffe

Adult Education

- Jeremy Frew
- Dawn Schuen
- Mike Masters

Adult Education subcommittee meeting will take place at the Regional Adult Education meeting on the third Thursday of each month at 1pm at Ypsilanti Community Schools.

Action Items	Person responsible	Deadline
<i>Subcommittees determine their "deliverables"</i>	<i>Subcommittee Champions</i>	<i>ASAP</i>
<i>Establish meeting times for Apprenticeship & Career Pathways subcommittees</i>	<i>Pam & Jack</i>	<i>End of the month</i>
<i>Subcommittees meet before next CEAC meeting</i>	<i>Subcommittee Champions</i>	<i>December 17th</i>

Agenda topic *Mi Career Quest* | Presenter *Bill Sleight*

Brief update with regard Mi Career Quest. Invites for the CEAC to participate. Seed money was included for the region to develop some career events. This could be an agenda item at each of the subcommittee meetings.

Action Items	Person responsible	Deadline
<i>Subcommittees discuss Mi Career Quest</i>	<i>Subcommittees</i>	<i>December 17th</i>

Next meeting: December 17th, 2018

Maggie Flaherty

From: Pam Gosla
Sent: Monday, November 05, 2018 11:55 AM
To: Maggie Flaherty
Subject: CEAC meeting schedule for 2019

The CEAC will be meeting on the following dates:

February 26

April 16

June 18

August 20

October 22

December 17

The meetings will be held at WISD at 1:30 until 3:30.

Pamela K. Gosla, CWDP

Research and Education Manager

Michigan Works! Southeast

21 Care Drive

Hillsdale, MI 49242

Phone 517-437-3381 ext. 65221

Cell 517-206-9442

TTY:711

[Website](#) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#)

Michigan Works! Southeast is an Equal Opportunity Employer/Program | Auxiliary aids and other accommodations are available upon request to individuals with disabilities | Supported by the State of Michigan | Proud Partner of the American Job Center Network | Michigan Relay dial 7-1-1 | Toll-free telephone number 1-800-285-WORK (9675)

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
September 24, 2018, 12 pm Jackson Service Center

Board members attending

Lynn Matzen, Committee Chair (on Phone)
Phil Sponsler,
Marcus James, WDB Board Chair,

Staff Attending

Bill Sleight, Director

Cordelia Gonzalez, Fiscal Manager,
Shamar Herron, Deputy Director
Justin Al-lgoe, Policy/Planning Manager,

Discussion on the committee Metrics. Metrics for each area, Compliance, Finance, and Operations were addressed.

1. Compliance- Plante Moran auditors is on track to start in October. The audit has to be completed by the end of November to be approved by the Consortium Board.
2. Finance- Reviewed Income Statement and Revenue detail. Discussed the revised budget that was approved by the board in September. The revision incorporates revenue from the Community Ventures program as well as other smaller grant awards received in the last few months. It also adjusts for actual carry-in and actual grant awards where those were not previously known. The major expenditure changes were in the salaries line for additional CV staff, and in participant training and support.
3. Operations- Discussed the ongoing analysis of the costs and benefits of bringing HR and fiscal services in-house. Justin presented a cost analysis with a savings of \$185,000 based on initial projections. He suggested that this is a conservative estimate, as savings were underestimated while expenses were overestimated. Lynn pointed out that is a 1.5 % savings and would it be worth it? Phil suggested that we build a project plan which would present a range of potential savings bases on differing assumptions, and to project this analysis over a 3 year time period. This would show the long term impact. He also pointed out that we should consider not just the potential cost savings but also whether it was desirable to have greater control over these key HR and fiscal functions.
4. Metrics- The committee reviewed the monthly dashboard. Bill said his new balanced scorecard should be available next month so that the committee can begin reviewing progress toward meeting these new benchmarks.
5. Other- Phil gave a shout out to Shamar on the awesome summer program. He thought the outcome of the participant he had was very positive. Orbitform is requesting 2 participants for next summer.

Meeting was adjourned at 1:33 pm.

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
October 29, 2018, 12 pm Jackson Service Center

Board members attending

Lynn Matzen, Committee Chair

Phil Sponsler (absent)
Marcus James, WDB Board Chair,
Jim Van Doren (absent)

Staff Attending

Bill Sleight, Director

Cordelia Gonzalez, Fiscal Manager,
Shamar Herron, Deputy Director
Justin Al-Igoe, Policy and Operations
Manager,

1. Compliance- Plante Moran auditors are currently doing our audit. The audit has to be completed by the end of November and be presented to the Consortium Board. Cycle III state monitoring starts the week of November 12th. This cycle reviews our administrative processes.
2. Finance- Reviewed Income Statement and Revenue detail for month and quarter ending 9/30/2018. Total expenses for the quarter was 3.3 million, which is about 22% of the budget. Discussed the Budget vs. expenses for the 1st quarter. This report shows budget and the expenses that was reported to the state by grant. It will be provided to the committee quarterly.
3. Operations- Discussed the ongoing analysis of the costs and benefits of bringing HR and fiscal services in-house. Justin/Bill presented a cost analysis with 3 different scenarios and a three year projections of savings for each. The scenarios include 1. Transition both Fiscal and HR at the same time but no change in contractors 2. Both Fiscal and HR move at the same time; also ES contractors transition to MWSE staff. 3. Fiscal moves 6 months earlier than HR; ES contractor staff also moves 6 months later. Marcus suggested we move forward with asking the executive board to come up with a recommendation so that it can be discussed at the Consortium board meeting the end of November.
4. Metrics-The CFO committee is responsible for reviewing the metrics for all the committees. Each committee's dashboard should be ready no later than January. The metrics for the CFO committee will be in the November WDB packet.

Meeting was adjourned at 1:30 pm.

Grant Name	BUDGET VS. EXPENSES				
	Workforce Innovation and Opportunity Act	Total Approved Budget 9/2018	9/30/18 Quarter Expended	Total Spent YTD	Total Unspent YTD
<i>Adult</i>	\$959,229	\$327,905	\$327,905	\$631,324	34%
<i>SAG-Dislocated 16</i>	\$180,000	\$10,930	\$10,930	\$169,070	6%
<i>Dislocated</i>	\$952,128	\$352,257	\$352,257	\$599,871	37%
<i>Youth</i>	\$1,285,608	\$210,147	\$210,147	\$1,075,461	16%
<i>Administration</i>	\$353,578	\$69,840	\$69,840	\$283,738	20%
<i>Statewide Activities-Service Ctr</i>	\$253,975	\$13,109	\$13,109	\$240,866	5%
<i>Statewide Apprenticeship Coordinators end 12/31/18</i>	\$8,663	\$7,534	\$7,534	\$1,129	87%
<i>Statewide Capacity Building</i>	\$57,466	\$57,466	\$57,466	\$0	100%
<i>America's Promise Grant</i>	\$150,000	\$1,297	\$1,297	\$148,703	1%
Wagner-Peyser					
<i>Employment Services</i>	\$1,069,568	\$247,651	\$247,651	\$821,917	23%
<i>RESEA</i>	\$108,270	\$37,039	\$37,039	\$71,231	34%
<i>RESEA - Work-Based Training</i>	\$30,000	\$0	\$0	\$30,000	0%
<i>Trade Act</i>	\$415,000	\$138,191	\$138,191	\$276,809	33%
PATH / SNAP					
<i>PATH /TANF</i>	\$3,863,309	\$1,140,266	\$1,140,266	\$2,723,043	30%
<i>PATH / GFGP</i>	\$549,873	\$127,486	\$127,486	\$422,387	23%
<i>PATH Food Asst/Support service</i>	\$9,499	\$3,292	\$3,292	\$6,207	35%
<i>State Admin Match food Asst</i>	\$151,261	\$60,649	\$60,649	\$90,612	40%
<i>PATH Refugee</i>	\$20,000	\$1,812	\$1,812	\$18,188	9%
<i>Families Forward</i>	\$150,000	\$81,751	\$81,751	\$68,249	55%
Other End					
<i>Community Ventures</i>	\$1,100,000	\$35,602	\$35,602	\$1,064,398	3%
<i>JMG</i>	\$75,000	\$39,838	\$39,838	\$35,162	53%
<i>Skilled Trades Training</i>	\$2,887,500	\$291,710	\$291,710	\$2,595,790	10%
<i>Community Corrections</i>	\$25,000	\$0	\$0	\$25,000	0%
<i>Adult Education(Title II)</i>	\$80,000	\$15,693	\$15,693	\$64,307	20%
<i>Infrastructure Funding Agreements</i>	\$100,000	\$33,395	\$33,395	\$66,605	33%
TOTAL	\$14,834,927	\$3,304,860	\$3,304,860	\$11,530,067	22%

Southeast Michigan Consortium
 Consolidated Income Statement
 For Period Ending September 30, 2018

	September 2018 Actual MTD	September 2017 Actual YTD	September 2018 Actual YTD	Annual Budget - Revised #1	% of Budget Expended	Comments
Revenues						
Federal Grant	\$ 892,927	\$ 2,371,961	\$ 2,771,603	\$ 9,917,534	27.95%	
State Grant	58,298	854,644	467,741	4,767,373	9.81%	
Local Grant	-	10,073	4,167	150,000		
Miscellaneous Revenue	50	14,840	200			
Total Revenues	951,275	3,251,518	3,243,710	14,834,907		
Expenses						
Salaries	262,990	783,797	823,842	3,331,371	24.73%	
Fringe Benefits	73,733	252,881	226,716	1,567,704	14.46%	
E&T Contractors	142,481	398,848	432,313	1,500,000	28.82%	
SEMCA Professional Services	53,089	92,149	143,161	500,000	28.63%	
Professional Fees	4,344	16,590	13,970	180,000	7.76%	
Professional Services Subtotal	57,433	108,739	157,131	680,000	0.00%	
Travel	8,581	30,694	23,786	100,000	23.79%	
Conferences/Training (Staff)	28,365	22,605	33,495	50,000	66.99%	MWA Annual Conference
Utilities	7,746	23,156	32,142	105,000	30.61%	Summer Cooling expenses higher
Office Supplies	3,647	8,157	11,193	40,000	27.98%	
Insurance - Liability	7,323	16,503	20,367	65,000	31.33%	
Facility Rental	52,427	173,434	157,152	575,000	27.33%	
Technology	104,209	20,502	127,191	250,000	50.88%	Laptop/software license purchases
Maintenance	3,833	7,329	11,906	30,000	39.69%	Vendor submitted old invoices for lawn/snow maintenance
Meetings Costs	835	2,035	3,648	12,000	30.40%	
Equipment	(2,399)	5,410	40,330	50,000	80.66%	Servers for IT purchased
Subscription/Memberships	5,155	21,417	72,864	125,000	58.29%	Fail Renewals
Advertising/Sponsorships	9,905	34,707	21,404	120,000	17.84%	
Participant Training & Support	275,858	1,584,391	1,110,858	6,233,832	17.82%	
Total Expenses	\$ 1,042,120	\$ 3,494,604	\$ 3,306,337	\$ 14,834,907	0.00%	
Net Income/ (Loss)	\$ (90,845)	\$ (243,086)	\$ (62,627)	\$ -		

12. Discussion Items

- a. **Governor's Talent Investment Board Report (GTIB) Meeting – November 13, 2018 – Marcus James**
Governor's Talent Investment Board Report
- b. **Executive Committee Report - WDB Chair**
 - **Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for October 3, 2018**
 - **Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for November 7, 2018**

Workforce Development Board
 Executive Committee Meeting
 October 3, 2018 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

Present: Sean Duval via conference call
 Donald German via conference call
 Marcus James, Chair
 Lynn Matzen
 Scott Menzel
 Sharon Miller
 Grace Trudell via conference call
 Leann Wilt

Absent: Richard Currie, Vice-Chair

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

1. Call to order
 The meeting was called 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
 SUPPORT: Lynn Matzen
 MOTION CARRIED
4. Consent Agenda – Resolutions by the Workforce Development Board (WDB):
 Marcus James ask for Consent Agenda Resolutions items to be sent for review to the Resolutions for Consideration. There were none.
 Marcus James call for a motion to approve the Consent Agenda.
 MOTION: Lynn Matzen moved to approve the Consent Agenda.
 SUPPORT: Leann Wilt
 MOTION APPROVED
 - a. WDB RESOLUTION 18-29

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR VERSACUT INDUSTRIES IN AN AMOUNT NOT TO EXCEED \$1,500

b. WDB RESOLUTION 18-30

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CLASSIC METAL FINISHING, INC IN AN AMOUNT NOT TO EXCEED \$4,500

c. WDB RESOLUTION 18-31

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR GREAT LAKES INDUSTRY IN AN AMOUNT NOT TO EXCEED \$3,000

5. Resolutions for Consideration by the Workforce Development Board (WDB):

a. WDB RESOLUTION 18-21 change 1

A RESOLUTION APPROVING A COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK SERVICE CONTRACT MODIFICATION WITH JAMES VANDER HULST IN AN AMOUNT NOT TO EXCEED \$25,000 (\$15,000 increase)

Marcus James call for a motion to approve WDB Resolution 18-21, change 1

MOTION: Scott Menzel moved to approve WDB Resolution 18-21, change 1 the Community Ventures/Business Resource Network Service Contract Modification with James Vander Hulst in an amount not to exceed \$25,000 (\$15,000 increase)

SUPPORT: Leann Will

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-26

A RESOLUTION APPROVING THE CALENDAR YEAR 2019 MEETING SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD AND WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

Marcus James call for a motion to approve WDB Resolution 18-26

MOTION: Leann Wilt moved to approve Resolution 18-26 the Calendar Year 2019 Meeting Schedule for the Michigan Works! Southeast Workforce Development Board and Workforce Development Board Executive Committee

SUPPORT: Lynn Matzen

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-27

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH JACKSON PUBLIC SCHOOLS

Marcus James call for a motion to approve WDB Resolution 18-27

MOTION: Leann Wilt move to approve WDB Resolution 18-27 the MOU with Jackson Public School

SUPPORT: Scott Menzel

Bill Sleight reviewed the resolution. Discussion.
MOTION CARRIED

d. WDB RESOLUTION 18-28

A RESOLUTION APPROVING A COMMUNITY VENTURES SERVICE CONTRACTS WITH THE DEPARTMENT OF HUMAN SERVICES

Marcus James call for a motion to approve WDB Resolution 18-28

MOTION: Sharon Miller moved to approve WDB Resolution 18-28

The Community Ventures Service Contracts with the Department of Human Services

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

6. Committee Reports

a. Employer Services - Richard Currie, Chair

Richard Currie provided update. Discussion.

b. Job Seeker Services – Leann Wilt, Chair

Leann Wilt provided update. Discussion.

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

Scott Menzel provided update. Discussion.

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

Lynn Matzen provided update. Discussion.

7. Chair Report

a. Discussed 2017/2018 BSC performance results / 2018- 2019 Balanced Scorecard (BSC) plans.

Discussed the timeline for BSCs for staff and performance evaluations.

b. Board Leadership positions update – Sean Duval

Updates provided. Discussion.

8. Director Report

a. Awards Event

Scheduled on October 26 Weber's Restaurant and Boutique Hotel, Discussion

b. One Stop Operator September 2018 Report (Thomas P. Miller & Associates).

Bill Sleight reviewed. Discussion.

c. Other

9. Public Comment

Marcus James offered Public Comment. No Public Comment.
Comments by committee members followed.

10. Adjournment

MOTION: Sharon Miller moved to adjourn the meeting.

SUPPORT: Scott Menzel

MOTION CARRIED

Meeting adjourned at 3:48 p.m.



THOMAS P. MILLER & ASSOCIATES

Meeting Summary

September 5-6, 2018

Center Visit General Observations

Staff within the three centers seem to enjoy their work and each other and overall the people were very positive. They talked about enjoying helping people and being rewarded and challenged by their jobs. Many of the staff had a hard time coming up with suggestions or things they would like to improve or change. There is a desire to get more people into the centers and increase awareness of all the available services to job seekers and business. All the centers are trying to get customers to meet with a staff person at their first visit to help make a connection and provide relevant information about what is available. Additionally, the physical layouts of the three centers is good as it does not restrict customer flow and encourages collaboration and communication among staff.

Livingston Service Center Visit – During our visit, we talked with six team members representing Adult/Dislocated Workers, Employment Services, PATH, and Business Solutions. The team members noted the close communication and the benefit of being a “small office” where they are located close to each other so they can easily communicate and share information. The office seemed to be well organized. The team all spoke very highly of each other stating things like “we have a wonderful team”, “great to be able to work here and help people”, “amazing group of people”, and “all on the same page and operate at a high level”. Team members talked about looking for ways to get more enrollments – sometimes a hesitancy or fear from people to come in and enroll in programs. They noted a big challenge is finding people that are motivated and want to work, which could be an opportunity for more outreach in the community. Some of the other ideas and requests from the team members include going into the schools, figuring out how to get more enrollments, and a better way to communicate with the unemployment office to help customers resolve issues quicker.

Lenawee Service Center Visit – We visited with seven team members representing employment services including the front desk and workshops, PATH, VETs, business solutions, and WIOA. The staff talked about trying to get first time customers into meet with staff on their first visit and the “meet and greet” which is a conversation/informational interviewing they conduct to understand what customers are looking for and need. The center has created an “Interview” room that was welcoming and comfortable for these initial conversations and assessment. The team discussed working well together, wanting to help people, and the benefit of having multiple programs in one office and being co-located in the same building as other human service agencies. They noted a challenge in educating people and businesses that MWSE isn’t the unemployment office there are a variety of programs and services available.

Hillsdale Service Center Visit – We engaged four team members covering youth, adult, dislocated worker, TAA, and employment services. The team members discussed working together closely, sharing information, and serving customers. They felt that they had a good team that was able to communicate

Thomas P. Miller & Associates

and share information to help their customers. They also indicated a desire to get more people into the center but also about going out into the community for outreach activities. There may be an opportunity for more community outreach. They were also positive about their youth programming and Job's for Michigan's Graduates program. The youth career advisor showed us the success stories and pictures in her cubicle that she uses to help encourage current customers.

Considerations

Center Focused: Many of the staff members were very focused on their specific center and not the broader region. The conversations were heavily focused on center operations and not regional operations. There did not seem to be much knowledge of how other centers in the region operate and limited interaction with peers in the other centers. However, the centers appear to be operating very similarly under the same general guidelines. It seems to be working and may in part be due to having administrative staff stationed at the centers.

Job/Role Focused: When asked how the staff talk about MWSE to family or friends, they often talked about their specific jobs, roles, or programs. They talked about what they did rather than a broader view of MWSE. It may be a good activity for staff to practice talking about the mission and objectives of MWSE on a broader level to their colleagues and peers. One of the objectives in the strategic plan is to "effectively communicate Michigan Works! Southeast's role and services to the community."

Youth Outreach: Staff members said they would like to do more outreach and think there could be an opportunity to go to local schools and talk to principals and counselors letting them know that MWSE is a resource for students after they leave high school or if they drop out. Other school outreach ideas were to set up tables at schools and participate in events so that students leaving high school and families are aware of the services available at MWSE. This topic of outreach supports multiple objective's in the MWSE Strategic Plan including align and partner with education, effectively communicate MWSE role and services, and promote, advocate, and develop the workforce development system. Although it is important to reach youth and connect with the schools, this activity should be part of a broader outreach strategy that focuses on driving more foot traffic to the centers.

On-The-Job-Training (OJT): One individual gave an example of presenting OJT to employees and a potential participant being skeptical about giving a social security number and several other people in the group then becoming hesitant and not wanting to provide information and participate in the OJT. The MWSE employee talked about how it can be difficult because employers do not always see what is in it for them with an OJT. Staff should be able to speak to the benefits of OJTs for employers and employees.

Job Email Blast: Staff talked about finding out of job postings through the job blast emails. This appears to be a good way to disseminate information, however, if staff are getting too many of these emails they may not always look at the jobs closely. MWSE should have further conversation about the email job blasts to get staff feedback on the if they are really looking at the emails and considering individuals on their case load for referral, effectiveness of this way of communicating jobs, and if all job postings should receive an email. It would be good to get feedback from several staff members in various positions about the job email blasts.

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Job Ready Definition: Several of the centers talked about sending “job ready” customers to the business solutions staff. It is important that staff within centers and across the region have the same definition of job ready. There seemed to be some variance in how job ready was described.

Business Outreach: Some of the business services staff noted the need for more time to do cold calling and educating businesses on the services available through MWSE. Staff seem focused on Going Pro and OJT or events tied to special initiatives and would like to spend more time doing general outreach.

Customers: It may be important to reinforce to staff that employers and job seekers are both customers for all staff. Staff need to know they represent jobseekers and business – not just one or the other. One business services professional said, “I don’t represent job seekers, I represent business” and it may be good to reinforce to all staff that they serve and represent both populations.

Promising Practices:

Paper Applications: One of the centers discussed working with six employers that agreed to take paper applications. Interested individuals fill out the application at the Service Center and then she passes them along to employers. She emphasized the customers being more at ease and comfortable with the paper applications. A simple step like a paper application may help bring more individuals into the center and get them involved in additional services.

Weekly Standup Meeting: One of the centers discussed the business services representative having weekly standup meetings with staff to review new job postings, give updates, and answer questions from staff. It seemed most staff members participated in the meeting and it was a good way to get information on the available jobs and skills needed and discuss job ready customers that could be referred. It is important that staff from all areas participate in this meeting. It is important that the front desk staff also participate in these meetings since they are seeing every person that comes into the center and may be able to help identify potential applicants and referrals. The front desk staff could also speak to the employers and types of jobs currently available to customers coming into the center.

Partner Meeting

Partner Meeting Attendees: Jennifer Tate, DHHS Livingston; Laura Nye and Vicki Hinshaw, DHHS Hillsdale; Mark Pogliano, Jackson ISD; Clint Brugger, CAA; Jennifer Monahan, WISD; Alice Seipelt, DHHS Washtenaw; Ashley Vondrasek, Offender Success; Elina Zilberburg, JFS; Kaendall McVicker, LESA; Ashley Yoshizaki, Offender Success; Jeff Cook, DHHS; Niko Dawson, WCC; Jack Townsley, LISD; Angela Watkins, Jackson Service Center Manager; Janet Myers, Hillsdale Service Center Manager; Misty Shulters, Lenawee Service Center Manager; Nicole Bell, Communications Manager; Justin Al-Igoe, Policy and Planning Manager; Shamar Herron, Deputy Director; Pam Gosla, Research and Education Manager; and Sandy Vallance, Program Manager.

Agenda:

Michigan Works! Southeast

Quarterly Partner Meeting

Thursday, September 6, 2018

9:00 a.m. - 11:00 a.m.

Jackson Service Center

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- a. Welcome and Introductions
- b. Business Resource Network Discussion – Sandy Valance
 - i. Overview and Introduction
 - ii. Roles and Resources
 - iii. Planning and Next Steps
- c. MWSE Updates
 - i. Marshall Plan – Pam Gosla
- d. Partner Updates
 - Jewish Family Services – Refugee Event
 - LISD – Adult Education/Training Program Updates
 - Pam Gosla – Adult Education Updates
 - Misty Shulters – Partners in Action Meeting
 - Tim Cook – DHHS Updates
 - Jennifer Monahan – Youth Adult Education Program at Washtenaw County Jail
- e. Wrap Up and Next Steps
 - Ideas for future meetings – Funding/Resource scan, Small business strategy, partner involvement in BRNs

Next Steps

TPMA sent follow up email to all partners with attachments from the meeting and notes and collect feedback and input on future meetings.

TPMA conduct a funding scan to identify potential resource opportunities for the region.

TPMA work with MWSE to follow up on previous sales training – help develop language, messaging, and strategies for helping get people into the centers and enrolled.

TPMA to schedule next visit and partner meetings.

Workforce Development Board
 Executive Committee Meeting
 November 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 German via conference call
 Marcus James, Chair
 Lynn Matzen via conference call
 Scott Menzel
 Grace Trudell via conference call
 Leann Wilt

Absent: Sharon Miller

Staff: Bill Sleight
 Shamar Herron
 Dan Childs
 Jim Coutu
 Maggie Flaherty
 Joshua Rose

1. Call to order
 The meeting was called 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
 SUPPORT: Leann Wilt
 MOTION CARRIED
4. Approval of October 3, 2018 Executive Committee Meeting Minutes
 Marcus James call for a motion to approve the October 3, 2018 Executive Committee meeting minutes.
 MOTION: Leann Wilt moved to approve the October 3, 2018 Executive Committee meeting minutes.
 SUPPORT: Grace Trudell
 MOTION CARRIED

5. Consent Agenda

Marcus James ask for Consent Agenda items to be reviewed under Resolutions for Consideration. There were none.

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

MOTION: Scott Menzel moved to approve the Consent Agenda.

SUPPORT: Grace Trudell

MOTION APPROVED

a. WDB RESOLUTION 18-37

A Resolution approving Fiscal Year (FY) 2018 Workforce Investment and Opportunity Act (WIOA) Incumbent Worker Training (IWT) funds for General Automotive Machine Products Company (GAMPCO) in an amount not to exceed \$9,500

b. WDB RESOLUTION 18-38

A Resolution approving FY 2018 WIOA IWT funds for Datapak Services in the amount not to exceed \$7,565

c. WDB RESOLUTION 18-39

A Resolution approving FY 2018 WIOA IWT funds for Adrian Steel in an amount not to exceed \$12,180

d. WDB RESOLUTION 18-40

A Resolution 18-40 approving FY 2018 WIOA IWT funds for W2 Fuel in an amount not to exceed \$16,925

6. Resolutions for Consideration by the Workforce Development Board (WDB):

a. WDB RESOLUTION 18-32

A Resolution approving the FY 2018 Statewide Activities Employer Engagement Funding for the time period October 1, 2018 through September 30, 2019 in the amount of \$20,000

Marcus James call for a motion to approve WDB Resolution 18-32

MOTION: Leann Wil moved to approve WDB Resolution 18-32 the FY 2018 Statewide Activities Employer Engagement Funding for the time period October 1, 2018 through September 30, 2019 in the amount of \$20,000

SUPPORT: Richard Currie

Bill reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-33

A Resolution approving FY 2018 Career Exploration and Experience Event funding for the time period October 1, 2018 through March 31, 2020 in the amount of \$25,000

Marcus James call for a motion to approve WDB Resolution 18-33

MOTION: Scott Menzel moved to approve WDB Resolution the FY 2018 Career Exploration and Experience Event funding for the time period October 1, 2018 through March 31, 2020 in the amount of \$25,000

SUPPORT: Grace Trudell

Bill reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-34

A Resolution approving the FY 2019 Work Based Training for Special Populations funding for the time period October 1, 2018 through September 30, 2019 in the amount of \$25,000

Marcus James call for a motion to approve WDB Resolution 18-34

MOTION: Leann Wilt moved to approve WDB Resolution 18-34 the FY 2019 Work Based Training for Special Populations funding for the time period October 1, 2018 through September 30, 2019 in the amount of \$25,000

SUPPORT: Donald Germann

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 18-35

A Resolution approving the FY 2018 Statewide Activities (SWA) Integrated and Education Training Funding for the time period October 1, 2018 through March 31, 2020 in the amount of \$25,000

Marcus James call for a motion to approve WDB Resolution 18-35

MOTION: Grace Trudell moved to approve WDB Resolution 18-35 the FY 2018 Statewide Activities (SWA) Integrated and Education Training Funding for the time period October 1, 2018 through March 31, 2020 in the amount of \$25,000

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

e. WDB RESOLUTION 18-36

A Resolution approving Memorandum of Understanding (MOU) with all local DHHS offices

Marcus James call for a motion to approve WDB Resolution 18-36

MOTION: Scott Menzel moved to approve WDB Resolution 18-36 the Memorandum of Understanding (MOU) with all local DHHS offices

SUPPORT: Grace Trudell

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

- f. WDB Resolution 18-41
A Resolution approving an additional member to the Career and Educational Advisory Council (CEAC) membership for Michigan Works! Southeast

Marcus James call for a motion to approve WDB Resolution 18-41

MOTION: Leann Wilt moved to approve WDB Resolution 18-41 the additional member to the Career and Educational Advisory Council (CEAC) membership for Michigan Works! Southeast

SUPPORT: Richard Currie

Bill Sleight reviewed resolution. Discussion.

MOTION CARRIED

7. Committee Reports

- a. Employer Services - Richard Currie, Chair
Richard Currie provided update. Discussion.
- b. Job Seeker Services – Leann Wilt, Chair
Leann Wilt reviewed minutes. Discussion.
- c. Career and Educational Advisory Council (CEAC) – Scott Menzel
Scott Menzel reviewed minutes. Discussion.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
Lynn Matzen provided update. Discussion.
- e. Business Resource Networks (BRN) – Bill Sleight provided update.
Discussion.

8. Chair Report

- a. Discussion of 2017/2018 Balanced Scorecards (BSC) and performance results 2018/ 2019 Balanced Staff Performance results 2017/2018 completed. Finalized Directors 2018/2019 BSC on November 5.
- b. Board Leadership positions update – Sean Duval
Sean Duval provided report Discussion. Election of Officers and Executive Committee planned at November 14, 2018 Workforce Board Meeting.

9. Director Report

- a. Awards Event
Successful Event on October 26 Weber's Restaurant and Boutique Hotel,
- b. Board Member – Committee Assignments
Review the board member Committee Assignments during the WDB meeting on November 14.
- c. Michigan Works! Legislative Committee update.
Presentation by Bill Sleight during the November 14 WDB meeting to include updates from the Michigan Works! Association Legislative Committee meeting.

10. November 14, 2018 Agenda for Michigan Works! Southeast Workforce Development Board Meeting
Reviewed and discussed the Agenda.

11. Public Comment
Marcus James offered Public Comment. No Public Comment.

Comments by committee members followed.

12. Adjournment
Meeting adjourned at 3:46 p.m.