

MINUTES APPROVED ON JUNE 12, 2019

Michigan Works! Southeast Workforce Development Board Meeting Minutes
May, 8 2019, 10:00 a.m.
Chelsea Comfort Inn Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Present

Mindy Bradish-Orta	Jackson Chamber of Commerce	
Rich Chang	NewFoundry	
Jolene Chapman	Jackson College	Alternate for Jeremy Few
Sean Duval	Golden Limousine International	via conference call
Donald Germann	County National Bank	via conference call
Steven Girardin	Michigan Rehabilitation Service	
Lee Graham	Operating Engineers 324	
Marcus James, Chair	Stable Inc LLC	
Sharon Miller, Vice Chair	Consumers Energy	via conference call
Dr. Michelle Mueller	Washtenaw CC (WCC)	alternate for Dr. Rose Bellanca
Shawn Planko	Expedia	
Phil Santer	Ann Arbor SPARK	
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	WCC	alternate Dr. Michelle Mueller attended
Richard Currie	Hitachi	Hitachi Automotive Systems Americas, Inc.
Jeremy Frew	Jackson College	alternate Jolene Chapman attended
Steven Gulick	Huron Valley Area Labor Federation	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Lynn Matzen	Matrix Systems LLC	
Dr. Scott Menzel	Washtenaw ISD	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	

Staff Present

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Justin Al-Igoe, Policy and Operations Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Amber Collins, Business Services Coordinator	Michigan Works! Southeast
Johnny Epps, Service Center Manager	Michigan Works! Southeast
Jim Coutu, Business Services Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast

Alex Masten, Business Services Coordinator
Janet Myers, Service Center Manager
Joshua Rose, Communications Assistant
Misty Shulters, Service Center Manager
Sandy Vallance, Program Manager
Angela Watkins, Service Center Manger

Michigan Works! Southeast
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Michigan Works! Southeast

Others Present

Brittany Dougherty
Daniel Furton
Alex Gossage
Bill Rayl
Tony Waterson

TPMA
Bureau of Services for Blind Persons(BSBP)/LARA
Ann Arbor Center for Independent Living
Jackson Area Manufacturers Association
TPMA

1. Call to order
Marcus James, Chair called the meeting to order at 10:00 am.
2. Roll Call
Quorum Present.
3. Introductions
4. Call to the Public
Marcus James call to the public.
Dan Furton, Vocational Rehabilitation Counselor, Bureau of Services for Blind Persons, Department of Licensing and Regulatory Affairs commented.
5. Approval of the Agenda
Marcus James request to move the State Update portion of Directors Report to follow the Agenda Item – 6. Approval of minutes. Marcus James call for a motion to approve the Agenda as revised.
MOTION: Rich Chang moved to approve the Agenda as revised.
SUPPORT: Michelle Mueller
MOTION CARRIED
6. Approval of March 13, 2019 Michigan Works! Southeast Workforce Development Board/Southeast Michigan Consortium Joint Meeting Minutes
Marcus James call for a motion to approve the March 13, 2019 meeting minutes.
MOTION: Michelle Mueller moved to approve the March 13, 2019 meeting minutes.
SUPPORT: Steven Girardin
MOTION CARRIED
7. Directors Report
Bill Sleight reviewed the portion of the Directors Report regards the State Update.
Discussion.

8. Approval of Consent Agenda

Marcus James reviewed the Consent Agenda Items. Marcus ask if any of the items require review under the Consideration by WDB. No request to move items.

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

MOTION: Steven Giradin moved to approve the Consent Agenda.

SUPPORT: Rich Chang

MOTION CARRIED. ABSTAIN: Lee Graham

a. WDB RESOLUTION 18-68

A Resolution approving Incumbent Worker Training (IWT) contracts for the following companies

-FlexDex Surgical, Inc.	\$ 9,600.00
-Refrigeration Sales, Inc.	\$ 3,945.00
-F. P. Miller Company	\$ 3,300.00
-Elm Plating Company	\$11,459.94
-Hatch Stamping Company	\$11,701.00
-Uccle Health and Nutrition	\$ 9,593.00
-Gyro Enterprises	\$ 579.95

b. WDB RESOLUTION 18-69

A Resolution approving a Memorandum of Understanding (MOUS) with the Southeast Michigan Community Alliance (SEMCA)

c. WDB RESOLUTION 18-70

A Resolution approving One-Stop Operator Service Contract Extension with Thomas P. Miller and Associates

d. WDB RESOLUTION 18-71

A Resolution accepting funding for the FY 2019 Family Forward Demonstration Project

e. WDB RESOLUTION 18-72

A Resolution approving a Memorandum of Understanding (MOUS) with Michigan Automotive Compressor, Inc. (MACI)

f. WDB RESOLUTION 18-73

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH HARTLAND CONSOLIDATED SCHOOLS

g. WDB RESOLUTION 18-79

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH BOB TEBO, LLC FOR FY 2019

h. WDB RESOLUTION 18-80

A RESOLUTION APPROVING A TANF REFUGEE PROGRAM (TRP) AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT EXTENSION WITH JEWISH FAMILY SERVICES THROUGH JUNE 30, 2020

- i. WDB RESOLUTION 18-82
A RESOLUTION APPROVING THE PLAN AND SIGNATURE OF THE CHAIRPERSON ON THE CY 2019 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM GRANT APPLICATION AUTHORITY FOR FY 2019
 - j. WDB RESOLUTION 18-85
A RESOLUTION APPROVING THE FISCAL YEAR 2019 WAGNER-PEYSER EMPLOYMENT SERVICES GRANT FUND ACCEPTANCE
 - k. WDB RESOLUTION 18-86
A RESOLUTION APPROVING THE FISCAL YEAR 2019 WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANT FOR THE SOUTHEAST MICHIGAN CONSORTIUM
 - l. WDB RESOLUTION 18-87
A RESOLUTION APPROVING ACCEPTANCE OF FUNDS AND PLAN APPROVAL FOR THE APPRENTICESHIP SUCCESS COORDINATOR PROGRAM
9. Resolutions for Consideration of the Workforce Development Board (WDB)
- a. WDB RESOLUTION 18-67
A Resolution approving Infrastructure Funding Agreements (IFAs) for Workforce Investment Opportunity and Innovation Act required partners for 2019

Marcus James call for a motion to approve WDB Resolution 18-67

MOTION: Rich Chang moved to approve WDB Resolution the IFAs for WIOA required Partners for 2019.

SUPPORT: Lee Graham

Bill Sleight reviewed. Discussion

MOTION CARRIED. ABSTAIN: Steven Girardin

- b. WDB RESOLUTION 18-74
A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH THE LIVINGSTON EDUCATIONAL SERVICES AGENCY (LESA)

Marcus James call for a motion to approve WDB Resolution 18-74

MOTION: Michelle Mueller moved to approve WDB Resolution 18-74 the WIOA Specialized Youth Service Contract extension with LESA.

SUPPORT: Phil Santer

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Steven Girardin; Grace Trudell

- c. WDB RESOLUTION 18-75
A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH WORK SKILLS CORPORATION

Marcus James call for a motion to approve WDB Resolution 18-75

MOTION: Michelle Mueller moved to approve WDB Resolution 18-75 the WIOA Specialized Youth Service Contract with Works Skills Corporation

SUPPORT: Mindy Bradish-Orta

Bill Sleight reviewed. Discussion.

MOTION CARRIED.

- d. WDB RESOLUTION 18-76
A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT
EXTENSION WITH KEY OPPORTUNITIES

Marcus James call for a motion to approve WDB Resolution 18-76

MOTION: Mindy Bradish-Orta moved to approve WDB Resolution 18-76 WIOA
Specialized Youth Service Contract extension with Key Opportunities.

SUPPORT: Shawn Planko

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Steven Girardin

- e. WDB RESOLUTION 18-77
A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT
EXTENSION WITH ANN ARBOR SPARK FOR FY 2019

Marcus James call for a motion to approve WDB Resolution 18-77

MOTION: Steven Girardin moved to approve WDB Resolution 18-77 the WIOA
Specialized Business Service Contract extension with Ann Arbor Spark for FY 2019

SUPPORT: Mindy Bradish-Orta

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Phil Santer; Donald Germann; Jim Van Doren

- f. WDB RESOLUTION 18-78
A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT
EXTENSION WITH THE SMALL BUSINESS DEVELOPMENT CENTER (SBDC) (WASHTENAW
COMMUNITY COLLEGE [WCC]) FOR FY 2019

Marcus James call for a motion to approve WDB Resolution 18-78

MOTION: Rich Chang moved to approve WDB Resolution 18-78 Specialized
Business Service Contract extension with SBDC (WCC)

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Michelle Mueller; Donald Germann

- g. WDB RESOLUTION 18-81
A RESOLUTION RECOMMENDING A CONTRACT EXTENSION WITH THE SOUTHEAST
MICHIGAN COMMUNITY ALLIANCE (SEMCA) TO SERVE AS THE FISCAL AGENCY FOR
THE CONSORTIUM FOR UP TO 12 MORE MONTHS (THROUGH JUNE 30, 2020)

Marcus James call for a motion to approve WDB Resolution 18-81

MOTION: Steven Girardin moved to approve WDB Resolution 18-81

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Lee Graham

- h. WDB RESOLUTION 18-83
A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT
CONTRACT WITH WASHTENAW COMMUNITY COLLEGE (WCC) FOR FY 2019

Marcus James call for a motion to approve WDB Resolution 18-81

MOTION: Leann Wilt moved to approve Wagner-Peyser and Trade Adjustment
Act Contract with WCC for FY 2019

SUPPORT: Lee Graham

Bill Sleight reviewed. Discussion.
MOTION CARRIED. ABSTAIN: Michelle Mueller

- i. WDB RESOLUTION 18-84
A RESOLUTION APPROVING WAGNER-PEYSER AND TRADE ADJUSTMENT ACT
CONTRACT WITH LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
FOR FY 2019

Marcus James call for a motion to approve WDB Resolution 18-84

MOTION: Lee Graham moved to approve WDB Resolution 18-84

Wagner-Peyser and Trade Action Contract with Livingston County Community
Mental Health Authority for FY 2019

SUPPORT: Mindy Bradish-Orta

Bill Sleight reviewed. Discussion.

MOTION CARRIED. ABSTAIN: Steven Girardin

10. Presentation

- a. One Stop Operator Report
Presentation by Brittany Dougherty, Senior Project Consultant and Tony Waterson,
Director of Workforce Development, Thomas P. Miller & Associates.
Discussion.
- b. Apprenticeship Program Update
Presentation by Jim Coutu, Business Services Manager and Steven Billington,
Business Services Coordinator. Discussion.

11. Committee Reports

- a. Employer Services - Rick Currie, Chair,
Rick Currie provided updates. Discussion.
- b. Job Seeker Services Rich Chang and Rose Bellanca – Co-Chairs,
Rich Chang provided updates. Discussion.
- c. Career & Educational Advisory Council (CEAC)– Kevin Oxley, Co-Chair
Marcus James and Bill Sleight provided updates. Discussion.
- d. Compliance, Finance and Operations (CFO) – Mindy Bradish-Orta, Lynn Matzen,
Co-Chairs.
Mindy Orta provided updates. Discussion.
- e. Business Network Resources – Leann Wilt, Chair
Leann Wilt and Sandy Vallance provided updates. Discussion.

12. Discussion Items

- a. Michigan Future Talent Council Report (MFTC) formerly GTIB - Marcus James
Marcus James comment the MFTC has not met as a new council.
- b. Executive Committee Report - WDB Chair
Marcus James comment that Executive Committee items discussed during the
meeting,
 - Michigan Works! Southeast Workforce Development Board Executive
Committee Minutes - April 3, 2019
 - Michigan Works! Southeast Workforce Development Board Executive
Committee Minutes – May 1, 2019

13. Other Items

a. Chair Update – WDB Chair

Marcus James comment updates provided during meeting.

b. Director's Update

Bill Sleight reviewed remaining portions of report.

14. Public Comment

Marcus James offered public comment. No public comment.

15. Adjournment

Meeting adjourned at 12:09 pm.

Workforce Development Board
Executive Committee Meeting Minutes
June 5, 2019, 2:00pm – 4:00pm
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive
Chelsea, MI

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

Absent: Donald Germann

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

1. Call to order
Marcus James called the meeting to order at 2:00 pm
2. Roll Call
Quorum Present
3. Approval of Agenda
Marcus James call to approve the Agenda.
MOTION: Leann Wilt moved to approve the Agenda
SUPPORT: Scott Menzel
MOTION CARRIED
4. Consent Agenda – No Consent Agenda Items
5. Resolutions for Consideration by the Workforce Development Board (WDB):
 - a. WDB RESOLUTION 18-88
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH
NORTHWEST COMMUNITY SCHOOLS

Marcus James call for a motion to approve WDB Resolution 18-88
MOTION: Sharon Miller moved to approve WDB Resolution 18-88 MOU with

Northwest Community Schools
SUPPORT: Leann Wilt
Bill Sleight reviewed. Discussion.
MOTION CARRIED

b. WDB RESOLUTION 18-89

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOUs) WITH AVALON HOUSING, INC.

Marcus James call for a motion to approve WDB Resolution 18-89

MOTION: Scott Menzel moved to approve WDB Resolution 18-89 MOU with Avalon Housing, Inc.

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 18-90

A RESOLUTION RECOMMENDING APPROVAL OF THE FISCAL (FY) 2019 MICHIGAN WORKS! SOUTHEAST BUDGET

Marcus James call for a motion to approve WDB Resolution 18-90

MOTION: Sharon Miller moved to approve WDB Resolution 18-90 the FY 2019 Michigan Works! Southeast budget

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

6. Committee Reports

- a. Employer Services - Richard Currie, Chair
Richard Currie reviewed June 3, 2019 meeting notes. Discussion
- b. Job Seeker Services – Rich Chang, Co-Chair
Rich Chang reviewed May 8, 2019 meeting notes. Discussion.
- c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
Scott Menzel comment the CEAC meets on April 17. Discussion.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
Lynn Matzen reviewed June 3, 2019 meeting notes. Discussion.
- e. Business Resource Networks (BRN) – Leann Wilt, Chair
Leann Wilt provided update. Discussion.

7. Chair Report

8. Director Report

Bill Sleight comment items in written report review at June 12 meeting.

- a. Michigan Works! Legislative Day
- b. State Update
- c. MI Career Quest
- d. SEMCA Transition Update
- e. Summer 19
- f. Summary of Policy Changes

9. June 12, 2019 Agenda for the Michigan Works! Southeast Workforce Development Board Meeting

Reviewed the Agenda. Discussion.

10. Public Comment

Marcus James offered public comment. No public comment
Committee members provided comments.

11. Adjournment

Meeting adjourned at 3:47 pm.