

# MINUTES APPROVED ON SEPTEMBER 11, 2019

Michigan Works! Southeast Workforce Development Board Meeting Minutes  
June 12, 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

Rich Chang	NewFoundry	
Sean Duval	Golden Limousine International	
Richard Currie	Hitachi Automotive Systems Americas, Inc.	
Donald Germann	County National Bank	
Steven Girardin	Michigan Rehabilitation Service	
Lee Graham	Operating Engineers 324	
Dr. Tim Jackson	Washtenaw ISD	alternate for Dr. Scott Menzel
Marcus James, Chair	Stable Inc LLC	
Sharon Miller, Vice Chair	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Shawn Planko	Expedia	
Deb Polich	The Arts Alliance	
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	
Grace Trudell	IBEW 58	via conference call
James Van Doren	Lenawee Now	
Leann Wilt	Venchurs, Inc.	

## Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	Washtenaw Community College	
Mindy Bradish-Orta	Jackson Chamber of Commerce	
Jeremy Frew	Jackson College	
Steven Gulick	Huron Valley Area Labor Federation	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Lynn Matzen	Matrix Systems LLC	
Dr. Scott Menzel	Washtenaw ISD	alternate Dr. Tim Jackson attended
Phil Santer	Ann Arbor SPARK	
Ambrose Willbanks, Jr.	Washtenaw CVB	

## Staff Present

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast

Others Present

Shadin Atiyeh

Alex Gossage

Tim Robinson

Elina Zilberberg

Jewish Family Services

Ann Arbor Center for Independent Living

Lenawee Now

Jewish Family Services

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. No Public Comment
5. Approval of the Agenda  
Marcus James call for a motion to approve the Agenda.  
MOTION: James Van Doren moved to approve the Agenda.  
SUPPORT: Sean Duval  
MOTION CARRIED
6. Approval of May 8, 2019 Michigan Works! Southeast Workforce Development Board (WDB) Meeting Minutes.  
Marcus James call for a motion to approve the May 8, 2019 WDB meeting minutes.  
MOTION: Sean Duval moved to approve the May 8, 2019 meeting minutes.  
SUPPORT: Richard Currie  
MOTION CARRIED
7. 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 agenda items.  
Marcus James call for a motion to approve the Consent Agenda.  
MOTION: Lee Graham moved to approve the Consent Agenda.  
SUPPORT: Sean Duval  
MOTION CARRIED
  - a. WDB RESOLUTION 18-88  
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH NORTHWEST COMMUNITY SCHOOLS
  - b. WDB RESOLUTION 18-89  
A RESOLUTION 18-89A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH AVALON HOUSING, INC.

8. Resolutions for Consideration of the Workforce Development Board (WDB)
  - a. WDB RESOLUTION 18-90  
A Resolution recommending approval of the FY 2019 Michigan Works! Southeast budget  
Marcus James call for a motion to recommend approval of WDB Resolution 18-90  
MOTION: Sean Duval moved to approve WDB Resolution 18-90 the FY 2019 Michigan Works! Southeast budget  
SUPPORT: Rich Chang  
Bill Sleight reviewed. Discussion.  
MOTION CARRIED
  - b. WDB RESOLUTION 18-91  
A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2019 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$57,446  
Marcus James call for a motion to approve WDB Resolution 18-91  
MOTION: Sean Duval call for a motion to approve WDB Resolution 18-91 the receipt fo funds for FY 2019 Capacity Building and Professional Development Grant in the amount of \$57,446  
SUPPORT: Shawn Planko  
Bill Sleight reviewed. Discussion.  
MOTION CARRIED
9. Presentations
  - a. Temporary Assistance for Needy Families (TANF) Refugee Program - Elina Zilberberg, Chief Operating Officer and Shadin Atiyeh, Program Manager, Jewish Family Services. Discussion.
  - b. Align Lenawee – Marshall Plan Project - Tim Robinson, Operations Manager, Lenawee Now. Discussion.
10. Committee Reports updates by Chair
  - a. Employer Services - Rick Currie, Chair
  - b. Job Seeker Services - Rich Chang and Rose Bellanca, – Co-Chairs,
  - c. Career & Educational Advisory Council (CEAC)– Kevin Oxley, Co-Chair  
Compliance, Finance and Operations (CFO) – Mindy Bradish-Orta, Lynn Matzen  
Co-Chairs
  - d. Business Network Resources (BRN) – Leann Wilt, Chair
11. Discussion Items
  - a. Michigan Future Talent Council Report (formerly GTIB ) - Marcus James  
No update.
  - b. Executive Committee Report  
Michigan Works! Southeast Workforce Development Board Executive Committee Minutes - June 5, 2019  
Marcus James comment Items discussed during board meeting.

12. Other Items

a. Chair Update

b. Director's Update

Bill Sleight reviewed Directors Report. Discussion.

13. Adjournment

Meeting adjourned at 11:59 am.

Workforce Development Board  
Executive Committee Meeting Minutes  
September 4, 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  
Donald Germann via conference call  
Marcus James, Chair  
Lynn Matzen  
Sharon Miller, Vice Chair via conference call  
Grace Trudell via conference call  
Leann Wilt

Absent: Scott Menzel

Staff: Bill Sleight  
Shamar Herron  
Justin Al-igoe  
Nicole Bell  
Dan Childs  
Maggie Flaherty

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 to approve the Agenda.

MOTION: Leann Wilt moved to approve the Agenda

SUPPORT: Rich Chang

MOTION CARRIED

4. Approval of August 7, 2019 Executive Committee meeting minutes

Marcus James call to approve the August 7, 2019 Executive Committee meeting minutes.

MOTION: Rich Chang moved to approve the Executive Committee meeting minutes for August 7, 2019

SUPPORT: Leann Wilt

MOTION CARRIED

5. Consent Agenda

No Consent Agenda items for review.

6. Resolutions for Consideration by the Workforce Development Board (WDB):  
No Resolutions for review.
7. Committee Reports
  - a. Employer Services - Richard Currie, Chair  
No update – Committee has not met in September.
  - b. Job Seeker Services – Rich Chang, Co-Chair  
Rich Chang reviewed the August 15 meeting minutes. Discussion.  
Next meeting scheduled September 11.
  - c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair  
No updates. Next meeting scheduled September 23, 2019.
  - d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
No update. Committee did not meet during August.
  - e. Business Resource Networks (BRN) – Leann Wilt Update provided by Leann Wilt and Bill Sleight. Discussion.
8. Chair Report
  - a. Nominating committee for November elections.  
Election of Executive Committee and Officers scheduled during November 13, 2019 Workforce Board Meeting. Discussion.
  - b. Reviewed committee and workforce board meeting attendance. Discussed ways to enhance board member engagement
9. Director Report
  - a. MI Career Quest – South  
Bill Sleight and Nicole Bell provided update.
  - b. Awards Event – October 2020  
Bill Sleight and Nicole Bell provided update
  - b. Transition Update  
Bill Sleight provided report.
  - c. Summer 19  
Shamar Herron provided update.
  - d. State Updates  
Bill Sleight provided update.
  - f. Reviewed 2020 Workforce Development Board Meeting Schedule-Draft; and 2020 Executive Committee Meeting Schedule-Draft.
  - g. Other  
Justin Al-lgoe reviewed Incumbent Worker Training 2018 report. Discussion.
10. Reviewed Agenda for September 11, 2019 Joint Meeting of Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board
11. Public Comment  
Marcus James offered public comment. No public comment.
12. Adjournment - Meeting adjourned at 3:53 pm

Workforce Development Board  
Executive Committee Meeting Minutes  
July 10, 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  
Donald Germann via conference call  
Marcus James, Chair  
Lynn Matzen  
Scott Menzel  
Sharon Miller, Vice Chair via conference call

Absent: Grace Trudell  
Leann Wilt

Staff: Bill Sleight  
Shamar Herron  
Nicole Bell  
Dan Childs  
Jim Coutu  
Maggie Flaherty

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: Rich Chang moved to approve the Agenda

SUPPORT: Scott Menzel

MOTION CARRIED

4. Consent Agenda

Marcus James ask if any of the consent items require review under Resolutions for Consideration. No request.

a. WDB RESOLUTION 19-03

A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT WORKER TRAINING FUNDS FOR VARIOUS COMPANIES

- Hillsdale Hospital \$ 4,400
- MMI Engineered Solution \$11,000

Marcus James call for a motion to approve WDB resolution 19-03

MOTION: Rich Chang call for a motion to approve Consent Agenda WDB Resolution 19-03.

SUPPORT: Rick Currie

Bill Sleight reviewed.

MOTION CARRIED

5. Presentation by Dr. Tawanna Dillahunt, Ph.D., Assistant Professor, University of Michigan School of Information  
Designing Next Generation Digital Employment Tools - Year 2. Discussion.

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

a. WDB RESOLUTION 19-01

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2019 SERVICE CENTER OPERATIONS GRANT FUNDS

Marcus James call for a motion to approve WDB Resolution 19-01

MOTION: Scott Menzel moved to approve Fiscal Year 2019 Service Center Operations Grant Funds

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 19-02

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2019 MICHIGAN ADVANCED TECHNICAL TRAINING GRANT IN THE AMOUNT OF \$10,500

Marcus James call for a motion to approve WDB Resolution 19-02

MOTION: Lynn Matzen moved to approve WDB Resolution 19-02 the receipt of funds for FY 2019 Michigan Advanced Technical Training Grant in the amount of \$10,500

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED



7. Committee Reports

- a. Employer Services - Richard Currie, Chair  
Rick Currie provided updated on July 1 committee meeting. Discussion.
- b. Job Seeker Services – Rich Chang, Co-Chair  
Rich Chang provided updates on June 12 committee meeting.  
Discussion.
- c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair  
Scott Menzel provided update on CEAC June 17 meeting. Discussion.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair  
No updates. The committee did not meet on June 24. Discussed follow up topics from previous committee meetings.
- e. Business Resource Networks (BRN) – Leann Wilt  
Update provided by Bill Sleight.

8. Chair Report

9. Director Report

- a. MI Career Quest – South  
Bill Sleight provided update. Discussion.
- b. SEMCA Transition Update  
Bill Sleight provided update. Discussion.
- c. Summer 19  
Updated provided by Shamar Herron. Discussion.
- d. Summary of Policy Changes reviewed by Bill Sleight.
- e. Other

10. Public Comment

Marcus James offered public comment. No public comment.

11. Adjournment

Meeting adjourned at 3:31 pm

## MEMORANDUM

**To:** Michigan Works! Southeast Workforce Development Board  
**From:** William S. Sleight, Director, Michigan Works! Southeast  
**Date:** July 10, 2019  
**Subject:** Summary of Policy Changes

### **Policy that is updated:**

Participant Documentation and Follow-up policy

### **Changes/updates with reasoning:**

1. Clarify that follow-ups for exited participants must be done monthly

Reason: Not clearly stated that monthly follow-ups are the expectation

2. Clarify that Trade Adjustment Assistance (TAA) participants that are only received the Reemployment Trade Adjustment Assistance (RTAA) activity need quarterly follow-up

Reason: Per State clarification, these follow-ups can be done quarterly

3. All allowable WIOA "follow-up" activities for Adult, Dislocated Worker and Youth, may be used as deemed appropriate

Reason: The State is requiring that we list out the "follow-up" activities available to participants. There is no need seen to limit from the "allowable" activities so all "allowable" activities will be available upon need by participants.

Workforce Development Board  
Executive Committee Meeting Minutes  
August 7, 2019, 2:00pm – 4:00pm  
Chelsea Comfort Inn, Village Conference Center  
1645 Commerce Park Drive  
Chelsea, MI

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

Absent: Scott Menzel  
Leann Wilt

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

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 to approve the Agenda.

MOTION: Richard Currie moved to approve the Agenda

SUPPORT: Rich Chang

MOTION CARRIED

4. Approval of July 10, 2019 Executive Committee meeting minutes

Marcus James call to approve the July 10, 2019 Executive Committee meeting minutes.

MOTION: Rich Chang moved to approve the Executive Committee meeting minutes for July 10, 2019

SUPPORT: Richard Currie

MOTION CARRIED

5. Consent Agenda

Marcus James ask if any of the consent items require review under Resolutions for Consideration. No request.

a. WDB RESOLUTION 19-04

A RESOLUTION APPROVING FY 2019 INCUMBENT WORKER TRAINING (IWT)  
VARIOUS COMPANIES

-Great Lakes Industry	\$	1,500
-Hatch Stamping	\$	9,000
-Caster Concepts	\$	2,135
-Huron Valley Physicians	\$	10,350
-Production Saw & Machine	\$	857
-Rima Manufacturing	\$	13,175

Marcus James call for a motion to approve WDB resolution 19-04

MOTION: Rich Chang call for a motion to approve Consent Agenda WDB  
Resolution 19-03.

SUPPORT: Grace Trudell

Bill Sleight reviewed.

MOTION CARRIED

6. Resolutions for Consideration by the Workforce Development Board (WDB):  
No Resolutions for review.

7. Committee Reports

a. Employer Services - Richard Currie, Chair

Rick Currie provided updated on August 5 committee meeting.  
Discussion.

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

Rich Chang provided updates. Next meeting scheduled August 15.  
Discussion.

c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair

No updates. Next meeting schedule August 19.

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

Lynn Matzen reviewed minutes from July 29 committee meeting.  
Discussion.

e. Business Resource Networks (BRN) – Leann Wilt

Update provided by Bill Sleight.

8. Chair Report

Marcus James update on Michigan Future Talent Council (MFTC).  
Discussed Directors BSC.

9. Director Report
  - a. Mi Career Quest – South  
Bill Sleight update. Discussion.
  - b. SEMCA Transition  
Bill Sleight provided updates.
  - c. Summer 19  
Shamar Herron provided update. Discussion.
  - d. State Updates  
Bill Sleight provided updates on State activities.
  - e. Summary of Policy Changes  
Reviewed policy changes.
  - f. Other
    - Michigan Works! Conference September 8-10.
    - Date extended to August 14 for the Nominations for Awards Celebration scheduled in October.
  
10. Public Comment

Marcus James offered public comment. No public comment.

Comments by committee members followed.
  
11. Adjournment

Meeting adjourned at 3:43 pm