



**Joint Meeting of the
SOUTHEAST MICHIGAN CONSORTIUM BOARD
and
MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
September 11, 2019
10:00 a.m. – 12:00 Noon
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118**

AGENDA REVISED

Page

1. **Call to order** – Southeast Michigan Consortium Board –Karol KZ Bolton, Chair
2. **Call to order** – Michigan Works! Southeast Workforce Development Board – Marcus James, Chair
3. **Roll Call** – Southeast Michigan Consortium Board
4. **Roll Call** – Michigan Works! Southeast Workforce Development Board
5. **Introductions**
6. **Call to the Public** (both boards) – KZ Bolton
7. **Approval of the Agenda** (both boards) –
 - a. Consortium Board, KZ Bolton
 - b. Workforce Development Board, Marcus James,
8. **Approval of Minutes** – (both boards) 6 - 13
 - a. June 25, 2019 Southeast Michigan Consortium Board Meeting Minutes
– KZ Bolton
 - b. June 12, 2019 Michigan Works! Southeast Workforce Development Board Meeting Minutes
-Marcus James

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- 9. **Consent Agenda** –Marcus James (Workforce Development Board) 15 - 23
 - a. **WDB RESOLUTION 19-01**
A RESOLUTION APPROVING THE FISCAL YEAR 2019 SERVICE CENTER OPERATIONS GRANT FUNDS
 - 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
 - c. **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
 -
 - d. **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 |

- 10. **Presentations:** 25 - 34
 - a. Greater Ann Arbor Region (GAAR) Michigan Works! Southeast Team Update
- Phil Santer, Senior VP and Chief of Staff, Ann Arbor SPARK
 - b. MiCareerQuest South – Nicole Bell, Communications Manager

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- 11. **Resolutions for Consideration of the Workforce Development Board – Marcus James** 36 - 37
 - a. **MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION 19-05**
 A RESOLUTION APPROVING THE CALENDAR YEAR 2020 MEETING SCHEDULE FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

- 12. **Resolutions for Consideration of the Southeast Michigan Consortium Board – Karol KZ Bolton**..... 39- 50
 - a. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-01**
 A RESOLUTION FOR APPROVING MODIFICATION TO THE COMPENSATION POLICY

 - b. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-02**
 A RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE MORAN FOR ONE YEAR IN AN AMOUNT NOT TO EXCEED \$35,000

 - c. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-03**
 A RESOLUTION FOR RADIFICATION OF THE SELECTION OF COMERICA AS THE BANK FOR THE CONSORTIUM AND RELATED SIGNATORY AUTHORITY

 - d. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-04**
 A RESOLUTION FOR RATIFICATION OF THE SELECTION OF KAPNICK INSURANCE GROUP AS THE EMPLOYEE BENEFITS INSURANCE BROKER FOR THE CONSORTIUM

 - e. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-05**
 A RESOLUTION FOR RATIFICATION OF THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS) AS THE RETIREMENT SAVINGS PLAN ADMINISTRATOR FOR THE CONSORTIUM AND RELATED SIGNATORY AUTHORITY

 - f. **SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-06**
 A RESOLUTION FOR APPROVAL OF A CONTRACT WITH CLAIR DAVID OFFICE FURNITURE AND DESIGN FOR IMPROVEMENTS TO THE LENAWEE SERVICE CENTER

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|--|---------|
| 13. Resolutions for Consideration by both the Consortium Board and the Workforce Development Board - None | |
| 14. Committee Reports | 52 - 61 |
| a. Employer Services - Richard Currie, Chair | |
| b. Job Seeker Services – Rich Chang, Co-Chair and Dr. Rose Bellanca, Co-Chair | |
| c. Career and Educational Advisory Council (CEAC)– Kevin Oxley, Co-Chair | |
| d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair | |
| e. Business Resource Networks (BRN) – Leann Wilt | |
| 15. Discussion Items (both boards) | 63 - 72 |
| a. Michigan Future Talent Council (MFTC) Update – Marcus James | |
| b. Executive Committee Report-Meeting minutes for July 10, 2019, August 7, 2019 and September 4, 2019 | |
| c. Michigan Works! Conference | |
| 16. Other Items | 74 |
| a. Comments from Chair (both boards) | |
| Consortium Board – KZ Bolton | |
| • Accept Workforce Development Board Resignation | |
| - Melanie Beil, Thai Summit – Private Sector | |
| b. Directors Report | |
| 17. Public Comment – Karol KZ Bolton (both boards) | |
| 18. Adjourn Southeast Michigan Consortium Board – Karol KZ Bolton | |
| 19. Adjourn Michigan Works! Southeast Workforce Development Board – Marcus James | |

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- 8. Approval of Minutes – (both boards)**
 - a. June 25, 2019 Southeast Michigan Consortium Board Meeting Minutes
– KZ Bolton
 - b. June 12, 2019 Michigan Works! Southeast Workforce Development Board Meeting Minutes
-Marcus James

Southeast Michigan Consortium Board Meeting Minutes
 June 25, 2019, 2:00pm – 3:30pm
 Chelsea Comfort Inn, Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

| | | |
|----------|---|--|
| Present: | Shannon Beeman Karol KZ Bolton, Chair Dennis Dolan, Vice-Chair William Green Julie Games Daniel Mahoney Darius Williams Chris Wittenbach | Washtenaw County Commissioner Lenawee County Commissioner Livingston County Commissioner Livingston County Commissioner Hillsdale County Commissioner Jackson County Commissioner Jackson County Commissioner Lenawee County Commissioner |
| Absent: | Ruth Brown Ruth Ann Jamnick | Hillsdale County Commissioner Washtenaw County Commissioner |
| Staff: | Bill Sleight Shamar Herron Nicole Bell Maggie Flaherty Cordelia Gonzalez Sandy Vallance | Director Deputy Director Communications Manager Administrative Services Manager Fiscal Manager Program Manager |

1. Call to Order
KZ Bolton, Chair called the meeting to order at 2:00 pm.
2. Roll Call
Quorum present at 2:02 pm.
3. Introductions
4. Approval of Agenda
KZ Bolton call for a motion to approve the Agenda.
MOTION: Daniel Mahoney call for a motion to approve the Agenda.
SUPPORT: Julie Games
MOTION CARRIED
5. Approval of Minutes
 - a. Approval of May 14, 2019 Southeast Michigan Consortium Board Meeting.
KZ Bolton call for a motion to approve the May 14, 2019 minutes for Southeast Michigan Consortium Board Meeting.
MOTION: Dennis Dolan moved to approve the May 14, 2019 minutes for the Consortium Board.
SUPPORT: Chris Wittenbach
MOTION CARRIED

6. Call to the Public
KZ Bolton call to the public for comment; call to the public; call to the public.
No Public Comment

7. Fiscal/HR In-sourcing Update
Bill Sleight provided update on Michigan Works! Southeast Fiscal and Human Resources plan transition to services in-house. Discussion.

Discussed name change for the Southeast Michigan Consortium board.

8. Consideration of Consent Agenda Items – No Items

9. Resolutions for Consideration of the Consortium Board
 - a. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 18-40
A RESOLUTION RECOMMENDING APPROVAL OF THE FISCAL YEAR (FY) 2019 MICHIGAN WORKS! SOUTHEAST BUDGET
KZ Bolton call for a motion to approve CB Resolution 18-40
MOTION: Dennis Dolan moved to approve CB Resolution 18-40 recommending the FY 2019 Michigan Works! Southeast Budget
SUPPORT: Daniel Mahoney
Bill Sleight reviewed. Discussion.
MOTION CARRIED

 - b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 18-41
A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2019 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$57,446
KZ Bolton call for a motion to approve CB Resolution 18-41
MOTION: Dennis Dolan moved to approve CB Resolution 18-41 the receipt of FY 2019 Capacity Building and Professional Development Grant in the amount of \$57,446
SUPPORT: Chris Wittenbach
Bill Sleight reviewed. Discussion.
MOTION CARRIED

 - c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 18-42
A RESOLUTION APPROVING THE LEASE OF INFORMATION TECHNOLOGY IN THE AMOUNT OF \$47,232
KZ Bolton call for a motion to approve CB Resolution 18-42
MOTION: Darius Williams moved to approve CB Resolution 18-42 the the lease of Information Technology in the amount of \$47,232
SUPPORT: Chris Wittenbach
Bill Sleight reviewed. Discussion.
MOTION CARRIED

- d. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 18-43
RESOLUTION APPROVING THE FISCAL YEAR 2019 SERVICE CENTER
OPERATIONS GRANT FUNDS
KZ Bolton call for a motion to approve CB Resolution 18-43
MOTION: Dennis Dolan moved to approve CB Resolution 18-43 the
the FY 2019 Service Center Operations Grant Funds
SUPPORT: Daniel Mahoney
Bill Sleight reviewed. Discussion.
MOTION CARRIED

- e. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 18-44
RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2019 MICHIGAN
ADVANCED TECHNICAL TRAINING GRANT IN THE AMOUNT OF \$10,500
KZ Bolton call for a motion to approve CB Resolution 18-44
MOTION: Dennis Dolan moved to approve CB Resolution 18-44 the receipt
of funds for FY 2019 Michigan Advanced Technical Training Grant in the
amount of \$10,500
SUPPORT: Darius Williams
Bill Sleight reviewed. Discussion.
MOTION CARRIED

10. Unfinished Business – No Unfinished Business

11. New Business

- a. WDB Fill Vacancy – Business Sector
(Jennifer Giannone – resigned, Thai Summit US)
 - i. Recommendation
-Melanie Beil, Talent Development Manager, Thai Summit Us
KZ Bolton call for a motion approve to appoint Melanie Beil, Thai Summit
US to the Workforce Development Board
MOTION: Dennis Dolan move approve to appointment of Melanie Beil,
Thai Summit to the WDB
SUPPORT: Chris Wittenbach
MOTION CARRIED

- b. WDB Alternate for Phil Santer, VP and Chief of Staff, Ann Arbor SPARK –
Economic Development Sector
 - i. Recommendation
-Marcia Gebarowski, Director of Business Development - Livingston
KZ Bolton call for a motion to approve Marcia Gebarowski as an alternate
to Phil Santer on the WDB.
MOTION: Dennis Dolan move approve Marcia Gebarowski as an
alternate to Phil Santer on the WDB.
MOTION CARRIED

12. Discussion Items

a. Chair Report

KZ Bolton commented on farmers issues; Dairy, crops. Discussion

b. Directors Report - Bill Sleight reviewed topics contained in report.
Discussion.

i. WIN - Employer Turn Over Study – presentation by Bill Sleight. Discussion.

ii. Business Service Networks (BRN) Sandy Vallance provided report.
Discussion.

iii. MiCareerQuest South
Bill Sleight update.

13. Comments from Consortium Board Members followed.

14. Adjournment

Meeting adjourned at 3:35 pm

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.

9. Consent Agenda –Marcus James (Workforce Development Board)

a. WDB RESOLUTION 19-01

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

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

c. 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 |
| - | |

d. 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 |

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: July 10, 2019
Subject: WIOA FY 2019 Service Center Operation allocation funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2019 Service Center Operations grant from the Talent Investment Agency (TIA) for the time period July 1, 2019 through June 30, 2021 in the amount of \$209,101.

Discussion

TIA has identified FY 2019 WIOA funds for Service Center Operations. This funding is largely used to help cover costs of opening the Service Centers, making physical improvements to the Service Centers, purchasing IT equipment, rent and staff salaries.

REVIEWED BY: NONE

The FY 2019 Service Center Operations grant 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 19-01**

**RESOLUTION APPROVING THE FISCAL YEAR 2019 SERVICE CENTER OPERATIONS
GRANT FUNDS**

- 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, Service center operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities; and
- WHEREAS, Additional FY 2019 funds have been allocated by TIA in the amount of \$209,101 for Service Center Operations; and
- WHEREAS, The TIA requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the Service Center Operations grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2019 WIOA Service Center Operations grant and accepts funding in the amount of \$209,101.

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: July 10, 2019

Subject: FY 2019 Michigan Advanced Technical Training (MAT²) grant

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on the approval request form and accept funding for the MAT² grant for the period of July 1, 2019 through December 31, 2019 in the amount of up to \$10,500.

Background

The purpose of the MAT² Employer Training Grant is to increase the number of MAT² companies registering their programs with the United States Department of Labor (USDOL) Office of Apprenticeship, and to better integrate MAT² with the broader workforce and talent system.

Discussion

Businesses eligible for the program are any MAT² employer who is sponsoring a MAT² student by paying the student's college tuition at an approved MAT² academic provider, paying a stipend during the work period, providing the student an increase in wages as the student gains a higher skill level, and registers the student as an apprentice with the USDOL.

Eligible trainees are MAT² students who are being sponsored by their employer, are attending a MAT² college, and have been registered as a USDOL apprentice. Allowable training includes any of the four MAT² training programs at the applicable college. Training programs include Computer Numerically Controlled (CNC), Information Technology (IT), Mechatronics, and Technical Product Design (TPD).

Grant funds are designed to partially reimburse MAT² tuition costs for MAT² employers who registers a new USDOL apprentice after July 1, 2016.

REVIEWED BY: NONE

The grant requires approval of the Southeast Michigan Consortium Board and the Southeast Michigan Workforce Development Board. Attached is a resolution for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-02**

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

- 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! Agencies will submit applications on behalf of MAT² employers to reimburse for training costs for eligible apprenticeships in eligible training programs; and
- WHEREAS, Eligible MAT² employers with eligible trainees will be contacted and made aware of this funding opportunity.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of FY 2019 MAT² funds in the amount of \$10,500.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said approval request for submission to the Talent Investment Agency.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: July 10, 2019

Subject: FY 2019 WIOA Incumbent Worker contract approvals

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve Incumbent Worker contracts for the following companies:

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

Background

FY 2019 WIOA Incumbent Worker (7/1/19 through 6/30/20) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. 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.

Discussion

Seven Incumbent Worker applications have been received in the last month. The Employer Services Committee has reviewed them and approved the applications. Below is a summary of the applications.

FY 2019 Incumbent Worker contracts for approval

| Company Name | Grant Award | # to be trained and area | County |
|--------------------------|------------------------|--------------------------------------|---------------|
| Hillsdale Hospital | Not to exceed \$4,400 | 5- Patient Safety Certification | Hillsdale |
| MMI Engineered Solutions | Not to exceed \$11,000 | 13- Risk Management; Creo Parametric | Washtenaw |

IW APPLICATION REVIEWED 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 19-03**

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

- 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 Incumbent Worker (IW) training requests from several different companies as described in the attached Memorandum; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, The applications have been reviewed and approved by the Employer Services Committee; 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 applications listed above and as approved by the Employer Services Committee.

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: August 7, 2019

Subject: FY 2019 WIOA Incumbent Worker contract approvals

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve Incumbent Worker contracts for the following companies:

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

Background

FY 2019 WIOA Incumbent Worker (7/1/19 through 6/30/20) training contracts are an important part of the Business Services run in the five counties of the Southeast Michigan Consortium. 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.

Discussion

Seven Incumbent Worker applications have been received in the last month. The Employer Services Committee has reviewed them and approved the applications. Below is a summary of the applications.

FY 2019 Incumbent Worker contracts for approval

| Company Name | Grant Award | # to be trained and area | County |
|-------------------------|------------------------|---|---------------|
| Great Lakes Industry | Not to exceed \$1,500 | 1- FANUC | Jackson |
| Hatch Stamping | Not to exceed \$9,000 | 6- CAD, Omron Basics | Washtenaw |
| Caster Concepts | Not to exceed \$2,135 | 3- Machinery Theory, Blue Print reading | Jackson |
| Huron Valley Physicians | Not to exceed \$10,350 | 12- Change Management, Leadership, LEAN | Washtenaw |

| | | | |
|----------------------------|------------------------|------------------------------|---------|
| Production Saw and Machine | Not to exceed \$857 | 1- Electrical Apprenticeship | Jackson |
| Rima Manufacturing | Not to exceed \$13,175 | 15- Supervisory skills | Lenawee |

IW APPLICATIONS REVIEWED 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 19-04**

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

- 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 Incumbent Worker (IW) training requests from several different companies as described in the attached Memorandum; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, The applications have been reviewed and approved by the Employer Services Committee; and
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

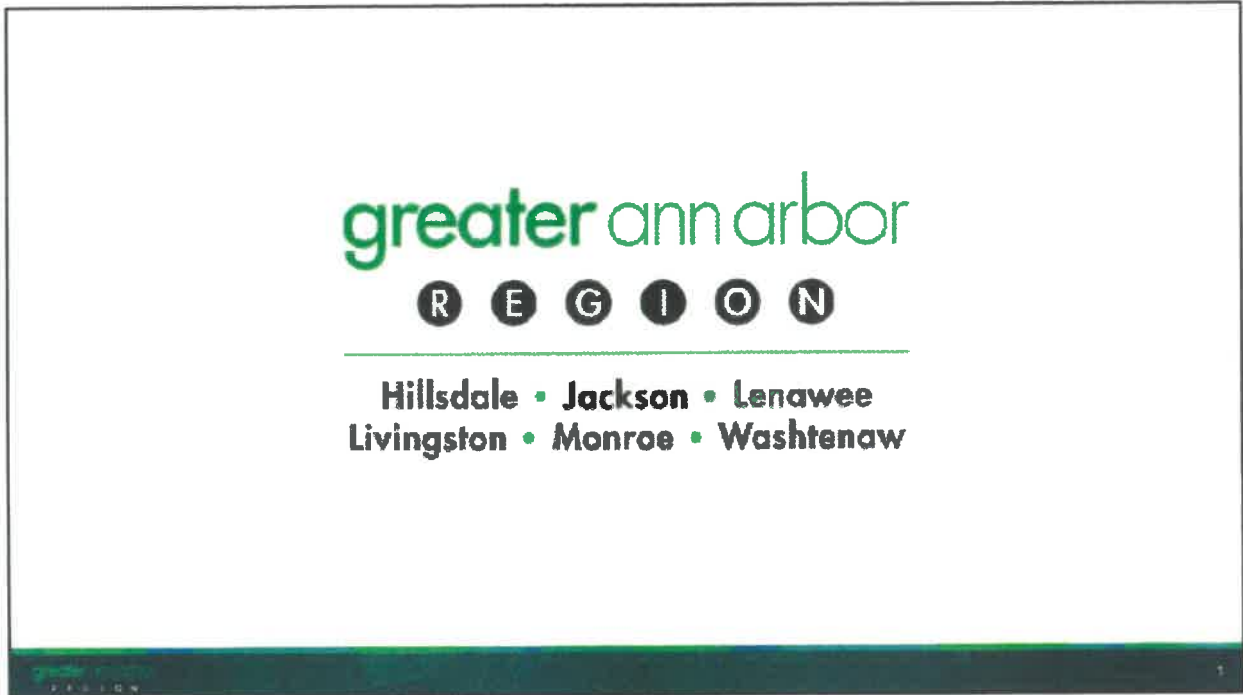
IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training applications listed above and as approved by the Employer Services Committee.

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.

10. Presentations:

- a. Greater Ann Arbor Region (GAAR) Michigan Works! Southeast Team Update
- Phil Santer, Senior VP and Chief of Staff, Ann Arbor SPARK
- b. MiCareerQuest South – Nicole Bell, Communications Manager



Greater Ann Arbor Region (GAAR)

Economic Development Partners

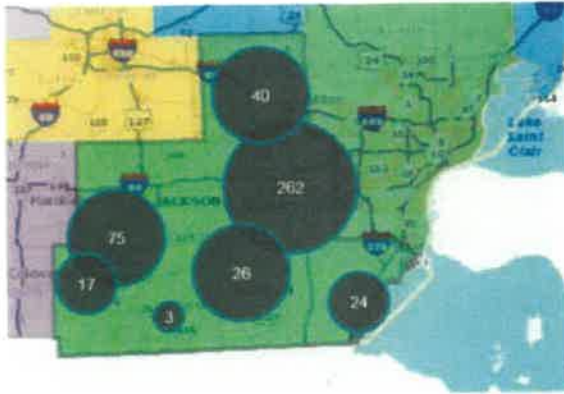
A six-county economic development region with the right infrastructure and resources.
Greater Ann Arbor - making good ideas into great solutions.
 IMAGINE. ENGINEER. BUILD. DELIVER.

With support from the MEDC, the Greater Ann Arbor Region partners work together to market the region as a destination for business relocation and expansion.

greater ann arbor
R E G I O N

Successes in the Region

2013 - 2018



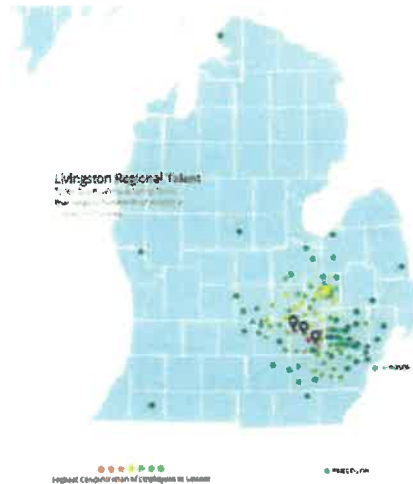
515
PROJECTS

8,459
COMMITTED JOBS

\$1.7 billion
CAPITAL INVESTMENT

Southeast Michigan Mobile Workforce

A bit about S.E. Michigan's Workforce...



The Greater Ann Arbor Region

Home to more than 1 million people, including a workforce of over 515,000 workers bringing home \$20 billion in annual wages with a 3.3% unemployment rate.

Fun Fact:

This region is 2.5 times more likely to make things than the national average.

Greater Ann Arbor Region (GAAR)

Driving Industries

DRIVING INDUSTRIES
Foundation for Building an Economy



5

Greater Ann Arbor Region (GAAR)

Resources and Benefits

- 

BUSINESS ENGAGEMENT
Private sector outreach and support to ensure company retention
- 

TURNKEY PROJECT MANAGEMENT
Incentive identification and management, resources and referrals
- 


TALENT SERVICES AND SOLUTIONS
Finding the right people
- 

COMMUNITY ASSISTANCE
Collaborate to achieve public sector goals



6

Michigan Works! Southeast Strategic Plan



Vision Element 1:
 Establish MWSE as the local leader in workforce development so that partners come to us first when they need us.

Strategic Intent:
 Develop partner engagements that advance the WDB's mission and vision, and can address critical workforce needs of the region's employers.

Strategic Intent 1.1:
 Develop partner engagements that advance the WDB's mission and vision, and can address critical workforce needs of the region's employers.

Strategic Intent 1.2:
 Effectively promote Michigan Works! Southeast's role and services to the community.

3-5 Year Goals:

- Establish seamless alignment with Economic Development, Education and Community partners
- Ensure MWSE anticipates and responds to regional needs and changes resulting in more business participation, more job placements, expanded labor pool, and additional resources
- Ensure the awareness of Michigan Works! Southeast brand, programs, and services results in new enrollments, new business partnerships, and increased placements

Vision Element 2:
 Cultivate employer relationships by active outreach and quality, consistent, data-driven services.

Strategic Intent:
 Understand, develop, communicate, and demonstrate the MWSE value proposition to engage local employers and manage their talent pipeline resulting in more qualified applicants, lower turnover, and increased placements.

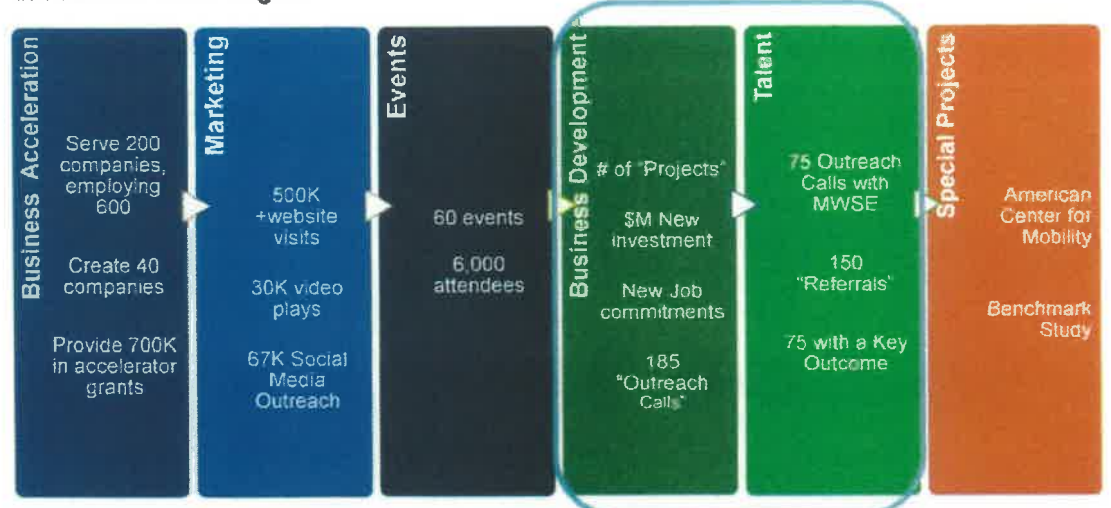
Strategic Intent 2.1:
 Understand, develop, communicate, and demonstrate the MWSE value proposition to engage local employers and manage their talent pipeline resulting in more qualified applicants, lower turnover, and increased placements.

3-5 Year Goals:

- Develop education and training programs that meet current and future needs of employers and increase the number of individuals with industry recognized credentials in critical areas
- Utilize employer input to establish and identify success factors for jobseekers to ensure work readiness and career satisfaction

greater Ann Arbor REGION

Economic Development Goals Greater Ann Arbor Region



| Business Acceleration | Marketing | Events | Business Development | Talent | Special Projects |
|---|---|--|--|---|---|
| <ul style="list-style-type: none"> Serve 200 companies, employing 600 Create 40 companies Provide 700K in accelerator grants | <ul style="list-style-type: none"> 500K + website visits 30K video plays 67K Social Media Outreach | <ul style="list-style-type: none"> 60 events 6,000 attendees | <ul style="list-style-type: none"> # of "Projects" \$M New investment New Job commitments 185 "Outreach Calls" | <ul style="list-style-type: none"> 75 Outreach Calls with MWSE 150 "Referrals" 75 with a Key Outcome | <ul style="list-style-type: none"> American Center for Mobility Benchmark Study |

greater Ann Arbor REGION

Key Outcomes

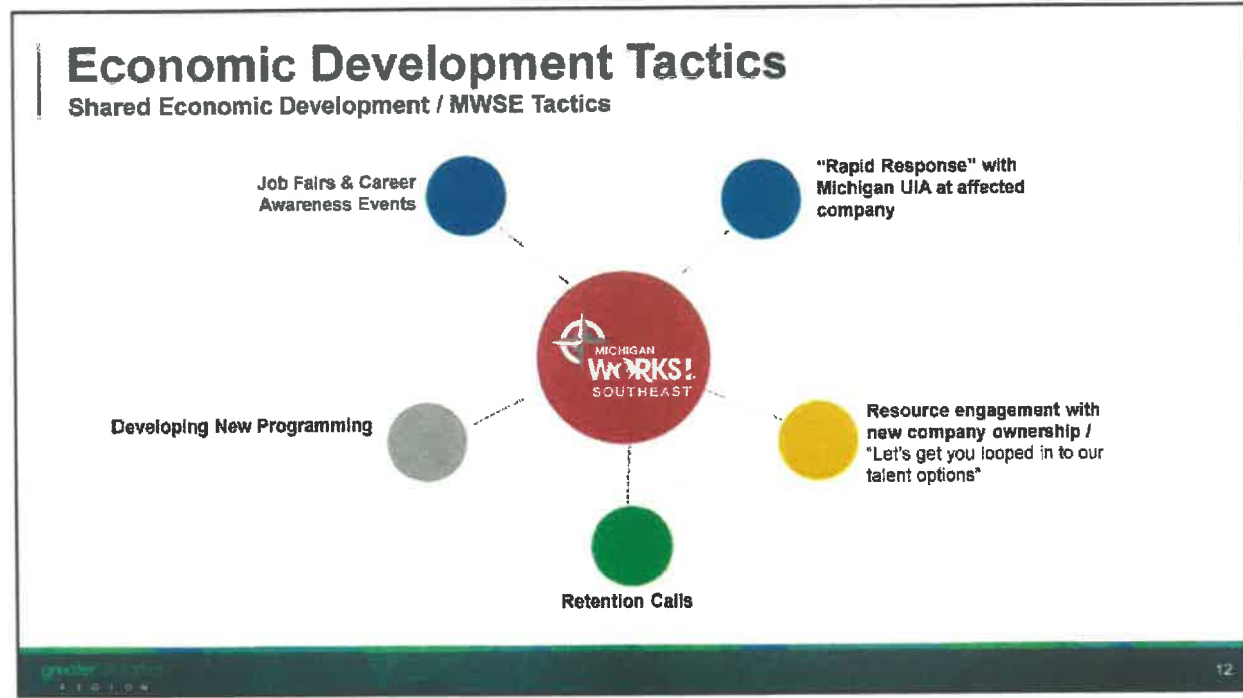
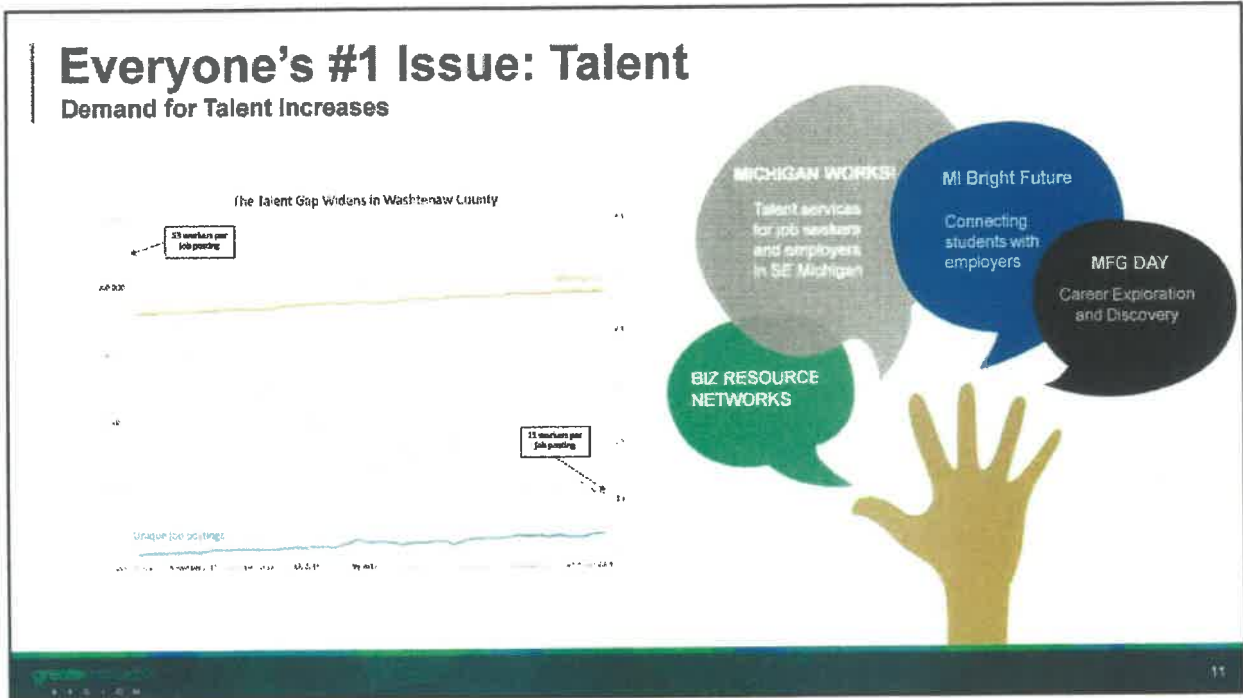
With Michigan Works! Southeast

- Screening and referral of candidates for open positions
- On-the-job- training / Paid work experience / Internship
- Training application through a MWSE program (e.g. Incumbent Worker Training application, GoingPro, "STTF", or others)
- Application to an apprenticeship program
- Participation in a business resource network
- Participated in recruiting events such as Employer of the Day, Hiring Blitz, or Job Fair
- Added to the MWSE mailing list
- Given training resources or employee trainer referrals
- Joining MI Bright Future
- Joining a Marshall Plan or Talent Consortium Group
- Other local MWSE activity or program not defined based on written acceptance by MWSE

Referral and Reporting Data

From the Last Year

| Metric | Goal | Actual |
|---------------------------------|------|--------|
| Business Outreach Discussions | 77 | 266 |
| Value-added referrals | 75 | 66 |
| New Biz Referrals to MWSE Staff | 150 | 239 |
| Joint Biz Discussions with MWSE | - | 55 |



Jackson County

Student PACT – Recipient of 2018 Marshall Plan Award

MWSE is an essential partner in Jackson County talent programming.

MWSE staff have been actively involved with The Enterprise Group in:

- The Jackson County Career Readiness Talent Consortium, which was awarded \$500,000 to serve 18,890 students, involving 35 partners – one of nine statewide consortia awarded a total of \$15 Million.
- The Employability PACT, which is an endorsed certification that all high school seniors will earn as a result of demonstrating proficiency in Personal Management, Adaptability, Communication and Teamwork/Collaboration.
- An online talent portal, which is under development to provide students, teachers and parents with access to all Jackson County public and private talent programming for grades K-14.

What are some common mistakes you have to hiring new employees? Check all that apply



The Jackson County Credit to Career Education Network is leading discussions about Work Ethic Certificates. A Work Ethic Certificate would document a high school graduate's competencies in a variety of work standards. If a high school graduate had earned a Work Ethic Certificate, would you give them additional consideration for an entry level position, for example a graduate interview?



Lenawee County

Planewave Instruments and Talent Grants



Planewave Instruments in Lenawee County

The manufacturer of telescopes decided to establish its headquarters in the City of Adrian and is expected to invest \$9.4 million and create 54 high tech jobs.

Lenawee **now**



Talent Grants

The Talent and Economic Development Department of Michigan recently awarded Lenawee Now and the Align Lenawee Talent Consortium a grant totaling \$788,976 to develop a competency-based certificate program. The funds will be used to create curriculum, certification programs, pilot programs, and more.

In collaboration with the Lenawee Intermediate School District, Michigan Works! Southeast, Adrian College, Jackson College, Siena Heights University, other local school districts, and employers, the grant will enable educators to implement new certificate programs at the high school and college level. Several opportunities will also be developed to engage students and educators in specialized training experiences with local businesses.

Hillsdale County

Economic Development Partnership Events and Career Fairs

Career Fairs

Judge Sara Lisznyi of 2B District Court requested the EDP and MWSE partner with them for 2 Job Fairs. The EDP brought employers to the table for both events and MWSE staff greeted and signed in each client prior to entry to the job fairs. Between the 2 events MWSE had the opportunity to work with over 70 unemployed job seekers and 18 employers seeking workers.



“Going Pro” Events

The EDP hosted 2 “Going Pro” events in partnership with MWSE, the Hillsdale ISD, TED, Hillsdale County Career Access Planning and the MEDC. These evening events provided hands-on career activities in Construction Trades, Health Care, Manufacturing and IT. Parents, students and teachers met with employers and our partners to better understand community resources and employment opportunities.



Washtenaw County

Summer 2019 Highlights

Summer Youth Employment Program

12 youth placed in private tech companies
(7 High School students and 5 HS graduates)

Participating Companies

- Amy Cell Talent
- Ann Arbor Spark
- BestFoodFeed (4)
- BrandHRT Strategic Marketing
- Revalue Investing (2)
- Saganworks (2)
- The Back Office Studio



Participants have demonstrated an ability to understand BestFoodFeed's social media efforts and assist in them nearly as well our UofM student interns have done in the past. – BestFoodFeed

Livingston County

Economic Development Council of Livingston County (EDCLC)



Business Resource Network



SPARK staff in Livingston County actively promote the BRN to companies. Staff coordinated an opportunity for MWSE to present to the Livingston County Convention and Visitors Bureau in an effort to establish a hospitality-focused group. The LRN today has eight participating companies including two that joined in 2019.

Livingston Regional Job Fair



The Livingston Regional Job Fair was held in April in Howell. SPARK reached out to more than 90 companies, inviting them to participate. SPARK staff plays an active role in the planning committee for this annual MWSE hosted event.

Talent Pipeline Management



SPARK staff completed the Talent Pipeline Management Academy in 2019. SPARK has organized and facilitates an employer-led collaborative made up of eight employers, focused on defining common language for industry critical positions.

Economic Development

and Where it can be Helpful to Michigan Works! Southeast



Biz Outreach



Program Deployment



Program Feedback



Managing Stakeholders

greater ann arbor
Hillsdale • Jackson • Lenexa
Livingsite • Monroe • Washtenaw

REGIONAL PARTNERS

Paul Krutko
*President and CEO
Ann Arbor SPARK*

Tim Lohr
*President and CEO
Morris County Business
Development Corporation*

Tim Rogant
*President and CEO
Enterprise Group of Jackson*

Susan Smith
*Executive Director
Economic Development
Partnership of Hillsdale County*

Jim Van Doren
*President and CEO
Lenexa, Inc.*

GreaterAnnArborRegion.org
(810) 585-8382

Thank You

Phil Santer
*Senior Vice President and Chief of Staff
Ann Arbor SPARK*

 Phil@AnnArborUSA.org

 [@PhilSanter](https://twitter.com/PhilSanter)

 19

11. Resolutions for Consideration of the Workforce Development Board – Marcus James

**a. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD RESOLUTION
19-05**

A RESOLUTION APPROVING THE CALENDAR YEAR 2020 MEETING SCHEDULE
FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: September 11, 2019

Subject: Calendar year 2020 meeting Schedule

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the following meeting schedule for Calendar Year 2020.

Background

The following proposed dates are presented for meetings for the Workforce Development Board in Calendar Year 2020. All meetings, unless otherwise notified, will begin at 10:00 a.m. at the Chelsea Comfort Inn and Village Conference Center.

- January 8
- March 11-Joint meeting with Southeast Michigan Consortium Board
- May 13
- June 10
- September 9-Joint meeting with Southeast Michigan Consortium Board
- November 18

The meeting dates must be approved by the Michigan Works! Southeast Workforce Development Board. A resolution has been attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-05**

**RESOLUTION APPROVING THE CALENDAR YEAR 2020 MEETING SCHEDULE
FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT
BOARD**

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 proposed meeting dates for the full Board meetings are listed on the corresponding memo, all with 10:00 a.m. starts at the Chelsea Comfort Inn and Village Conference Center; and

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves following the above mentioned meeting schedule for Calendar Year 2020.

12. Resolutions for Consideration of the Southeast Michigan Consortium Board – Karol KZ Bolton

a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-01

A RESOLUTION FOR APPROVING MODIFICATION TO THE COMPENSATION POLICY

b. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-02

A RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE MORAN FOR ONE YEAR IN AN AMOUNT NOT TO EXCEED \$35,000

c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-03

A RESOLUTION FOR RADIFICATION OF THE SELECTION OF COMERICA AS THE BANK FOR THE CONSORTIUM AND RELATED SIGNATORY AUTHORITY

1. SOUTHEAST MICHIGAN CONSORTIM BOARD RESOLUTION 19-04 ←revised

A RESOLUTION FOR RATIFICATION OF THE SELECTION OF KAPNICK INSURANCE GROUP AS THE EMPLOYEE BENEFITS INSURANCE BROKER FOR THE CONSORTIUM

d. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-05

A RESOLUTION FOR RATIFICATION OF THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS) AS THE RETIREMENT SAVINGS PLAN ADMINISTRATOR FOR THE CONSORTIUM AND RELATED SIGNATORY AUTHORITY

e. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-06

A RESOLUTION FOR APPROVAL OF A CONTRACT WITH CLAIR DAVID OFFICE FURNITURE AND DESIGN FOR IMPROVEMENTS TO THE LENAWEE SERVICE CENTER

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: September 11, 2019

Subject: Compensation policy modification

Board Action Requested

It is requested that the Southeast Michigan Consortium Board approve a modification to the Compensation policy.

Discussion

Previously, the Consortium Board has approved a Compensation Policy that allowed for the Director to hire new employees anywhere from Step 1 through 4 of their respective pay range. Staff are asking that with Director approval, new employees can be hired anywhere from Step 1 through 6 of their respective pay range.

“Step 6” constitutes the median of the pay range for an occupation and was set by our compensation consultant at the market rate. Allowing discretion to begin someone at this step will allow for the recruitment of higher qualified candidates for open job postings.

RESOLUTION APPROVED BY: Not reviewed by any Board/Committee

The Michigan Works! Southeast Compensation policy must be approved by the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD
RESOLUTION 19-01**

A RESOLUTION APPROVING A MODIFICATION TO THE COMPENSATION POLICY

WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Worksl 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 Southeast Michigan 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 Consortium Board previously approved a compensation policy allowing for Director approval to start pay for new hires up to Step 4 of their respective pay range; and

WHEREAS, Staff would like to make a modification allowing the Director to approve new hires up to Step 6 of their respective pay range; and

WHEREAS, "Step 6" of a pay range represents the median for that occupation and will allow for the recruitment of higher qualified candidates; and

WHEREAS, Approval of this policy modification requires approval from the Southeast Michigan Consortium Board.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby approves the modification to the Compensation policy.

BE IT FURTHER RESOLVED that staff are directed to make any necessary forms and procedures needed to implement this policy.

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: September 11, 2019

Subject: Contract extension with Plante Moran to provide Audit services for the Consortium

Board Action Requested

It is requested that the Southeast Michigan Consortium Board extend a contract with Plante Moran to provide audit services for the Southeast Michigan Consortium in an amount not to exceed \$35,000. The contract will cover consulting services and the audit for Fiscal Year 2019 (7/1/19 through 6/30/20) and is expected to be concluded by March 31, 2021.

Background

As the Southeast Michigan Consortium and Michigan Works! Southeast receives and expends Federal funds, super-circular 2 CFR 200 requires an audit of the funds expended. A Request for Proposal (RFP) was released to solicit organizations to provide these services.

Discussion

Plante Moran has served as the auditing firm for the Southeast Michigan Consortium for several years. As fiscal services are being moved to the direct control and oversight of the Consortium in the middle of a fiscal year (10/1/2019), it is preferable to have the same agency providing audit services for that full Fiscal Year. The State of Michigan is allowing this "sole source" for the FY 2019 year with the auditing services. Additionally, Plante Moran will be consulting with staff on an hourly, fee basis on fiscal set-up for the agency.

RESOLUTION APPROVED BY: None

Approval of the modification of the audit services contract with Plante Moran is contingent upon approval by the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

SOUTHEAST MICHIGAN CONSORTIUM BOARD**RESOLUTION 19-02****RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE MORAN FOR ONE YEAR IN AN AMOUNT NOT TO EXCEED \$35,000**

- 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, A contract was awarded to Plante Moran to provide auditing services to the Consortium for FY 2016, FY 2017 and FY 2018; and
- WHEREAS, A sole source, one year extension through FY 2019 is being granted by the State of Michigan to help with our transition of fiscal services to direct control and oversight by the Consortium; and
- WHEREAS, Based on satisfactory performance and available consulting services, staff are requesting this contract be extended for one year to cover FY 2019 (full contract through December 31, 2021); and
- WHEREAS, The extension for FY 2019 and the consulting services will be in an amount not to exceed \$35,000.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby approves a modification to the audit services contract with Plante Moran.

BE IT FURTHER RESOLVED that the Chair of the Southeast Michigan Consortium Board or their designee is authorized to sign the negotiated contract, as well as any future amendments for monetary or language adjustments.

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: September 11, 2019

Subject: Selection of Comerica for Consortium Banking services

Board Action Requested

It is requested that the Southeast Michigan Consortium Board ratify the selection of Comerica as the bank for the Consortium and approve signatory authority.

Background

As part of bringing fiscal services under the direct control and oversight of the Consortium, a bank must be procured to provide various services. A Request for Proposal was released and a review committee interviewed four different companies. The review committee recommended Comerica to serve as the bank for the Consortium. While all respondents proposed either nominal fees, or fees offset by interest credits, Comerica was selected because it has considerable experience working with Michigan Works! agencies. In addition, like all the other respondents, Comerica offered significant incentives and services to employees and program participants. However, because it has more branches in our region, and branches in every county, these incentives will be more accessible to us.

Discussion

Comerica requires us to identify signatories for our account. Staff recommends that the Chair of the Consortium Board (or his/her designee) be the signatory for formal banking agreement documents. The initial bank contract will run through September 30, 2022 with an option to extend through September 30, 2024.

We have consulted our Counsel and he recommends that the board review and modify its signatory authority policy to ensure that we can execute payments promptly and with the proper internal controls. We will be working with Counsel to draft the policy modifications and plan to have this ready for the October Consortium Board meeting. Until that time staff recommends that the Director his designee be authorized to sign checks and approve all payments. The Chair of the Consortium Board or her designee will also be a designated signatory/approver.

Ratification of the selection of Comerica and signatory authority is contingent upon approval by the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

SOUTHEAST MICHIGAN CONSORTIUM BOARD**RESOLUTION 19-03****RATIFICATION OF THE SELECTION OF COMERICA AS THE BANK FOR THE CONSORTIUM AND RELATED SIGNATORY AUTHORITY**

- 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 properly bring fiscal services under the direct supervision of the Consortium, a bank is needed for various services; and
- WHEREAS, A Request for Proposal was released and a review committee recommended the selection of Comerica to serve as the Consortium's bank; and
- WHEREAS, Signatory authority and approval authority for the bank account must be designated.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby ratifies the selection of Comerica to serve as the bank for the Consortium.

BE IT FURTHER RESOLVED that the Southeast Michigan Consortium Board hereby authorizes the Chair of the Board to sign all bank contracts and documents.

BE IT FURTHER RESOLVED that the Director of Michigan Works! Southeast or his/her designee be authorized to sign checks and approve all electronic payments to vendors that are made in accordance with Board approved policies and resolutions.

BE IT FURTHER RESOLVED, that the Chair of the Consortium Board or his/her designee also be designated as an authorized signer/approve on Consortium bank accounts.

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-Igoe 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

16. Other Items

- a. Comments from Chair (both boards)
Consortium Board – KZ Bolton
 - Accept Workforce Development Board Resignation
 - Melanie Beil, Thai Summit – Private Sector
- b. Directors Report

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: September 11, 2019

Subject: Selection of Kapnick Insurance Group as the Employee Benefits Insurance Broker for the Consortium

Board Action Requested

It is requested that the Southeast Michigan Consortium Board ratify the selection of Kapnick Insurance Group as the employee benefits insurance broker for the Consortium.

Background

As part of bringing human resource services in house and becoming the official employer of record, the Consortium elected to bid out employee benefits broker services. A Request for Proposal was released and a review committee interviewed several different companies. The review committee recommended Kapnick Insurance Group to serve as the employee benefits insurance broker for the Consortium. Kapnick is one of the largest independently owned insurance brokerages in the Midwest with headquarters in Adrian and offices in Ann Arbor and Troy. Kapnick is compensated through commissions paid by insurance carriers. They were selected in part because of superior online tools, including a human resources information system that will be provided at no cost to us and will enable us to manage a number of HR functions.

Discussion

The Kapnick Insurance Group is obtaining quotes for all employee insurance benefits and will be presenting proposals to us in the coming weeks. Staff will be reviewing these recommendations and we welcome the input of any board members who wish to help with this selection. We will bring specific recommendations to the consortium board at next month's meeting.

Ratification of the selection of Kapnick Insurance Group is contingent upon approval by the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

SOUTHEAST MICHIGAN CONSORTIUM BOARD**RESOLUTION 19-04****RATIFICATION OF THE SELECTION OF KAPNICK INSURANCE GROUP AS THE EMPLOYEE BENEFITS INSURANCE BROKER FOR THE 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 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 properly procure insurance benefits for the employees of the Consortium, an outside company must be procured to collect quotes and help implement benefits; and
- WHEREAS, A Request for Proposal was released and a review committee recommended the selection of Kapnick Insurance Group to serve as the Consortium's employee benefits insurance broker.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby ratifies the selection of Kapnick Insurance Group to serve as the employee benefits insurance broker for the Consortium.

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: September 11, 2019

Subject: Selection of Municipal Employees' Retirement System (MERS) as the retirement savings plan administrators for the Consortium

Board Action Requested

It is requested that the Southeast Michigan Consortium Board ratify the selection of MERS as the retirement savings plan administrators for the Consortium and approve signatory authority.

Background

As part of bringing human resource services in house and becoming the official employer of record, the Consortium elected to bid out retirement administrator services. A Request for Proposal was released and a review committee interviewed several different companies. The review committee recommended MERS to serve as the retirement savings plan administrators for the Consortium. MERS provides these services to more than 900 municipalities in Michigan. Fees to employees were significantly lower than other bidders and they offered a broader scope of services to us.

Discussion

MERS requires that the Consortium approve resolutions to identify those with signatory authority for plan documents. Staff recommends that Chair of the Consortium Board (or his/her designee) be the signatory. Specific plan documents will require separate resolutions and will be presented next month for approval.

RESOLUTION APPROVED BY: None

Ratification of the selection of MERS and signatory authority is contingent upon approval by the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

SOUTHEAST MICHIGAN CONSORTIUM BOARD

RESOLUTION 19-05

RATIFICATION OF THE SELECTION OF THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS) AS THE RETIREMENT SAVINGS PLAN ADMINISTRATOR FOR THE CONSORTIUM AND RELATED SIGNATORY AUTHORITY

- 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 properly implement retirement administration for the employees of the Consortium, an outside company must be procured to manage the retirement plans; and
- WHEREAS, A Request for Proposal was released and a review committee recommended the selection of MERS to serve as the Consortium's retirement savings plan administrator; and
- WHEREAS, Signatory authority for various items involving the selection must be designated.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby ratifies the selection of the Municipal Employees' Retirement System to serve as the retirement savings plan administrator for the Consortium.

BE IT FURTHER RESOLVED that the Southeast Michigan Consortium Board hereby authorizes the Chair of the Consortium Board or his/her designee to sign plan documents.

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: September 11, 2019

Subject: Approval of a contract with Clair David Office Furniture and Design for improvements to the Lenawee Service Center

Board Action Requested

It is requested that the Southeast Michigan Consortium Board approve a contract with Clair David Office Furniture and Design in an amount not to exceed \$41,904 for improvements at the Lenawee Service Center.

Discussion

It has been approximately 15 years since office improvements have been conducted. Two proposals were received and staff are requesting approval of the bid from Clair David Office Furniture and Design in an amount not to exceed \$41,904. Exact cost will be lower as an exact quote for tear down and haul away of items is still pending.

The Clair David bid, while approximately \$10,000 more, included additional storage space, cubicle re-design, increased security for staff and increased confidentiality for participants on sensitive calls with the Unemployment Insurance Agency. There was a shorter set-up up time and the materials in their bid were deemed to be of better quality.

Each year, Michigan Works! Southeast received the Service Center Operations grant which is targeted to keep Service Centers up-to-date, clean and customer-friendly. The bulk of this project will be paid for with this grant.

RESOLUTION APPROVED BY: None

Approval of the contract with Clair David Office Furniture and Design is contingent upon approval by the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

SOUTHEAST MICHIGAN CONSORTIUM BOARD**RESOLUTION 19-06****APPROVAL OF A CONTRACT WITH CLAIR DAVID OFFICE FURNITURE AND DESIGN FOR IMPROVEMENTS TO THE LENAWEE SERVICE CENTER**

- 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, Various improvements to the layout to improve security and confidentiality, as well as increased storage space and usability are needed at the Lenawee Service Center; and
- WHEREAS, Bids were received from two companies and staff are requesting approval for the bid from Clair David Office Furniture and Design in an amount not to exceed \$41,904.

IT IS THEREFORE RESOLVED the Southeast Michigan Consortium Board hereby approves the contract with Clair David Office Furniture and Design in an amount not to exceed \$41,904 for improvements to the Lenawee Service Center.

BE IT FURTHER RESOLVED the Chair of the Southeast Michigan Consortium Board or their designee is authorized to sign any necessary Contract(s), as well as any future amendments for monetary and contract language adjustments.

14. Committee Reports

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

Face to Face meeting with Business Services Staff

Vision Element Review and Brainstorming

- 1) Business Outreach, sponsoring with outside organizations and speakers, getting the message out through PR, partnering with the Workforce and Chambers in the region. Objective being Business training and discussion on business legalities, succession planning and what and who are our partners.
- 2) Developing a Resource of HR Professionals, to support give examples and consult with. Similar to the Hillsdale County Lunch and Learn sessions.
- 3) Business Training and integrating team programs and their initiatives. Focusing on Education Groups and STEAM not STEM to include the Arts, Manufacturing and Hospitality. Shamar advised that he would like to put some focus on the Summer Youth Employment, collaborating with Spark, people in programs and opportunities within the state in Robotics and IT.
- 4) Career Banding in hospitality in conjunction to non-manufacturing and medical areas. Pam Gosla is working on a Career Partnering model. MI Career Quest is also an option.
- 5) Business Process Efficiency- Rick felt the meeting with the BSC staff was an interactive one and that the BSC team would like the Board to look at process efficiency and communicating with Michigan Economic Developers, leveraging relationships. Shamar advised they are always welcome to attend any meetings they feel relevant and one initiative is the administration and they are working on process improvements. Rick advised they were invited back at the September meeting to focus on committee structure and membership.

Open Discussion:

Action Item:

Get with Job Seeker Services and CEAC (the education committee) leadership to discuss items of relevance to all teams.

NEXT MEETING:

Phone August 5, 2019 2:00 PM – 3:30 PM The new call information is below.

Dial-in number:  (515) 604-9945

Access code: 893953

- a. Justin will send reports to everyone
- 7. Rich will send outline to everyone. He will also be sending the program summary to Dr. Dillahunt.

Next goal how to get repeat visitors in the service centers and have a service center manager attend one of our meetings

NEXT MEETING:

The next meeting will be held on 9/11 directly following the board meeting in Chelsea.

CEAC Meeting | MINUTES

Date **6/17/19** | Time **1:30 – 3:30pm** | Location **WISD 1735 S Wagner Rd, Ann Arbor, MI 48103**

| | | |
|---------------------------------|-------------------|---|
| Meeting called by: | CEAC Committee | Attendees: CEAC Members Scott Heister, Cari Bushinski, Bill Sleight, Kevin Oxley, Jack Townsley, Amy Cell, Shamar Herron, Marcus James, Scott Menzel, Jonathan Tobar, Sharon Miller, Rich Chang, Luke Yates, Nicole Bell, Jim Coutu, Tim Robinson, Randy Yagiela, Matt Shane, Michelle Radcliffe, Tim Jackson, Heather Robidoux, Pam Gosla, Joshua Rose |
| Type of meeting: | Scheduled Meeting | |
| Chair: | Kevin Oxley | |
| Minutes recorded by: | Heather Robidoux | |
| Meeting called to order: | 1:33 pm | |
| Meeting adjourned: | 3:15 pm | |

Phone in: Leonidas Murembya

AGENDA TOPICS

Agenda topic **MI STEM Region 2 Update** | **Presenter Scott Heister**

Heister facilitated a group activity to determine where members of the CEAC see their work aligning with the four foundational pillars of STEM. Group was asked how the work we do as the CEAC fit within those 4 pillars. Overall, members feel that the place where the CEAC has the most connection is Pillar 3 – Integrate Business and Education. One example is that CEAC has been working to define apprenticeships/pre-apprenticeships.

The ask of the CEAC is to take on the role of advocating for STEM culture and leveraging resources to make changes to meet the MISTEM goals. The decided role of the CEAC is to facilitate engaging business and industry to help make changes necessary in our education system.

Other notes:

- Asset mapping for MISTEM is still in progress.
- The CEAC is looking into whether or not it makes sense to add a 4th subcommittee to focus on MISTEM.

Action items

Person responsible Deadline

| | | |
|--|-----------------------|------|
| Determine if a 4 th MISTEM subcommittee is needed | Shamar, Pam, Scott | ASAP |
|--|-----------------------|------|

Agenda topic Align Lenawee Presentation | Presenter Randy Yagiela & Tim Robinson

. The focus of Align Lenawee is on collaboration and certification programs offering stackable credentials for CTE.

Q. The Marshall Plan did not fund all of the proposal, so what was not included?

A. Navigator position was not funded. Lenawee Now is convening several chemical companies as well as working on a MICA grant to fund this position.

Action items

Person responsible **Deadline**

n/a

Agenda topic MiCareerQuest Discussion | Presenter MWSE Staff

The ask from the previous meeting was for CEAC to gage the interest of local school districts of participating in Region 9 MiCareerQuest. Hillsdale, Jackson, and Lenawee county schools will support the event. Livingston and Washtenaw counties already participate in other MiCareerQuest events but would also be invited to the Region 9 event.

The focus of the event will be on 9th graders.

Estimated cost of the event: \$195,330 for 2,400 students. Registration for schools will likely start in January. The event will be held sometime in April

Motion approved and supported to move forward with Region 9 MiCareerQuest.

Action items

Person responsible **Deadline**

Agenda topic P.A.C.T Update | Presenter Cari Bushinski

Cari shared updates on the website being developed for as part of the P.A.C.T. (Marshall Plan) in Jackson County. The website will be a hub of information for all things related to career exploration and employment readiness in Jackson County. It is being designed for use by students, parents, educators, and businesses. The website is scheduled to go live by the end of the calendar year.

Website: <http://jackson-isd.theleanrocket.com/>

Demo: <https://invis.io/P6RXLSRE7SX>

Action items

Person responsible **Deadline**

n/a

Agenda topic Subcommittee Progress | Presenter Subcommittee Chairs

Adult Education

The Regional AE Marketing campaign continues, and the website is coming together nicely. AE is currently waiting to see how the state budget will work out for next PY. As a region, we do still have an issue with underserved geographical locations but no school districts/other entities are jumping at the opportunity to become an AE provider.

Apprenticeships

The subcommittee reminded CEAC members that they have established metrics but that the data needed is not easily accessible from the DOL. Subcommittee has decided to work on two main goals:

- 1) Partnering with WCC for an employer outreach event during Manufacturing Week
- 2) Creating an "Apprenticeship Readiness Toolkit" for K12 counselors/teachers

In addition, the subcommittee has determined it best to use the phrase "apprenticeship readiness" in lieu of pre-apprenticeship because they do not want there to be an implied message that an apprenticeship is guaranteed upon completion of a pre-apprenticeship program.

Career Pathways

Subcommittee is working with a vendor, Career Path, to create an adult form of Xello which will:

- Give us the ability to assign career-related tasks and track the progress of participants on their individualized career pathway
- Be accessible via internet and mobile phone, including push notifications
- Be piloted this fall with a cohort of adult education participants

| Action items | Person responsible | Deadline |
|--------------|--------------------|----------|
| n/a | | |

Agenda topic CEAC 2020 Meeting Dates | Presenter Pam Gosla

Motion to adopt 2020 meeting dates supported and approved.

| Action Items | Person responsible | Deadline |
|--|--------------------|----------|
| Share CEAC meeting dates with WISD for room reservations | MWSE Staff | June 21 |

Special Notes

15/21 members present

Next meeting:

August 19th, 2019

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
July 29, 2019 2:00 pm

Board members attending

Staff Attending

Lynn Matzen, Committee Co-Chair

Justin Al-Igoe, Policy and Operations Manager

Marcus James, WDB Board Chair, (on phone)

Cordelia Gonzalez, Fiscal Manager,

1. Compliance-

Cycle II- The state monitored our service provider Jewish Family Services. There were two minor findings related to procurement, outdated quotes, and a policy that needed to be updated. JFS corrected these issues.

Plante Moran is on the last year of the contract as of FY ending June 30, 2019. They will complete the audit in November. Bill would also like them to assist us with our transition as of September 30, 2019 to ensure we have correct beginning balances for the period as of October 1, 2019. We also inquired about consulting with Plante Moran during the transition. Marcus asked if this would be a conflict of interest since they are our auditors. This is something that we will examine.

- 2. Finance-** Reviewed June 30, 2019 preliminary Income Statement and schedules. 81% of the budget was expended. The shortfall was due to Going Pro grants are not ending until November 2019. So far, we have only been invoiced for about 20% of the funding.

Reviewed the Going Pro expenditure report, Justin will provide the committee more detail on the companies, i.e number of participants being trained, hiring percentages, etc.

Also reviewed the Non Profit Bank report for period 6/30/19. The balance is \$151,337.73. The DTE foundation made a deposit for the Jackson Prison Apprenticeship program. We also have funds for expungements grants and Summer Youth Programs.

- 3. Operations-** Updates on the transition. Currently working with Blackbaud on building the ERP system. It should be ready the 1st week of August for us to start preliminary testing, and map our new accounts structure to the current structure so we can access the history.

HR system has been chosen and pending references, it will be the Kapnick Insurance Group. We also are reviewing retirement system providers. We will choose a company soon.

The Bank RFP's are currently being reviewed and a decision will be made soon.

4. **Metrics-** Marcus will review the Director's balanced scorecard and offer feedback and suggestions in the next few weeks. He will send it back to the CFO committee for review.

The meeting was adjourned at 3:15 pm

15. **Discussion Items** (both boards)

- a. Michigan Future Talent Council (MFTC) Update – Marcus James
 - Executive Committee Report-Meeting minintues for July 10, 2019, August 7, 2019 and September 4, 2019
– Marcus James
- b. Michigan Works! Conference

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 Faherty

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

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: August 7, 2019
Subject: Summary of Policy Changes

Policy that is updated:

WIOA Eligibility Policy

Changes/updates with reasoning:

1. Update WIOA Adult "Secondary Eligibility" from "Applicants who are employed but at wages below \$12/hour" to "Applicants whose current annualized employment is less than \$25,000 per year."

Reason: While relatively rare, there are applicants we are unable to enroll because they have wages above \$12/hour, but are only working part time or at a temporary/contract job. By changing the criteria to this, it helps with allowing eligibility for these workers who are not in gainful employment but technically not eligible.

Policy that is updated:

Record Retention policy

Changes/updates with reasoning:

1. Per recommendation from the State, Trade Adjustment Act (TAA) files will be held for the same retention period as other program files.

Reason: Due to the "lifetime benefits" of some TAA activities, TAA had been held indefinitely. Per recommendation from the State, we can close these files and hold for the same length as other programs. If participant comes back for benefits later, a new registration will be done.

From: Melanie Beil <mbeil@thaisummit.us>

Sent: Monday, August 19, 2019 2:49 PM

I regret to inform you both that effective today I have accepted a transfer position to Thai Summit Kentucky! do apologize for the late notice, but everything has moved extremely quick and I am no longer working out of the Howell office.

Melanie Beil, PHR
Talent Development Manager



Ask me about
Manufacturing Day!

October 3, 2019

Thai Summit America Corporation
1480 McPherson Park Drive
Howell, MI. 48843
517-548-6005 (office)
517-545-3806 (confidential fax)

