

MINUTES APPROVED ON JANUARY 9, 2019

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.

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 Coufu 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 Worksl 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.