

MINUTES APPROVED ON MARCH 13, 2019

Michigan Works! Southeast Workforce Development Board Meeting
January 9, 2019
Chelsea Comfort Inn Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Present

Mindy Bradish-Orta	Jackson Chamber of Commerce	via conference call
Rich Chang	NewFoundry	
Kurtis Condon	Hillsdale Terminal	Alternate for Donald Germann
Richard Currie	Hitachi Automotive Systems	
Sean Duval	Golden Limousine International	via conference call
Jennifer Giannone	Thai Summit	
Steven Girardin	Michigan Rehabilitation Service	
Lee Graham	Operating Engineers 324	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Dr. Timothy Jackson	Washtenaw ISD	Alternate for Scott Menzel
Marcus James, Chair	Stable Inc LLC	
Derek Kirchner	DTE	
Lynn Matzen	Matrix Systems LLC	
Dr. Michelle Mueller	Washtenaw Community College	
Kevin Oxley	Jackson County ISD	
Shawn Planko	Expedia	via conference call
Deb Polich	The Arts Alliance	
Phil Sponsler	Orbitform	
Grace Trudell	IBEW 58	via conference call
James Van Doren	Lenawee Now	via conference call
Ambrose Willbanks, Jr.	Washtenaw CVB	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	Washtenaw Community College	Alternate Michelle Mueller attended
Jeremy Frew	Jackson College	
Donald Germann	County National Bank	Alternate Kurtis Condon attended
Steven Gulick	Huron Valley Area Labor Federation	
Dr. Scott Menzel	Washtenaw County ISD	alternate Dr. Tim Jackson attended
Sharon Miller, Vice Chair	Consumers Energy	
Phil Santer	Ann Arbor SPARK	

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
Johnny Epps, Service Center Manager	Michigan Works! Southeast

Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Janet Myers, Service Center Manager	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast
Sandy Vallance, Program Manager	Michigan Works! Southeast
Misty Shulters, Service Center Manager	Michigan Works! Southeast
Angela Watkins, Service Center Manager	Michigan Works! Southeast

Others Present

Daniel Furton	Bureau of Services for Blind Persons/ LARA
Alex Gossage	Ann Arbor Center for Independent Living
Elizabeth White	BSBP/LARA

1. Call to order
Marcus James, Chair, Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:03 a.m.
2. Roll Call
Quorum Present
3. Introductions
Board members, staff and visitors.
Marcus James introduced newly name board member Derek Kirchner, Regional Manager – Corporate and Governmental Affairs, DTE Energy
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 with change in order of topics. Directors Report to follow Committee reports.
MOTION: Lynn Matzen moved to approve the Agenda.
SUPPORT: Richard Currie
MOTION
6. Approval of November 14, 2018 Michigan Works! Southeast (MWSE) Workforce Development Board (WDB) Meeting Minutes
Marcus James call for a motion to approve the November 14, 2018 MWSE WDB meeting minutes.
MOTION: Michelle Mueller moved to approve the November 14, 2018 MWSE WDB meeting minutes.
SUPPORT: Steven Girardin
MOTION CARRIED
7. Approval of Consent Agenda
Marcus James ask if any of the Consent Agenda Items move to the WDB Resolutions for Consideration. No request to move agenda items.
Marcus James call for a motion to approve the Consent Agenda.
MOTION: Leann Wilt moved to approve the Consent Agenda

SUPPORT: Lee Graham. Discussion.
MOTION CARRIED

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 18-53
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)

a. WDB RESOLUTION 18-43
A Resolution approving a Memorandum of Understanding (MOU) with the
Washtenaw Intermediate School District – Head Start
Marcus James call for a motion to approve WDB Resolution 18-43
MOTION: Michele Mueller moved to approve WDB Resolution 18-43 MOU with
Washtenaw ISD – Head Start

SUPPORT: Grace Trudell
Bill Sleight reviewed the resolution. Discussion

Abstain: Steven Girardin

MOTION CARRIED

b. WDB RESOLUTION 18-46

A Resolution approving a MOU with the United Way of Jackson County
Marcus James call for a motion to approve WDB Resolution 18-46
MOTION: Kevin Oxley moved to approve WDB Resolution 18-46 a MOU with the
United Way of Jackson County

SUPPORT: Richard Currie
Bill Sleight review the resolution. Discussion.
MOTION CARRIED

c .WDB RESOLUTION 18-48

A Resolution approving a MOU with Jackson College and Hillsdale Community Schools

Marcus James call for a motion to approve WDB Resolution 18-48

MOTION: Leann Wilt moved to approve WDB Resolution 18-48 a MOU with Jackson College and Hillsdale Community Schools

SUPPORT: Lynn Matzen

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

9. Presentation – Mi STEM

Mi STEM presentation by Scott Heister, Mi STEM Region 2 Director, Washtenaw Intermediate School District. Discussion.

10. Committee Reports

Committee Chairs reviewed minutes and provided updates. Discussion.

- 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

Bill Sleight reviewed Directors Report. Discussion.

11. Discussion Items

- a. Michigan Future Talent Council (MFTC) Report (formerly known as the Governor's Talent Investment Board-GTIB). Marcus James provided update.
- b. Executive Committee Report - WDB Chair
Marcus James stated Executive Committee topics discussed during the meeting.
 - 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

13. Adjourn

Meeting adjourned at 12:00 noon

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Workforce Development Board
Executive Committee Meeting Minutes
February 6, 2019, 2:00pm – 4:00pm
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive
Chelsea, MI 48118

Present: Marcus James, Chair
Richard Currie via conference call
Donald Germann via conference call
Lynn Matzen
Sharon Miller, Vice Chair via conference call
Leann Wilt

Absent: Rich Chang
Scott Menzel
Grace Trudell

Staff: Bill Sleight
Shamar Herron
Nicole Bell
Daniel Childs
Jim Coutu
Maggie Flaherty
Heather Robidoux
Joshua Rose
Sandy Vallance

1. Call to order
Marcus James, Chair called the meeting to order at 2:05 pm.
2. Roll Call
Quorum Present.
3. Approval of Agenda
Marcus James request to change the order of Agenda topics.
Discuss Topic 7. Chair Report. Alignment of BSC with Strategic Plan. Then Discuss
Topic 6. Committee Reports.
Marcus James Call for a motion to approve the Agenda with change.
MOTION: Lynn Matzen moved to approve the Agenda with change.
SUPPORT: Leann Wilt
MOTION CARRIED

4. Consent Agenda

MOTION CARRIED

a. WDB RESOLUTION 18-55

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED \$7,864

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

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

a. WDB RESOLUTION 18-54

A RESOLUTION APPROVING MEMORANDUMS OF UNDERSTANDING (MOUS) FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH program

Marcus James call for a motion to approve WDB Resolution 18-54

MOTION: Leann Wilt moved to approve WDB Resolution 18-54

The Memorandums of Understanding (MOUs) for the Workforce Innovation and Opportunity Act (WIOA) Youth Program

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-56

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH THE WORKFORCE INTELLIGENCE NETWORK (WIN) REGARDING MI BRIGHT FUTURE

Marcus James call for a motion to approve WDB Resolution 18-56

MOTION: Lynn Matzen moved to approve WDB Resolution 18-56

a MOU with WIN regarding MI Bright Future

SUPPORT: Donald Germann

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-57

A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSAL FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH, SPECIALIZED BUSINESS SERVICES AND EMPLOYMENT SERVICES/TRADE ADJUSTMENT ASSISTANCE PROGRAMS

Marcus James call for a motion to approve WDB Resolution 18-57

MOTION: Lynn Matzen moved to approve WDB Resolution 18-57
Release of Requests for Proposal for the WIOA Youth, Specialized Business
Services and Employment Services/Trade Adjustment Assistance Programs
SUPPORT: Richard Currie
Bill Sleight reviewed the resolution. Discussion.
MOTION CARRIED

6. Chair Report

- a. Marcus James reviewed the Alignment of Director's
Balanced Scorecard with Strategic Plan. Discussion.

7. Committee Reports

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

8. Director Report

- a. Committee and Board Dashboards Demonstration presentation by
Joshua Rose and Nicole Bell. Discussion.
- b. Summary of Policy Changes Policy reviewed by Bill Sleight. Discussion.
- c. Other

Comments followed by committee members.

9. Public Comment

Marcus James call for Public Comment. No Public Comment.

10. Adjournment

Meeting Adjourned at 4:00 pm

Workforce Development Board
Executive Committee Meeting Minutes
March 6, 2019, 2:00pm – 4:00pm
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive
Chelsea, MI 48118

Present: Rich Chang via conference call
Richard Currie via conference call
Donald Germann via conference call
Marcus James, Chair
Lynn Matzen via conference call
Sharon Miller, Vice Chair

Absent: Scott Menzel
Grace Trudell
Leann Wilt

Staff: Bill Sleight
Maggie Flaherty
Joshua Rose

1. Call to order

Marcus James, Chair called the meeting 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: Lynn Matzen moved to approve the Agenda.

SUPPPORT: Richard Currie

MOTION CARRIED

4. Approval of February 6, 2019 Executive Committee Meeting Minutes

Marcus James call for a motion to approve the February 6, 2019 Executive Committee Meeting Minutes.

MOTION: Donald Germann moved to approve the February 6, 2019 Executive Committee Meeting Minutes

SUPPORT: Lynn Matzen

MOTION CARRIED

5. Consent Agenda

Marcus James ask if any of the Consent Agenda items require move to the Resolutions for Consideration by the WDB. No items requested.

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

MOTION: Sharon Miller moved to approve the Consent Agenda.

SUPPORT: Donald Germann

MOTION CARRIED

a. WDB RESOLUTION 18-58

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR AIRMAN PRODUCTS, LLC IN AN AMOUNT NOT TO EXCEED \$9,235

b. WDB RESOLUTION 18-59

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR BRISKEY BROTHERS CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$450

c. WDB RESOLUTION 18-60

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR THAI SUMMIT AMERICA CORPORATION IN AN AMOUNT NOT TO EXCEED \$4,620

d. WDB RESOLUTION 18-61

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HILLSDALE HOSPITAL IN AN AMOUNT NOT TO EXCEED \$15,000

e. WDB RESOLUTION 18-62

A RESOLUTION APPROVING FY 2018 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TOYODA GOSEI FLUID SYSTEMS, USA IN AN AMOUNT NOT TO EXCEED \$9,205

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

a. WDB RESOLUTION 18-63

A RESOLUTION APPROVING THE FISCAL YEAR 2018 TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER GRANT IN THE AMOUNT OF \$110,000

Marcus James call for a motion to approve WDB Resolution 18-63

MOTION: Donald Germann moved to approve WDB Resolution 18-63 the Fiscal Year 2018 Trade and Economic Transition Dislocated Worker Grant for \$110,000

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 18-64

A RESOLUTION APPROVING THE ACCEPTANCE OF VOCATIONAL VILLAGE GRANT FUNDING IN THE AMOUNT OF \$110,000

Marcus James call for a motion to approve WDB Resolution 18-64
MOTION: Lynn Matzen moved to approve WDB Resolution 18-64
acceptance of the Vocational Village Grant Funding in the amount of
\$110,000

SUPPORT: Sharon Miller

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-65

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR
FISCAL YEAR (FY) 2019 FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE
DEVELOPMENT BOARD

Marcus James call for a motion to approve WDB Resolution 18-65

MOTION: Donald Germann moved to approve WDB Resolution 18-65
receipt of Going Pro Talent Funds for FY 2019 for the Michigan Works!
Southeast Workforce Development Board

SUPPORT: Richard Currie

Bill Sleight reviewed the resolution. Discussion.

MOTION CARRIED

7. Committee Reports

Committee Chairs reviewed committee notes. Discussion.

a. Employer Services - Richard Currie, Chair

b. Job Seeker Services – Rich Chang, Co-Chair

c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
Marcus James and Bill Sleight reviewed notes. Discussion.

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

- Budget Amendment
- Fiscal Agent Transition

e. Business Resource Networks (BRN) – Leann Wilt
Bill Sleight provided updates on BRN. Discussion.

8. Chair Report

a. BSC Alignment and Strategic Plan
Marcus James reviewed. Discussion.

9. Director Report

a. Customer Relationship Management Grant
Bill Sleight reviewed the Grant funding amount \$6,131. Discussion.

10. Draft March 13, 2019 Agenda for Joint Meeting of Michigan Works! Southeast
Workforce Development Board and Southeast Michigan Consortium Board
Reviewed and discussed.

11. Public Comment

Marcus James offered public comment. No public comment.

12. Adjournment

Meeting adjourned at 3:30 pm.