



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

WORKFORCE DEVELOPMENT BOARD MEETING
January 9, 2019, 10:00 a.m. – 12:00 noon
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Pages

AGENDA

- 1. Call to order
- 2. Roll Call
- 3. Introductions
- 4. Call to the Public
- 5. Approval of the Agenda
- 6. Approval of November 14, 2018 Michigan Works! Southeast Workforce Development Board Meeting Minutes 4 - 8
- 7. Approval of Consent Agenda 10 - 30
 - a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 18-42
Resolution approving the Fiscal Year (FY) 2019 Refugee Program
 - b. WDB RESOLUTION 18-44
Resolution approving a MOU with the Section 107 Adult Education Career Technical Program
 - c. WDB RESOLUTION 18-45
Resolution approving FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker Training Funds for JAC Products in an amount not to exceed \$1,585
 - d. WDB RESOLUTION 18-47
Resolution approving the Fiscal Year 2019 Trade Adjustment Assistance (TAA) Program for the delivery of Job Training Services to eligible participants in the Southeast Michigan Consortium
 - e. WDB RESOLUTION 18-49
Resolution approving a modification to the TANF Refugee Program (TRP) Contract with Jewish Family Services for Fiscal Year (FY) 18
 - f. WDB RESOLUTION 18-50
Resolution approving Workforce Innovation and Opportunity Act (WIOA) Specialized Business Service contract modification with Robert Tebo and Associates for FY 2018

g. WDB RESOLUTION 18-51 Resolution approving FY 2018 WIOA Incumbent Worker training funds for Vision Marine in an amount not to exceed \$4,022	
h. WDB RESOLUTION 18-52 Resolution approving the CY 2019 Michigan Works! System Plan for the time period 1/1/2019 through 12/31/2019	
i. WDB RESOLUTION 18-53 Resolution approving FY 2018 WIOA Incumbent Worker Training funds for Rives Manufacturing in an amount not to exceed \$6,515	
8. Resolutions for Consideration of the Workforce Development Board (WDB)	32 - 40
a. WDB RESOLUTION 18-43 Resolution approving a Memorandum of Understanding (MOU) with the Washtenaw Intermediate School District – Head Start	
b. WDB RESOLUTION 18-46 Resolution approving a MOU with the United Way of Jackson County	
c. WDB RESOLUTION 18-48 Resolution approving a MOU with Jackson College and Hillsdale Community Schools	
9. Presentation – Mi STEM, Scott Heister, Mi STEM Region 2 Director, Washtenaw Intermediate School District	42 - 60
10. Committee Reports	62 -66
a. Employer Services - Rick Currie, Chair	
b. Job Seeker Services – Rose Bellanca and Rich Chang – Co-Chairs	
c. Career and Educational Advisory Council (CEAC) – Kevin Oxley, Co-Chair	
d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair	
e. Business Resource Networks –Leann Wilt, Chair	
11. Discussion Items	68 - 74
a. Michigan Future Talent Council (MFTC) Report (formerly known as the Governor's Talent Investment Board-GTIB) - Marcus James	
b. Executive Committee Report - WDB Chair	
• Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for December 5, 2018	
• Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for January 2, 2019	
12. Other Items	
a. Chair Update – WDB Chair	
b. Director's Update – Bill Sleight	
13. Adjourn	

6. Approval of November 14, 2018 Michigan Works! Southeast Workforce Development Board Meeting Minutes

Michigan Works! Southeast Workforce Development Board Meeting
November 14, 2018
Chelsea Comfort Inn Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Present

Dr. Rose Bellanca	Washtenaw Community College	via conference call
Rich Chang	NewFoundry	
Jolene Chapman	Jackson College	Alternate for Jeremy Frew
Sean Duval	Golden Limousine International	via conference call
Steven Girardin	Michigan Rehabilitation Service	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Dr. Timothy Jackson	Washtenaw ISD	Alternate for Scott Menzel
Marcus James, Chair	Stable Inc LLC	via conference call
Sharon Miller	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Angela Parth	Livingston Family Center	
Shawn Planko	Expedia	via conference call
Phil Santer	Ann Arbor SPARK	
Grace Trudell	IBEW 58	
James Van Doren	Lenawee Now	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Mindy Bradish-Orta	Jackson Chamber of Commerce	
Richard Currie, Vice Chair	Hitachi Automotive Systems	
Jeremy Frew	Jackson College	Alternate Jolene Chapman attended
Paul Ganz	DTE Energy	
Jennifer Giannone	Thai Summit	
Donald Germann	County National Bank	
Lee Graham	Operating Engineers 324	
Steven Gulick	Huron Valley Area Labor Federation	
Lynn Matzen	Matrix Systems LLC	
Dr. Scott Menzel	Washtenaw County ISD	alternate Dr. Tim Jackson attended
Deb Polich	The Arts Alliance	
Phil Sponsler	Orbitform	
Ambrose Willbanks, Jr.	Washtenaw CVB	

Staff Present

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT 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
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast

Others Present

Daniel Furton
 Niko Dawson
 Alex Gossage

Bureau of Services for Blind Persons/ LARA
 Washtenaw Community College
 Ann Arbor Center for Independent Living

1. Call to order
 Marcus James, Chair, Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:02 a.m.
2. Roll Call
 Quorum present for the Michigan Works! Southeast Workforce Development Board.
3. Introductions
4. Call to the Public
 Marcus James call to the Public. No Public Comment
5. Approval of Agenda
 Marcus James call for a motion to approve the Agenda.
 MOTION: Sean Duval moved to approve the Agenda.
 SUPPORT: Grace Trudell
 MOTION CARRIED
6. Election of Officers and Executive Committee
 Review of the Slate of Officers and Executive Committee for 2019.
 MOTION: Jim Van Doren moved to approve the 2019 Slate of Officer and 2019 Executive Committee members: Marcus James, Chair; Sharon Miller, Vice Chair; Executive Committee At Large Members: Rich Chang, Richard Currie, Donald Germann, Lynn Matzen, Scott Menzel, Grace Trudell, and Leann Wilt.
 SUPPORT: Sean Duval
 Call for additional nominations. No additional nominations.
 MOTION CARRIED
7. Approval of Minutes September 12, 2018 minutes for the Joint meeting of the Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium Board.
 Marcus James call for a motion to approve the September 12, 2018 Joint Meeting of Workforce Development Board and Consortium Board Meeting Minutes.
 - a. MOTION: Grace Trudell moved to approve the September 12, 2018 Board Minutes
 SUPPORT: Steven Girardin
 MOTION CARRIED

8. Approval of Consent Agenda

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: Sean Duval moved to approve the Consent Agenda

SUPPORT: Leann Wilt. Discussion.

MOTION CARRIED

- 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 18-27A 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
- j. 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

- k. 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
- l. WDB RESOLUTION 18-36
A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH ALL LOCAL DHHS OFFICES. ABSTAIN: Steven Girardain
- 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
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR DATAPAK SERVICES IN AN AMOUNT NOT TO EXCEED \$7,565
- o. WDB RESOLUTION 18-39
A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ADRIAN STEEL IN AN AMOUNT NOT TO EXCEED \$12,180
- 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! Association Legislative Committee update – Bill Sleight

11. Committee Reports

Updates provided.

- 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

- a. Governor's Talent Investment Board (GTIB) Meeting Report – November 13, 2018 – Marcus James provided update.
- b. Executive Committee Report - WDB Chair
Topics from Executive Committee meetings discussed during today's board meeting
 - 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

Meeting adjourned at 12:01 pm.

7. Approval of Consent Agenda
 - a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 18-42
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 - b. WDB RESOLUTION 18-44
Resolution approving a MOU with the Section 107 Adult Education Career Technical Program
 - c. WDB RESOLUTION 18-45
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 - g. WDB RESOLUTION 18-51
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 - h. WDB RESOLUTION 18-52
Resolution approving the CY 2019 Michigan Works! System Plan for the time period 1/1/2019 through 12/31/2019
 - i. WDB RESOLUTION 18-53
Resolution approving FY 2018 WIOA Incumbent Worker Training funds for Rives Manufacturing in an amount not to exceed \$6,515

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: December 5, 2018

Subject: FY 2019 TANF Refugee Program (TRP)

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approves the plan and accepts funding for the FY 2019 TANF Refugee Program grant from the Talent Investment Agency (TIA) for the time period October 1, 2018 through September 30, 2019 in the amount of \$34,670.

Background

The PATH Program was established to help public assistance applicants/recipients and low-wage workers to succeed in the labor market. The Department of Health & Human Services (DHHS), Office of Refugee Services (ORS) has provided additional employment support services to refugees that receive TANF cash assistance through the Family Independence Program (FIP). A refugee is a person who has been forced from his or her home and crossed an international border for safety. He or she must have a well-founded fear of persecution in his or her native country on account of race, religion, or nationality, membership in a particular social group or political opinion.

Discussion

The TRP seeks to provide FIP applicants/recipients with employment-related services, training, and supportive services to obtain and retain employment. The MWA is required to serve all refugees who are referred. All refugees who have not attained United States (U.S.) citizenship and have lived in the U.S. five years or less and are still eligible for TANF FIP services.

Beginning January 1, 2013, Michigan required FIP applicants to successfully complete a 21-day AEP and orientation at MWAs, as a condition of eligibility for FIP benefits. TRP participants must also follow this requirement as outlined in the PATH Manual, or any future manual updates.

The DHHS refugee contractor can provide refugee-specific assistance with employment supportive services, including job placement services, job retention services, job readiness, assisting the client with reporting on those PATH activities, English as a Second Language, vocational education training classes tailored for Limited English Proficiency clients, recertification/licensing, assistance in obtaining Employment Authorization documents or other official immigration documents to maintain employment. The refugee contractor may also provide assistance in coordination with the MWA in assistance with arranging daycare. The MWA will provide all allowable supportive services as needed and/or required to ensure that the participants are fully engaged with PATH activities.

RESOLUTION APPROVED BY: Southeast Michigan Consortium Board

The FY 2019 TANF Refugee Program grant and 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 18-42**

RESOLUTION APPROVING THE FISCAL YEAR 2019 TANF REFUGEE PROGRAM GRANT

- 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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The Department of Health and Human Services (DHHS) Office of Refugee Services provides funds to support employment of DHHS referred refugees; and
- WHEREAS, Referred participants will go through the 21-day Application Eligibility Period (AEP) and must meet all other PATH requirements; and
- WHEREAS, The grant allocation for the Michigan Works! Southeast is \$34,670 to service approximately 80 participants; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the TANF Refugee Program grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2019 TANF Refugee Program plan and grant and accepts funding in the amount of \$34,670.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said request 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: December 5, 2018

Subject: Section 107 Adult Education Career and Technical Program
Memorandum of Understanding

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) for the Section 107 Adult Education Career Technical Program.

Discussion

The WIOA law emphasizes partnerships with other agencies as a way to perform outreach, share resources and avoid duplication of services. Some partner agencies are "required" and must enter into MOUs with their local Michigan Works! office while others make sense from a programmatic standpoint.

Section 107 funding for Adult Education does not make a recipient a "required" partner of the Michigan Works! system, but in most cases, it makes sense to work with these organizations. Lenawee Intermediate School District (LISD), Adrian Public Schools and Hudson Area Schools have asked Michigan Works! Southeast to support their Section 107 Adult Education Career Technical program.

LISD has a regional career and technical education center. They will serve as the fiscal and administrative agent for the grant. Michigan Works! will support with job placement assistance and other workforce development services as needed and appropriate.

RESOLUTION APPROVED BY: None

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 18-44**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH THE SECTION 107 ADULT EDUCATION CAREER TECHNICAL PROGRAM**

- 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, A group of agencies in Lenawee and Hillsdale counties, led by the Lenawee Intermediate School District, will be implementing an Adult Education program with Section 107 funding; and
- WHEREAS, Michigan Works! Southeast has been asked to be a part of this project to support with job placement services and other workforce development services as needed and appropriate; and
- WHEREAS, The MOU agreement will run from July 1, 2018 to June 30, 2019; 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 for the Section 107 Adult Education Career Technical Program.

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: December 5, 2018

Subject: FY 2018 WIOA Incumbent Worker contract approval for JAC Products, 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 JAC Products, Inc. in an amount not to exceed \$1,585.

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. JAC Products, Inc. in Washtenaw County is requesting Core Tools, Root Cause Analysis and various other training in an amount not to exceed \$1,585 to train 1 employee from January 1, 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 MMTC.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
JAC Products, Inc.	Not to exceed \$1,585	1	Washtenaw

RESOLUTION APPROVED BY: 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 18-45**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR JAC PRODUCTS IN AN AMOUNT NOT TO EXCEED \$1,585

- 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 JAC Products in Washtenaw County, MI; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, JAC Products is seeking to train 1 employee in Core Tools, Root Cause Analysis and various other training from January 1, 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 period 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: December 5, 2018

Subject: FY 2019 Trade Adjustment Assistance (TAA) allocation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2019 Trade Adjustment Assistance (TAA) program from the Talent Investment Agency (TIA) State of Michigan for the period of October 1, 2018 through September 30, 2019 in the amount of up to \$464,659

Program Award	\$ 246,591
Administrative Funds	\$ 12,329
Case Management Award	\$ 139,418
TOTAL	\$ 398,338

Background

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

Discussion

The TAA program originated in 1974 as a program to assist workers who are laid-off due to foreign competition. Companies that are facing a significant lay-off event may submit a petition to the U.S. Department of Labor for consideration for this program. A group of three or more workers, their union, or other duly authorized representative may also submit a petition. If approved, further information on the "impact" date of the layoff/wage reduction and a list of affected workers is needed.

TAA funds are subject to Merit-Based staffing requirements, just like the Wagner-Peyser Employment Service program.

Typically, manufacturing companies make up most of the companies eligible for TAA, especially in recent decades as free trade has made the

manufacturing industry open to competition from many other countries. During the Great Recession, manufacturing states like Michigan were among the most active with the TAA program. Now that the economy is recovering and lay-offs and hour/wage reductions are becoming less common, TAA petition applications are becoming less frequent.

The Talent Investment Agency requires that MWAs address TAA activities for the period October 1, 2018, through September 30, 2019. The funding for the FY 2019 TAA program is funded into different categories: Program Award funds, Administrative Funds and Case Management Award funds. Program Award funds can be used for activities such as job search assistance, relocation assistance and training. Administrative funds are set aside funds only and are limited to 5% of programmatic expenditures. Case Management Award funds will support staff to provide career counseling, guidance and general case management.

RESOLUTION APPROVED BY: Southeast Michigan Consortium Board

The FY 2019 TAA 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 18-47**

RESOLUTION APPROVING THE FISCAL YEAR 2019 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FOR THE DELIVERY OF JOB TRAINING SERVICES TO ELIGIBLE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

- 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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The TAA is a federal program that assists U.S. workers who have lost their jobs or whose hours of work and wages are reduced as a result of increased imports/foreign trade; and
- WHEREAS, Merit-Based staffing is required for the TAA program; and
- WHEREAS, The total grant allocation for the Michigan Works! Southeast is \$398,338 for use during the October 1, 2018 through September 30, 2019 time period; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the TAA grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2019 (October 1, 2018 through September 30, 2019) TAA Plan and accepts funding in the amount of \$398,338.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said request 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: January 2, 2019

Subject: Contract modification with Jewish Family Services (JFS) to provide TANF Refugee Program

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board (WDB) approve a contract modification with Jewish Family Services to provide TANF Refugee Program (TRP).

Background

The Department of Health and Human Services (DHHS) refers refugees to Michigan Works! Agencies to participate in services similar to the PATH program. Funding is provided to areas projected to have a large number of refugees. These services are very specialized and it is desirable to contract these out to organizations that have the translation and service delivery capabilities. Jewish Family Services is one of a handful of agencies in Michigan that works with state and federal refugee relocation programs.

Discussion

In Resolution WDB 1-68, the Michigan Works! Southeast Workforce Development Board approved a contract extension with Jewish Family Services from January 1, 2017 through June 30, 2019. This approval also increased the funding for that two and a half year period to \$725,000. Due to higher referrals and enrollments than projected, Jewish Family Services is requesting an additional \$100,000 to finish out the contract (new two and a half year total of \$825,000).

Since the start of the contract on January 1, 2017, Jewish Family Services has provided services to 186 individuals. The amount of intensive, wrap-around services needed for this population is driving the additional funding request.

Resolution approved by: None

Approval of the TRP contract modification with Jewish Family Services is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-49**

**RESOLUTION APPROVING A MODIFICATION TO THE TANF REFUGEE PROGRAM (TRP)
CONTRACT WITH JEWISH FAMILY SERVICES FOR FY 18**

- 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 Workforce Development Board has awarded a contract for the TRP program to Jewish Family Services; and
- WHEREAS, To meet higher than projected referrals and enrollments and continue to provide the intensive, wrap-around case services needed, an additional \$100,000 to the contract (new total of \$825,000) is being recommended by staff; and
- WHEREAS, Approval of the contract modification requires approval from the Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the contract modification for the TRP program contract with Jewish Family Services.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary negotiated contracts for monetary and contract language adjustments, pending approval from Civil Counsel.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: January 2, 2019
Subject: Contract modification to Robert Tebo and Associates

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract modification with Robert Tebo and Associates in the amount not to exceed \$4,000 to provide WIOA Specialized Business Services from for an additional month (through July 31, 2019).

Discussion

In Resolution 17-69, the Michigan Works! Southeast Workforce Development Board approved a contract extension with Robert Tebo and Associates for the time period July 1, 2018 through June 30, 2019 in the amount of \$40,000. Robert Tebo and Associates is asking for a one-month extension to better fit the project year for his program for \$4,000. To better conform with the project proposal, staff are recommending the one month extension and budget increase (new total of \$44,000 for July 1, 2018 through July 31, 2019).

RESOLUTION APPROVED BY: None

Approval of the WIOA Business Services contract modification with Robert Tebo and Associates is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-50**

**RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT
MODIFICATION WITH ROBERT TEBO AND ASSOCIATES FOR FY 2018**

- 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, A contract extension for Specialized Business Services was approved for Robert Tebo and Associates in Resolution 17-69; and
- WHEREAS, To better conform with the project year, staff are requesting a one month extension (through July 31, 2019) in the amount of \$4,000 (total of \$44,000 for July 1, 2018 through July 31, 2019).

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Business service contract modification with Robert Tebo and Associates for the time period July 1, 2019 through July 31, 2019 in the amount of \$4,000 (total contract will be July 1, 2018 through July 31, 2019 for \$44,000).

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign any necessary negotiated contracts for monetary and contract language adjustments pending approval by Civil Counsel.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: January 2, 2019

Subject: FY 2018 WIOA Incumbent Worker contract approval for Vision Marine

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 Vision Marine in an amount not to exceed \$4,022.

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. Vision Marine in Lenawee County is requesting Canvas, CNC and Sewing Machine Repair in an amount not to exceed \$4,022 to train 3 employee from January 9, 2019 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 Northcoast Marine Specialties and Jackson Area Manufacturers Association (JAMA).

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Vision Marine	Not to exceed \$4,022	3	Lenawee

RESOLUTION APPROVED BY: None

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 18-51**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR VISION MARINE IN AN AMOUNT NOT TO EXCEED \$4,022

- 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 Vision Marine 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, Vision Marine is seeking to train 3 employees in Canvas, CNC and Sewing Machine Repair from January 9, 2019 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 period 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: January 2, 2019
Subject: Calendar Year (CY) 2019 Michigan Works! System Plan

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Calendar Year 2019 Michigan Works! System Plan for the time period January 1, 2019 through December 31, 2019.

Background

The Michigan Works! System Plan (MWSP) is an instrument for the annual documentation and execution of employment, education, and training programs as well as for the transmission of assurances, certifications, and stipulations, mandatory and discretionary, for such programs funded by the WDA.

Discussion

The implementation of employment, education, and training programs is accomplished throughout the state in each MWA by the local Workforce Development Board (WDB) in cooperation with the Chief Elected Official (CEO) through the utilization of a One-Stop delivery system, in accordance with the WIOA Section 121. The delivery system is embodied in the MWSP.

The MWSP requires items such as:

- Assurances, Certifications, and Stipulations Acknowledgment/Adherence Form
- Certification Regarding Lobbying
- Certification Regarding Debarment
- MWSP Identification, Verification, and Designation Form
- One-Stop Operator Verification Form
- One-Stop Center(s)/Office(s) Verification Form
- Federal Funding Accountability and Transparency Act (FFATA) Data Collection Form and Certification

These are standard items that are required to be implemented and adhered to by all organizations receiving workforce development funds. The MWSP also requests administrative information such as approved signatories, alternate signatories, One-Stop Operator information, etc.

Approval of the CY 2019 Michigan Works! System Plan must be approved by both the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 18-52**

A RESOLUTION APPROVING THE CALENDAR YEAR 2019 MICHIGAN WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2019 THROUGH 12/31/2019

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Talent Investment Agency (TIA), to provide employment training and placement services; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, Each Calendar Year, the Talent Investment Agency, requires Michigan Works! Agencies to update forms stipulating that the organization will follow certain laws, assurances and certifications; and
- WHEREAS, The Michigan Works! System plan (MWSP) encompasses all of these required forms in addition to administrative information such as signatory authority, alternate signatories, One-Stop Operator information, etc...; and
- WHEREAS, Approval of the MWSP requires approval from the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Calendar Year 2019 Michigan Works! System Plan for the time period of January 1, 2019 to December 31, 2019

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board be authorized to sign the approval request from 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: January 2, 2019

Subject: FY 2018 WIOA Incumbent Worker contract approval for Rives Manufacturing

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 Rives Manufacturing in an amount not to exceed \$6,515.

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. Rives Manufacturing in Jackson County is requesting Wire Straightener Machine Training, Methods Machine Training and Hexagon Portable Arm training in an amount not to exceed \$6,515 to train 4 employee from January 23, 2019 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 Rockford Manufacturing Group, Methods Machine Tools, Inc. and Hexagon Manufacturing Intelligence.

FY 2018 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained	County
Rives Manufacturing	Not to exceed \$6,515	4	Jackson

RESOLUTION APPROVED BY: None

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 18-53**

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR RIVES MANUFACTURING IN AN AMOUNT NOT TO EXCEED \$6,515

- 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 Rives Manufacturing 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, Rives Manufacturing is seeking to train 4 employees in Wire Straightener Machine Training, Methods Machine Training and Hexagon Portable Arm training from January 23, 2019 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 period 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.

8. Resolutions for Consideration of the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 18-43
Resolution approving a Memorandum of Understanding (MOU) with the Washtenaw Intermediate School District – Head Start
 - b. WDB RESOLUTION 18-46
Resolution approving a MOU with the United Way of Jackson County
 - c. WDB RESOLUTION 18-48
Resolution approving a MOU with Jackson College and Hillsdale Community Schools

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: December 5, 2018

Subject: Washtenaw Intermediate School District- Head Start Memorandum of Understanding (MOU) approval

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with Washtenaw Intermediate School District (WISD)-Head Start for the time period January 1, 2019 through December 31, 2020.

Discussion

The Workforce Innovation and Opportunity Act (WIOA) encourages close partnerships with organizations such as economic development, non-profits, schools and other social service agencies to best serve the participants in workforce development programs. Partnerships with agencies such as WISD-Head Start are encouraged to expand outreach, recruitment and community involvement.

Some highlights of the MOU:

WISD-Head Start will:

- Provide at least two presentations to the local Harriet St. Service Center/PATH staff about the program and what it offers families
- Provide a site for qualified volunteers/trainees from PATH program to complete hours needed for training /volunteering purposes.
- Provide display space for information about Michigan Works Service Center in the family resource area at WISD Head Start sites.
- Provide eligible PATH clients with contact information for WISD Head Start services

Michigan Works! Southeast will:

- Provide the opportunity for Head Start staff to present information about Head Start qualifications and services at the Harriet St. Service Center/PATH job fairs, staff meetings, or as appropriate

- Provide documented confirmation of PATH participation for those volunteering in Head Start classrooms
- Include the Head Start staff on the e-mail blast, sharing information about job opportunities that can be passed on to Head Start families
- Encourage team at Michigan Works! to participate as volunteers in Head Start classrooms
- Provide information to the Head Start program about potential male involvement/fatherhood initiatives that may be offered via the Michigan Works program.

Further provisions in this MOU may be added, pending negotiations. This will be no funds exchanged in this MOU.

RESOLUTION APPROVED BY: None

Approval of the 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 18-43**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH THE WASHTENAW INTERMEDIATE SCHOOL DISTRICT- HEAD START**

- 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 partnerships with other organizations to enhance services to job seekers; and
- WHEREAS, One of the partners that would like to continue a partnership and renew a MOU is Washtenaw Intermediate School District-Head Start (WISD); and
- WHEREAS, A MOU has been negotiated between the WISD-Head Start and Michigan Works! Southeast; and
- WHEREAS, The focus of the MOU is to partner on referrals and information sharing between the two agencies in Washtenaw County; and
- WHEREAS, This agreement will last for two years from 1/1/19 through 12/31/20; 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 WISD-Head Start.

BE IT FURTHER RESOLVED that staff are authorized to negotiate more specifics for the MOU, if needed.

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

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: December 5, 2018

Subject: Memorandum of Understanding (MOU) with United Way of Jackson

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with the United Way of Jackson County regarding the Jackson Business Resource Network.

Discussion

The current Business Resource Network in Jackson County is known as JobSTAR. The United Way of Jackson County has been serving as the fiscal and administrative agent for the network. Michigan Works! Southeast staff would like to enter into a Memorandum of Understanding (MOU) with the United Way of Jackson County to clarify the partnership.

United Way will continue in their role as fiscal and administrative agent (they already have an agreement in place with the Department of Health and Human Services) to make payments for the Success Coaches. Michigan Works! Southeast will pay for part of the cost of the Success Coaches, coordinate the work of the Resource Coaches and process support services payment with Community Ventures funding.

RESOLUTION APPROVED BY: None

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 18-46**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH THE UNITED WAY OF JACKSON COUNTY**

- 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, To support JobSTAR, the Business Resource Network in Jackson County, staff would like to execute a MOU with the United Way of Jackson County; and
- WHEREAS, The United Way of Jackson County will serve as the fiscal and administrative agent for the Network while Michigan Works! will provide funding for the Success Coach, coordinate the work of the Success Coach and process support service payments; 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 the United Way of Jackson County.

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: December 5, 2018

Subject: Memorandum of Understanding (MOU) with Jackson College and Hillsdale Community Schools

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with Jackson College and Hillsdale Community Schools.

Discussion

Michigan Works! Southeast, Jackson College and Hillsdale Community Schools would like to formalize an agreement for the on-going operation of High School Equivalency (HSE), High School Diploma Education, and Adult Education to be offered by MICHIGAN WORKS! SOUTHEAST and HILLSDALE COMMUNITY SCHOOLS on the Jackson College campuses located in Jackson, Adrian and Hillsdale, Michigan

The roles of the partners will be similar to previous agreements:

Michigan Works! Southeast

1. Offer HSE, High School Diploma Education, and Adult Education Programming. Additional academic programs may be offered by MICHIGAN WORKS! SOUTHEAST upon mutual agreement.
2. Assist in recognizing eligibility for students under the Ability to Benefit, referring them to the appropriate college contact to follow all HEA guidelines.
3. Be responsible for hiring and staffing and shall conduct and administer all courses offered by MICHIGAN WORKS! SOUTHEAST at JC.

Jackson College

1. Use reasonable efforts to assist MICHIGAN WORKS! SOUTHEAST in promotion of its Program where possible and appropriate, but shall not be obligated to incur costs or out-of-pocket expenses in so doing.

2. Provide MICHIGAN WORKS! SOUTHEAST with classroom space, at no cost, sufficient to accommodate the classes offered by this Programming. This shall include smart classrooms, with either laptops or computers, available weekdays, evenings and weekends, in good instructional working order, for the fiscal year. MICHIGAN WORKS! SOUTHEAST courses are to be scheduled subsequent to JC semester courses.

Hillsdale Community Schools

1. Support the concurrent enrollment academic opportunity, as the contacted services Section 107 educational partner to MICHIGAN WORKS! SOUTHEAST.

RESOLUTION APPROVED BY: None

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 18-48**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH THE JACKSON COLLEGE AND HILLSDALE COMMUNITY 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, All partners in the Memorandum of Understanding would like to formalize the roles of each agency; and
- WHEREAS, All partner roles will be similar to the current programming offered in this program; 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 College and Hillsdale Community 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.

9. Presentation – Mi STEM, Scott Heister, Mi STEM Region 2 Director, Washtenaw Intermediate School District



Southeast Region

Hillsdale - Jackson - Lenawee
Livingston - Monroe - Washtenaw

These materials were developed under a grant awarded by the Michigan Department of Education.

D. Scott Heister

Mi STEM Region 2 Director

- 27 years - classroom teacher
- Lead Designer of the Ypsilanti STEMM Middle College
- 5 years - Director of the Ypsilanti STEMM Middle College
- 15 years - Lead Mentor of FIRST Robotics Program
- 10 years - Varsity Hockey Coach
- 20 years - Varsity Golf Coach



It's all in the Numbers!

a race against the clock



“If you change the way you look at things, the things you look at change”

Dr. Wayne Dyer



Mi STEM Network Four Pillars

1. Create a STEM Culture
2. Empower STEM Teachers
3. Integrate Business and Education
4. Ensure High-Quality STEM Experience



What is “STEM Education”?

As defined by Region 2 Educational Leaders

- The intentional development of science, technology, engineering (design thinking & problem solving), and mathematics skills and competencies by all stakeholders at all levels through an integrated instructional delivery system.

- The creative application of these skills to relevant, engaging and authentic inquiry, investigation, and discover

- The exploration of and preparation for careers that rely on the command of these skills and competencies.

Informal Needs Assessment

Think/Write/Share

Staff

Student

Building our Future Together

Next Steps

Upcoming Action Items:

- Conduct a Formal Needs Assessment around the Mi STEM Network Four Pillars

- Conduct a Regional Ecosystem

Mapping to capture Business and Community engagement -

“Points of Pride” related to the 4 Pillars

- Listserv Opt In Form - Please complete if you would like to be included in direct email Listserv about STEM initiatives relating to possible funding/opportunities around the Four Pillars

<https://tinyurl.com/mistemregion2>

- Availability for Support around the Four Pillars

Contact Information

D. Scott Heister

734-994-8100 ext 1267

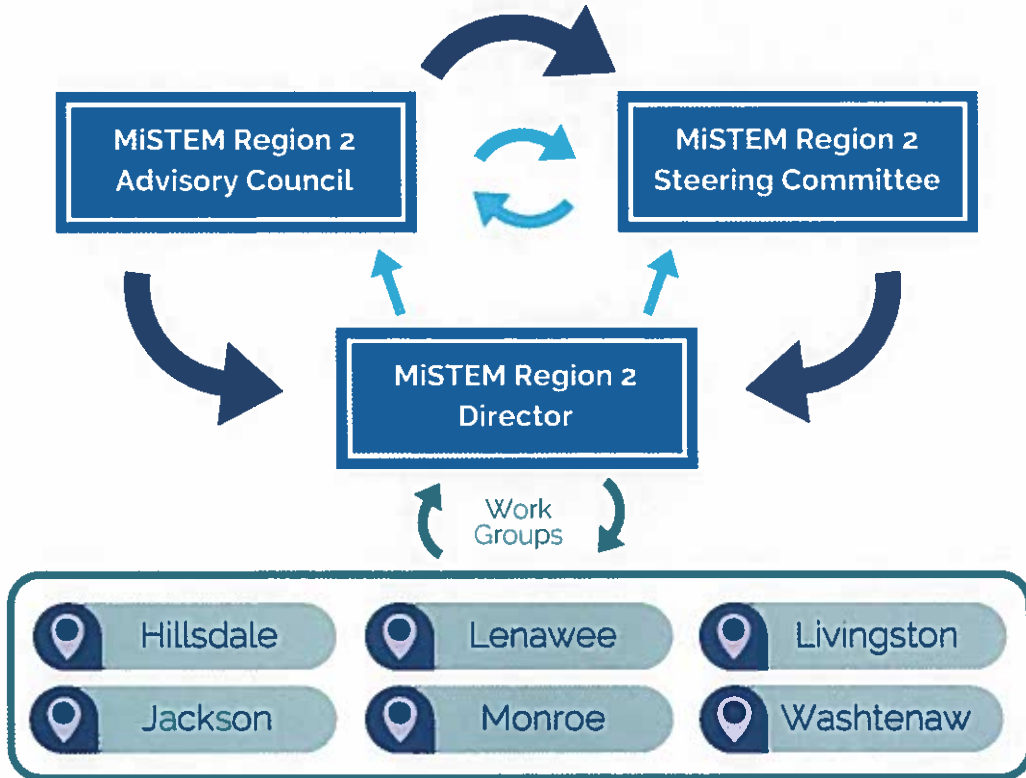
sheister@washtenawisd.org

[@MiSTEMRegion2](#)

MiSTEMRegion2.org



These materials were developed under a grant awarded by the Michigan Department of Education.



MiSTEM REGION 2 STRATEGIC PLAN

1 Key Objective 1: Create a STEM Culture

Goal #1: Demonstrate how the STEM ecosystem in Region 2 is functioning through stories, narratives, pictures, maps and relationships.

Baseline: There is no public shared STEM narrative for our region, nor is there a regional asset map or common resource hub.



Goal #2: Establish multi-county STEM learning community focused on innovative, high-quality STEM practices.

Baseline: There are several key groups in our region that meet regularly and work well together (district superintendents, CEAC, ISD instructional leaders). There is limited conversation about high quality STEM practices with these leadership groups in our region. The math and science consultants from the six ISDs meet and discuss quality STEM experiences on a quarterly basis.



Key Objective 2: Empower All STEM Teachers

Goal #1: Identify current reality of STEM instructional needs and pockets of STEM instructional excellence in local districts across the region.

Baseline: Student math and science scores vary greatly across the region. There is no current report on our region that outlines the instructional practices being used. Many districts have been involved in Intel Math training and NGSx training, but many have not.



Goal #2: Develop educator professional development regional approach.

Baseline: Each ISD provides math and science professional development independently of the others. Livingston contracts for math and science PD services through Washtenaw. Hillsdale does not have math and science consultant staff. Approaches vary across the region.

Key Objective 3: Integrate Business and Education

Goal #1: Define core values, vision, and regional employer needs, ecosystem map and buckets of work with business and education stakeholder group(s)

Baseline: Region 2 has established a steering committee with representation from each ISD that meets weekly. We aim to expand the breadth of voices at the table by inviting key business and education stakeholders (5-10 per county) to contribute to a regional vision for our MiSTEM network.



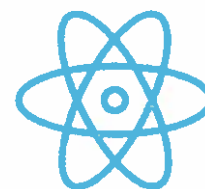
Goal #2: Develop workgroup action plans and implementation strategies grounded in established values, vision, and definitions for each identified target area.

Baseline: After convening the Region-wide Partner Forum and beginnings County-Specific STEM team meetings, the region director and steering committee will use the established core values, vision, and definitions to determine how the region will tackle the identified 3-4 areas of work.

Key Objective 4: Ensure High-Quality STEM Experiences

Goal #1: Identify best practices and high-quality STEM experiences within the region, determining equitable access to those opportunities for all students

Baseline: Region 2 has some of the highest performing schools in terms of math and science student performance in the state and some of the lowest performing buildings in the state.



Goal #2: Develop capacity of Region 2 STEM consultants to provide high quality STEM experiences to educators in the region

Baseline: There are 8 STEM consultants across the six counties in our region. Hillsdale currently does not have a consultant and Livingston contracts with Washtenaw for service. One consultant is new this year. The STEM skills, knowledge and experience is varied across the group.



MiSTEM Network Region Strategic Plan

MiSTEM Network Region Name: Region 2

MiSTEM Network Regional Director: Scott Heister

Date Range: October 2018 - October 2019

Key Objective #1 – Create a STEM Culture	
Goal 1:	Demonstrate how the STEM ecosystem in Region 2 is functioning through stories, narratives, pictures, maps and relationships.
Baseline:	There is no public shared STEM narrative for our region. Nor is there a regional asset map or common resource hub.
Goal Lead:	<i>Scott Heister (MiSTEM Region 2 Director), the Region 2 Steering Committee, CEAC Chair</i>
Grant Criteria:	7f
Strategies to Reach the Goal:	
a)	Utilize <i>Region-wide Partner forum (CEAC)</i> as mechanism to gather asset-map information such as STEM related programs and opportunities inside and outside of school
b)	Create a shared resource hub for educators and partners in region that contains information from the asset mapping process
c)	Create regional website and resources as well as document and communicate the goals and activities of the region
d)	Videotape pockets of excellence to highlight strong stories and document a regional narrative
Description, including stakeholder involvement and applicable funding sources:	
<p>There are pockets of very innovative and creative STEM activities occurring in our region. The ecosystem mapping will serve as a vehicle to help identify these pockets of innovation and understand what is happening across the region. First hand visits and videos have been most compelling to create knowledge and energy around STEM, so we'd like to document and tell the stories of our innovative programs. The stories also serve as a mechanism to create connections between people, build narratives around STEM and develop and define the culture we are intentionally developing. The idea of a resource hub extends beyond the creation of a website and to the notion that it is the PEOPLE who need to be connected through one another. We need to build a "human hub" that connects on a person level in addition to a technical hub with information and resources.</p>	
<p>Our contract with Hanover can be used to conduct interviews or focus groups to highlight the elements of high-quality STEM experiences in our innovative locations and to develop stories to include in our hub.</p>	
Goal 2:	Establish multi-county STEM learning community focused on innovative, high quality STEM practices.
Baseline:	There are several key groups in our region that meet regularly and work well together (district superintendents, CEAC, ISD instructional leaders). There is limited conversation about high quality STEM practices with these leadership groups in our region. The math and science consultants from the six ISDs meet and discuss quality STEM experiences on a quarterly basis.
Goal Lead:	MiSTEM Steering Committee with <i>Scott Heister, MiSTEM Region 2 and ISD math and science consultants</i>
Grant Criteria:	7a, 7f
Strategies to Reach the Goal:	
a)	Create opportunities for educators and business leaders to engage in experiences such as learning labs, site visits, and facilitated learning conversations
b)	Establish a sense of collective efficacy through the development of collaborative norms for members of the learning community
c)	Produce summary presentation, video or report to deliver to 1) the MiSTEM Region 2 Steering Committee, 2) CEAC, 3) the Region 8 superintendents

Description, including stakeholder involvement and applicable funding sources:

Building a STEM culture requires developing stronger relationships around key educators, business leaders, university staff and creating learning communities to engage in targeted learning around programmatic areas of interests (ex: cohorts visiting each other, learning from each other)

Considerations for Action Planning

Reflect on these high-level questions for this Key Objective (Pillar) and provide ideas in this table.

Choose and use an action planning template (e.g., Appendix E) or Gantt Chart (e.g., Appendix F) to shape the details of the activities needed to accomplish your strategic plan.

<i>What <u>assets</u> can be leveraged to help your state team get this work done?</i>	<i>What <u>barriers</u> should you anticipate as you implement these strategies?</i>	<i>What unintended consequences or trade-offs should be considered?</i>
<p>1) <i>Work with state MISTEM directors to learn about definitions for high quality STEM, so the innovative sites used to exemplify excellence in the region are strong examples.</i></p>	<p>1) <i>Issues of equitable access for teachers and educators that would like to participate in learning labs and site visits yet district dollars for PD and travel are limited.</i></p> <p>2) <i>Consistent need for website(s) and artifact(s) to be updated with most current & relevant information</i></p>	<p>1) <i>Eco-mapping will help our region</i></p>

Key Accomplishments of the First Year Plan

List the most significant accomplishments you expect to achieve by quarter. These should correlate to the goals, strategies and activities for this Key Objective (Pillar). This does not need to be a complete re-documentation of your plan. It should list what you expect to be the most significant accomplishments within each timeframe.

Quarter 1: Asset-map, needs assessment, and relationship building focusing on exemplar STEM activities and programs. Creation of website.

Quarter 2: Completed asset map and learning community formed.

Quarter 3: Learning community convenes at multiple locations and times (i.e., site visits, learning labs, etc.).

Quarter 4: Video, stories, and resource hub created.

Key Objective #2 – Empower all STEM teachers	
<i>*Note: Teachers should be thought of more broadly as Educators.</i>	
Goal 1:	<i>Identify current STEM instructional needs and pockets of STEM instructional excellence in local districts across the region. (current reality)</i>
Baseline:	Student math and science scores vary greatly across the region. There is no current report on our region that outlines the instructional practices being used. Many districts have been involved in Intel Math training and NGSx training, but many have not.
Goal Lead:	<i>Scott Heister, MISTEM Region 2 Director and Hanover Research</i>
Grant Criteria:	7aIII, 7e
Strategies to Reach the Goal:	
a) Develop and administer a STEM instructional needs assessment in local districts across the region focusing both on student learning needs and teacher instructional needs.	
b) Analyze needs assessment and produce report on the information collected highlighting both the needs and the pockets of excellence that showed up in the need's assessment responses	
<i>Description, including stakeholder involvement and applicable funding sources:</i> Based on initial conversations across the region as well as the ongoing work of the math and science consultants in the region, there are many different instructional approaches, activities and professional learning activities for educators across our region. We have a contract with Hanover Research that we can use to develop a needs assessment tool and approach as well as provide analysis and reporting.	
Goal 2:	Develop educator professional development regional approach.
Baseline:	Each ISD provides math and science professional development independently of the others. Livingston contracts for math and science PD services through Washtenaw. Hillsdale does not have math and science consultant staff. Approaches vary across the region.
Goal Lead:	<i>Scott Heister, MISTEM Region 2 Director with support from ISD math and science consultants</i>
Grant Criteria:	7e
Strategies to Reach the Goal:	
a) Document and map the instructional professional development approaches in the region.	
b) Research and identify professional development approach that is unified across the region yet accounts for local context	
c) Develop a proposal for professional development strategy for the six-county region in partnership with the ISD math and science consultants.	
<i>Description, including stakeholder involvement and applicable funding sources:</i>	

Considerations for Action Planning		
<p>Reflect on these high-level questions for this Key Objective (Pillar) and provide ideas in this table. Choose and use an action planning template (e.g., Appendix E) or Gantt Chart (e.g., Appendix F) to shape the details of the activities needed to accomplish your strategic plan.</p>		
<p><i>What <u>assets</u> can be leveraged to help your state team get this work done?</i></p> <ul style="list-style-type: none"> ● GELN and Math Task Force ● MI STEM Director Group ● Region 8 Superintendents Group ● Region 8 Collaborative ISD Instructional Leads ● Hanover data monitoring school progress 	<p><i>What <u>barriers</u> should you anticipate as you implement these strategies?</i></p> <ul style="list-style-type: none"> ● Counties with varying levels ISD instruction capacity ● Lack of knowledge about professional learning systems 	<p><i>What unintended consequences or trade-offs should be considered?</i></p>

Key Accomplishments of the First Year Plan

List the most significant accomplishments you expect to achieve by quarter. These should correlate to the goals, strategies and activities for this Key Objective (Pillar). This does not need to be a complete re-documentation of your plan. It should list what you expect to be the most significant accomplishments within each timeframe.

Quarter 1: Completed, designed, and launched needs assessment in partnership with Hanover Research.

Quarter 2: Map of regional current reality. Analyze needs assessment data.

Quarter 3: Literature review of best practices and contacts for locations of where best professional development practices are happening.

Quarter 4: Fully defined regional approach for professional development.

Key Objective #3 - Integrate business and education

Goal 1:	Define core values, vision, and regional employer needs, ecosystem map and buckets of work with business and education stakeholder group(s).
Baseline:	<i>Region 2 has established a steering committee with representation from each ISD that meets weekly. We aim to expand the breadth of voices at the table by inviting key business and education stakeholders (5-10 per county) to contribute to a regional vision for our MISTEM network.</i>
Goal Lead:	<i>Scott Heister, MISTEM Region 2 Director</i>
Grant Criteria:	<i>7.a., 7.a.i., 7.f.</i>

Strategies to Reach the Goal:

- A. Identify key business and education leaders with across the 6-county region to be formal partners for Region 2 and convene partners in a *Region-wide Partner Forum (CEAC)*.
- B. Initiate and convene *County-specific STEM Teams* to identify county needs and provide stakeholder feedback on larger regional core values, vision and employer needs.
- C. Strategically facilitate discussions at *Region-wide Partner Forum* and *County-specific STEM Team* meetings towards agreement on defined regional core values, STEM culture definition, employer needs, and vision for collaborative approaches to work across region with multiple stakeholders
- D. Produce STEM ecosystem map, social network map and Partnership Agreement for long range regional vision.
- E. Review outcomes from Partner Forum and County-specific STEM Teams with Region 2 Steering Committee to determine 3-4 clear and meaningful targeted areas of work that stakeholders and regional education leaders will all support moving forward

Description, including stakeholder involvement and applicable funding sources:

During the transition towards working as a MISTEM region, we created a Region 2 Steering committee comprised of ISD leaders from each county represented in our region. The steering committee consistently conferenced and made collective decisions on its commitment to work together and agreed on a job description and process to find a Regional Director.

We recently found and offered the director position to Scott Heister, and he has accepted. Scott will now take the reins to carry forward direction, which will include extending to our business and education partners to further clarify our STEM definition and culture. Scott will take on convening a region-wide Partner Form with cross-sector partners, and county-specific STEM teams that

will call for consistent participation of local stakeholders. In all, our new director is tasked with pulling us together to work as a region and facilitating our decision towards a regional vision, our key values, and needs.

Our region will be using our Region 2 state dollars to fund convenings and resources needed to move us toward our vision. We also plan to request that monies from the transition funding (state dollars allocated prior to October 1st) be carried over. Lastly, each ISD has committed to providing additional financial support and possibly other grants.

Goal 2:	Develop workgroup action plans and implementation strategies grounded in established values, vision, and definitions for each identified target area.
Baseline:	<i>After convening the Region-wide Partner Forum and beginnings County-Specific STEM team meetings, the region director and steering committee will use the established core values, vision, and definitions to determine how the region will tackle the identified 3-4 areas of work.</i>
Goal Lead:	<i>Scott Heister, MiSTEM Region 2 Director</i>
Grant Criteria:	<i>7.a., 7.a.ii., 7.d.</i>

Strategies to Reach the Goal:

- Identify key champions and those willing to participate in working area groups and convene work groups for each target area.
- Use values and vision to create working agreements and strategic action plan within each area group
- Identify and budget how funding will be used towards implementation strategies

Description, including stakeholder involvement and applicable funding sources:

After we've convened region-wide partners and established county-specific STEM teams, we anticipate that these conversations will lend to 3-4 areas of work that will have to be tackled by groups of champions and committed individuals. For this reason, our next step will be to create and facilitate work groups aligned with these priority areas. Scott Heister, our region director, will lead work groups in using our established values and vision to create agreements, actions plan, and a budget as to how funding will be used implement strategies. Again, funding to support these goals will be garnered from Region 2 MiSTEM funds, carryover funding, and the financial support from each ISD.

Considerations for Action Planning

Reflect on these high-level questions for this Key Objective (Pillar) and provide ideas in this table.

Choose and use an action planning template (e.g., Appendix E) or Gantt Chart (e.g., Appendix F) to shape the details of the activities needed to accomplish your strategic plan.

<p>What <u>assets</u> can be leveraged to help your regional/state team get this work done?</p> <ul style="list-style-type: none"> <i>The Region 2 Steering committee has trust and willingness to work together as well as well-established continuous and regular communication structures.</i> <i>There are established business partnership teams in three of the counties in the region.</i> <i>Region 2 has hired a full-time director.</i> <i>Regional economic development alignment is in place</i> 	<p>What <u>barriers</u> should you anticipate as you implement these strategies?</p> <ul style="list-style-type: none"> <i>Region 2 has a new director that will be forming new relationships and learning the job.</i> <i>Very different business and employment needs across the region.</i> <i>Differing educational performance and demographics across the six counties.</i> 	<p>What unintended consequences or trade-offs should be considered?</p> <ul style="list-style-type: none"> <i>Tension of focusing on a need for one county that might create a lost opportunity in another (due to limited time or resources)</i> <i>Pressure to move quickly may get in the way of building necessary relationships. Need to attend to the relationships and trust building.</i>
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Key Accomplishments of the First Year Plan

List the most significant accomplishments you expect to achieve by quarter. These should correlate to the goals, strategies and activities for this Key Objective (Pillar). This does not need to be a complete re-documentation of your plan. It should list what you expect to be the most significant accomplishments within each time frame.

Quarter 1: *Region-wide Partner Forum* is held with strong participation from university and business partners.

Quarter 2: *Countywide STEM Teams* meet in each of the six counties and discuss key STEM needs, vision, values and direction. The Regional Steering Committee has established a STEM vision, working definition, core values, and identified working areas.

Quarter 3: Working groups and/or roundtables have been formed in each of the identified working areas. Each working group has strong participation from key business, higher education, community and K-12 education representatives.

Quarter 4: Action plans and implementation strategies are clearly identified in each work area, and there is a strong commitment on the part of the workgroup members to take action steps. There is a real sense of engagement, enthusiasm, inclusiveness and determination on the part of the members of the work groups. Grants, philanthropic funding and business partnership funds are secured. If any, possible coordination of with Marshall Grant recipients.

Key Objective #4 – Ensure high-quality STEM experiences	
Goal 1:	Identify best practices and high-quality STEM experiences within the region, determining equitable access to those opportunities for all students.
Baseline:	Region 2 has some of the highest performing schools in terms of math and science student performance in the state and some of the lowest performing buildings in the state.
Goal Lead:	<i>Scott Heister, MiSTEM Region 2 Director and Hanover Research</i>
Grant Criteria:	7aiii, 7e
Strategies to Reach the Goal:	
a) Define high-quality STEM experiences based on research and best practices.	
b) Use learning labs to highlight exemplary programs.	
c) Research PD opportunities to support opportunities for growth for STEM educators.	
<i>Description, including stakeholder involvement and applicable funding sources:</i>	
Goal 2:	Develop capacity of Region 2 STEM consultants to provide high quality STEM experiences to educators in the region.
Baseline:	There are 8 STEM consultants across the six counties in our region. Hillsdale currently does not have a consultant and Livingston contracts with Washtenaw for service. One consultant is new this year. The STEM skills, knowledge and experience is varied across the group.
Goal Lead:	Region 2 consultant team
Grant Criteria:	7e
Strategies to Reach the Goal:	
a) Attendance of consultants in the STEM regional professional learning community and any of the STEM field trips, learning labs, and business visits.	
b) Consultants will meet quarterly to collaborate around providing local and regional high quality STEM experiences.	
b) Attendance and presentations at national and regional conferences (NSTA, NCTM, NCSM, TODOS, National STEM Forum, MACUL, MSTA, MCTM, etc.)	
<i>Description, including stakeholder involvement and applicable funding sources:</i>	

Considerations for Action Planning

Reflect on these high-level questions for this Key Objective (Pillar) and provide ideas in this table.

Choose and use an action planning template (e.g., Appendix E) or Gantt Chart (e.g., Appendix F) to shape the details of the activities needed to accomplish your strategic plan.

<p><i>What <u>assets</u> can be leveraged to help your state team get this work done?</i></p> <ul style="list-style-type: none"> ● Hanover data work ● Justice Leaders Network ● Regional consultants and local investment in consultant roles 	<p><i>What <u>barriers</u> should you anticipate as you implement these strategies?</i></p> <p><i>Consultant scheduling of time to work across ISDs</i></p>	<p><i>What unintended consequences or trade-offs should be considered?</i></p> <p><i>ISD staffing capacity may prevent equitable ability to participate in regional activities</i></p>
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Key Accomplishments of the First Year Plan

List the most significant accomplishments you expect to achieve by quarter. These should correlate to the goals, strategies and activities for this Key Objective (Pillar). This does not need to be a complete re-documentation of your plan. It should list what you expect to be the most significant accomplishments within each timeframe.

Quarter 1: Completion of data collection and analysis of equity of access culminating in report. Well-defined professional development plan complete with timeline for implementation.

Quarter 2: Analysis of ecosystem data from equity lens.

Quarter 3: Implementation of professional learning plan for consultants.

Quarter 4: Consultant recommendations delivered based on new learning and identification STEM opportunity areas.

10. Committee Reports

- a. Employer Services - Rick Currie, Chair
- b. Job Seeker Services – Rose Bellanca and Rich Chang – Co-Chairs
- c. Career and Educational Advisory Council (CEAC) – Kevin Oxley, Co-Chair
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
- e. Business Resource Networks –Leann Wilt, Chair

Initiative / Collaborative Update – MI Career Quest

A successful event on November 28, 2018 at the Novi Expo Center with an estimated 8,500 – 9,000 students in attendance, 875 exhibitors representing 115 occupations, 600 teachers and counselors, 200 volunteers, and 150 special guests. Channel 4 shows some coverage of the event if you missed it.

www.clickondetroit.com/video/career-fair-in-novi-shows-students-possible-career-choices

Over the next 2 years Jim would like to put a similar event together in our area if a place can be found large enough to handle the capacity needed. He has already looked at airplane hangars at Kalitta Air.

Dan, Amber and Alex put on events at Hillsdale HS, Jackson NW and Grass Lake HS during Apprenticeship week.

Salesforce information has been downloaded to from G*stars and waiting on training hopefully by the 1st of the year.

GoingPro awards should be announced and letters issued by next week.

Open Discussion:**Future Agenda Items:**

GoingPro Update

No Pre Meeting for January 7th meeting

NEXT MEETING:

In Person January 7, 2019 2:00 PM

MI Works! Southeast
Washtenaw Service Center
304 Harriet, Ypsilanti, MI 48197

CEAC Meeting | MINUTES

Date **12/17/18** | Time **1:30 – 3:30pm** | Location **WISD**

Meeting called by: *CEAC Committee*

Attendees: CEAC Members

Type of meeting: *Scheduled Meeting*

Kevin Upton, Jonathan Tobar, Jack Townsley, Valerie Jemerson, Amy Cell, Jody Gieling, Elizabeth Stone, Shamar Herron, Cari Bushinski, Linda Blakely, Marcus James, Scott Menzel, Michelle Radcliff, Kevin Oxley, Bill Sleight, Pam Gosla, Heather Robidoux

Chair: *Kevin Oxley*

Minutes recorded by: *Heather Robidoux*

Meeting called to order: *1:35 pm*

Phone in: Tim Jackson, Grace Trudell

Meeting adjourned: *3:20 pm*

AGENDA TOPICS

Agenda topic *MI STEM Region 2 Strategic Plan* | Presenter *Jonathan Tobar*

MI STEM Region 2 includes two CEACs named as "Advisory Councils" and tasked today with approving the strategic plan.

Strategic Plan Key Objectives:

- *Create a STEM Culture*
- *Empower STEM Teachers*
- *Integrate Business and Education*
- *Ensure High Quality STEM Experiences*

Currently, the MI STEM steering committee is focusing on a needs assessment for our region. To date, Scott Helster has already met with all the superintendents and curriculum directors in the region, with the exception of WISD that will be happening soon.

Group motioned, supported, and approved the Region 2 MI STEM Strategic Plan.

Action items

Person responsible Deadline

N/A

Agenda topic *Title II Final Reports* | Presenter *Pam Gosla*

It has been advised that Title II Final Reports be shared with the CEAC. Title II is a grant that provides opportunities for family literacy, ESL, and other adult education programming. Currently, we are in year two of a two-year grant cycle. The reports are from last program year. We will be working on the grant application in the coming months and would like feedback from the CEAC.

Action items	Person responsible	Deadline
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N/A

Agenda topic *Update of Marshall Plan within Region 9 | Presenter Pam Gosla*

TED and DOE announced the first round of Marshall Plan for Talent Innovation Grant awardees at a meeting in Lansing earlier today. 9 plans were accepted with 260 entities involved. This only accounts for about \$15 million of the funds. The only plan in Region 9 granted funding was the Jackson County Career Readiness Talent Consortium (P.A.C.T.).

There will be an option for consortiums to continue to Round 2, which will be mid-January through late February. Consortiums not yet approved should continue to work to improve their concepts and apply the feedback already given by the state.

Action items	Person responsible	Deadline
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N/A

Agenda topic *Regional Workforce Credential | Presenter Group Discussion*

Action items	Person responsible	Deadline
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<i>Career Pathways Subcommittee add the Regional Workforce Credential to agenda items</i>	<i>Subcommittee Champion</i>	<i>Next meeting</i>
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Agenda topic *Subcommittee Measures and Metrics | Presenter Subcommittee Champions*

Apprenticeship Subcommittee

Subcommittee has met to discuss who should be included in the group and establish foundations regarding Registered DOL Apprenticeships within their measures and metrics.

Career Pathways Subcommittee

Discussion generated the idea to use MI School and/or Educational Development Plan (EDP) data. EDP begins in 7th grade and is supposed to be updated theoretically every year after until graduation.

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
November 26, 2018, 12 pm Conference call

Board members attending

Lynn Matzen, Committee Chair

Phil Sponsler
Marcus James, WDB Board Chair,

Staff Attending

Bill Sleight, Director

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

1. **Compliance-** Reviewed the draft of the audit from Plante Moran. There was one finding- The non profit account should be reflected in the financial statements to be in accordance with GAAP. This was also a finding in 2017. MWSE is working with SEMCA to ensure they are recording the bank information that is being sent to them.

The draft audit will be presented to the consortium board meeting on November 30, 2018. Cycle III monitoring consisted of 4 areas: EEO, Equipment/fixed Assets, Service Provider monitoring, Cash management and Procurement. It has been completed but the report has not been sent yet. There appears to be no significant issues.

2. **Finance-** no reports were reviewed.
3. **Operations-** Discussed the ongoing analysis of the costs and benefits of bringing HR and fiscal services in-house. Discussed if it would be better to do the HR component first, and add the Fiscal component later. After considerable discussion, it was decided that Bill would present the CFO's conclusions to the Consortium Board meeting on November 30. Three factors were identified as reasons to bring these services in-house. First, we are vulnerable if SEMCA raises its price, or decides not to continue as our fiscal agent, since no viable options are currently available. Second, it would give us greater control over operations and policies, and lead to improved efficiency both in administrative and program areas. We are already performing many critical HR and Fiscal functions and we are now capable of handling the services SEMCA is doing. Third, it is more cost effective, particularly if we also bring the Employment Services functions in-house as well. Assuming the Consortium Board presents no roadblocks, we will continue to develop an implementation plan, and will gather the additional data needed for the Consortium Board to make a final decision in the first quarter of next year.

Metrics- Reviewed the dashboard for the committees.

Meeting was adjourned at 1:30 pm.

11. Discussion Items

- a. Michigan Future Talent Council Report (MFTC) (formerly known as the Governor's Talent Investment Board (GTIB) - Marcus James
- b. Executive Committee Report - WDB Chair
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for December 5, 2018
 - Michigan Works! Southeast Workforce Development Board Executive Committee Minutes for January 2, 2019

Workforce Development Board (WDB)
 Executive Committee Meeting Minutes
 December 5, 2018, 2:00pm – 4:00pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

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

WDB Member: Rich Chang

Staff: Bill Sleight
 Shamar Herron
 Justin Al Igoe
 Nicole Bell
 Dan Childs
 Maggie Flaherty
 Joshua Rose
 Peg Windsor

1. Call to order
 Marcus James, Chair called the meeting to order at 2:00 pm.
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 APPROVED
4. Consent Agenda
 Marcus James call for a motion to approve the Consent Agenda.
 MOTION: Leann Wilt moved to approve the Consent Agenda.
 SUPPORT: Richard Currie
 MOTION CARRIED
 - a. WDB RESOLUTION 18-45
 Resolution Approving FY 2018 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker Training (IWT) Funds for JAC Products in an amount not to exceed \$1,585

5. Resolutions for Consideration by the Workforce Development Board (WDB):
- a. WORKFORCE DEVELOPMENT BOARD (WDB) RESOLUTION 18-42
Resolution approving the Fiscal Year (FY) 2019 Refugee Program
Marcus James call for a motion to approve WDB Resolution 18-42
MOTION: Richard Currie moved to approve WDB Resolution 18-42
FY Year 2019 Refugee Program.
SUPPORT: Scott Menzel
Bill Sleight reviewed the resolution. Discussion.
MOTION CARRIED
 - b. WDB RESOLUTION 18-43
Resolution approving a Memorandum of Understanding (MOU) with the
Washtenaw Intermediate School District (WISD) – Head Start
Marcus James call for a motion to approve WDB Resolution 18-43
MOTION: Leann Wilt moved to approve WDB Resolution 18-43 the MOU with
the WISD – Head Start
SUPPORT: Lynn Matzen
Bill Sleight reviewed the resolution. Discussion.
MOTION CARRIED ABSTAIN: Scott Menzel
 - c. WDB RESOLUTION 18-44
Resolution approving a MOU with the Section 107 Adult Education (AE)
Career Technical Program
Marcus James call for a motion to approve WDB 18-44
MOTION: Lynn Matzen moved to approve WDB Resolution 18-44 the Section
107 AE Career Technical Program
SUPPORT: Leann Wilt
Bill Sleight reviewed the resolution. Discussion.
MOTION CARRIED ABSTAIN: Scott Menzel
 - d. WDB RESOLUTION 18-46
Resolution approving a MOU with the United Way of Jackson County
Marcus James call for a motion to approve WDB Resolution 18-46
MOTION: Scott Menzel moved to approve a MOU with United Way of
Jackson County
SUPPORT: Richard Currie
Bill Sleight reviewed the resolution. Discussion.
MOTION CARRIED
 - e. WDB RESOLUTION 18-47
Resolution approving the Fiscal Year (FY) 2019 Trade Adjustment
Assistance (TAA) Program for the delivery of Job Training Services to
eligible participants in the Southeast Michigan Consortium
Marcus James call for a motion to approve WDB Resolution 18-47
MOTION: Richard Currie moved to approve WDB Resolution 18-47 the FY
Year 2019 TAA Program for delivery of Job Training Services to eligible
participants in the Southeast Michigan Consortium
SUPPORT: Leann Wilt
MOTION CARRIED

- f. WDB RESOLUTION 18-48
Resolution Approving a MOU with the Jackson College and Hillsdale Community Schools
Marcus James call for a motion to approve WDB Resolution 18-48
MOTION: Scott Menzel moved to approve WDB Resolution 18-48 the MOU with Jackson College and Hillsdale Community Schools
SUPPORT: Lynn Matzen
Bill Sleight reviewed the resolution. Discussion.
MOTION CARRIED

6. Committee Reports

- a. Employer Services - Rick Currie, Chair
Richard Currie and Jim Coutu provided updates. 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.
- e. Business Resource Networks (BRN) – Bill Sleight

Change in Chair of Committees. Leann Wilt now to Chair the BRN Committee.

Rose Bellanca and Rich Chang now Co-Chairs for the Job Seeker Committee.

7. Chair Report

- a. Finalize Workforce Board Dashboard elements
Marcus James provided update. Discussion.

8. Director's Report

- a. Audit Report
Bill Sleight provided Audit Report update. Discussion.
- b. Consortium Meeting Update
Bill Sleight reported on topics discussed during the November 30, 2018 Southeast Michigan Consortium Board meeting.
- c. UIA Log-In Issues
Bill Sleight reported on issued regards the new roll-out of the UIA Universal Log-in. Discussion.
- d. MiCareer Quest Update
Discussed the MiCareer Quest Southeast Michigan held on November 28th in Novi.
- e. Michigan Works! Association Legislative Committee Update
Bill Sleight provided update on the Mid-term elections. Discussion.
- f. Policy Update - Work-based training policy- Paid Work Experience
Workforce Innovation and Opportunity Act (WIOA) Youth Section
Bill Sleight reviewed the policy.

9. Public Comment
Marcus James offered Public Comment. No Comment.

Comments by committee members followed.
10. Adjournment
Meeting adjourned at 3:39 pm.

WORKFORCE DEVELOPMENT BOARD
 EXECUTIVE COMMITTEE MEETING
 January 2, 2019, 2:00pm – 4:00pm
 Chelsea Comfort Inn
 Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

Present: Rich Chang
 Donald Germann via conference call
 Marcus James, Chair
 Lynn Matzen
 Scott Menzel
 Sharon Miller, Vice-Chair
 Grace Trudell via conference call
 Leann Wilt

Absent: Richard Currie

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

1. Call to order

Marcus James, Chair called the meeting to order at 2:00 pm.

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 December 5, 2018 Executive Committee Meeting Minutes

Marcus James call for a motion to approve the December 5, 2018 Executive Committee Meeting Minutes.

MOTION: Leann Wilt moved to approve the December 5, 2018 Executive Committee Meeting Minutes.

SUPPORT: Lynn Matzen

MOTION CARRIED

5. Consent Agenda – No Items.

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

a. WDB RESOLUTION 18-49

Resolution approving a modification to the TANF Refugee Program (TRP) Contract with Jewish Family Services for Fiscal Year (FY) 18

Marcus James call for a motion to approve WDB Resolution 18-49

MOTION: Lynn Matzen moved to approve WDB Resolution 18-49 the modification to the TANF Refugee program (TRP) Contract with Jewish Family Services for Fiscal Year (FY) 18

SUPPORT: Leann Wilt

Bill Sleight reviewed the resolution. Discussion.

b. WDB RESOLUTION 18-50

Resolution approving Workforce Innovation and Opportunity Act (WIOA) Specialized Business Service contract modification with Robert Tebo and Associates for FY 2018

Marcus James call for a motion to approve WDB Resolution 18-50

MOTION: Scott Menzel moved to approve WDB Resolution 18-50 the WIOA Specialized Business Service contract modification with Robert Tebo and Associates for FY 2018

SUPPORT: Lynn Matzen

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-51

Resolution approving FY 2018 WIOA Incumbent Worker training funds for Vision Marine in an amount not to exceed \$4,022

Marcus James call for a motion to WDB Resolution 18-51

MOTION: Leann Wilt

SUPPORT: Lynn Matzen

Bill Sleight and Jim Coutu reviewed the resolution. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 18-52

Resolution approving the Calendar Year (CY) 2019 Michigan Works! System Plan (MWSP) for the time period 1/1/2019 through 12/31/2019

Marcus James call for a motion to approve WDB Resolution 18-52

MOTION: Scott Menzel moved to approve WDB Resolution 18-52 the CY 2019 MWSP for the time period 1/1/2019 through 12/31/2019

SUPPORT: Lynn Matzen

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

e. WDB RESOLUTION 18-53

Resolution Approving FY 2018 WIOA Incumbent Worker Training funds for Rives Manufacturing in an amount not to exceed \$6,515

Marcus James call for a motion to approve WDB Resolution 18-53

MOTION: Leann Wilt moved to approve FY 2018 WIOA IWT funds for Rives Manufacturing in an amount not to exceed \$6,515

SUPPORT: Leann Wilt moved to approve WDB Resolution 18-53 WIOA IWT funds for Rives Manufacturing in an amount not to exceed \$6,515

Bill Sleight and Jim Coutu reviewed the resolution. Discussion.

MOTION CARRIED

7. Committee Reports
 - a. Employer Services – Richard Currie, Chair
Jim Coutu provided updates. Discussion.
 - b. Job Seeker – Rich Chang, Co-Chair
Committee Transition to new chairs. Discussion.
 - c. Career & Educational Advisory Council (CEAC) – Scott Menzel, Co-Chair
Scott Menzel provided update and reviewed the minutes. Discussion.
 - d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
No meeting held in December. Discussion regarding follow-up topics.
 - e. Business Resource Networks (BRN) – Leann Wilt
Discussion regards how BRN will be structured.

8. Chair Report
 - a. Committee members discussed administrative topics.
Discussion.

9. Director Report
 - a. Going PRO
Bill Sleight reviewed the Going PRO awards in the Michigan Works!
Southeast Region. Discussion.
 - b. Marshall Plan discussed during CEAC Committee report.
 - c. Michigan Works! Legislative Committee update. No updates.

10. January 9, 2019 Agenda for Michigan Works! Southeast Workforce
Development Board Meeting
Reviewed the Agenda. Discussion.

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

Comments followed by committee members.

12. Meeting adjourned at 3:51 pm.