



**MICHIGAN WORKS! SOUTHEAST,
WORKFORCE DEVELOPMENT BOARD MEETING
November 13, 2019, 10:00 a.m. – 12:00 noon,
Chelsea Comfort Inn Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118**

AGENDA

Pages

- 1. Call to order
- 2. Roll Call
- 3. Introductions
- 4. Call to the Public
- 5. Approval of the Agenda
- 6. Election of Officers and Executive Committee Members
- 7. Approval of September 11, 2019 Joint meeting of Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium 5 - 10
- 8. Approval of Consent Agenda 12 - 28
 - a. **WDB RESOLUTION 19-06**
A resolution approving a Memorandum of Understanding (MOU) with the Section 107 Adult Education Career Technical Program
 - b. **WDB RESOLUTION 19-07**
A Resolution approving the Fiscal Year 2020 Food Assistance Employment & Training (FAE&T) Plan
 - c. **WDB RESOLUTION 19-08**
A Resolution approving Going Pro Apprenticeship Grant

Connecting the counties of Hillsdale, Jackson, Lenawee, Livingston, and Washtenaw



- d. WDB Resolution 19-10**
 A Resolution approving FY 2019 WIOA Incumbent Worker Training Funds
 - e. WDB Resolution 19-11**
 A Resolution approving the Fiscal Year (FY) 2020 TANF Refugee Program Grant
 - f. WDB Resolution 19-13**
 A Resolution approving a Memorandum of Understanding for the Child Care Development Training Partnership
 - g. WDB Resolution 19-14**
 A Resolution approving a Memorandum of Understanding Disability Connections, Jackson County
 - h. WDB Resolution 19-15**
 A Resolution approving a Memorandum of Understanding with the Workforce Intelligence Network for Southeast Michigan for the Michigan Healthcare Collaborative.
- 9. Resolutions for Consideration of the Workforce Development Board (WDB)..... 30 - 39**
- a. WDB Resolution 19-09**
 A Resolution approving the Fiscal Year 2020 Partnership, Accountability, Training and Hope (PATH) Plan for the delivery of Job Training Services to Public Assistance Participants in The Southeast Michigan Consortium
 - b. WDB Resolution 19-12**
 A Resolution approving the FY 2020 Trade Adjustment Assistance (TAA) Program
 - c. WDB Resolution 19-16**
 A Resolution approving a Memorandum of Understanding with the Lenawee Career and College Access Network
 - d. WDB Resolution 19-17**
 A Resolution approving to appoint and re-appoint members to the Career and Educational Advisory Council Membership for Michigan Works! Southeast

Connecting the counties of Hillsdale, Jackson, Lenawee, Livingston, and Washtenaw



10. Presentation

- a. Future Skills: Preparing for the Changing World of Work**
 Naheed Huq, Manager of Talent and Economic Development
 Southeast Michigan Council of Governments

11. Committee Reports 41 - 56

- a. Employer Services** - Richard Currie, Chair
- b. Job Seeker Services** - Rich Chang and Rose Bellanca, – Co-Chairs,
- c. Career & Educational Advisory Council (CEAC)**– Kevin Oxley, Co-Chair
- d. Compliance, Finance and Operations (CFO)** – Mindy Bradish-Orta, Lynn Matzen, Co-Chairs
- e. Business Network Resources** – Leann Wilt, Chair

12. Discussion Items 58 - 64

- a. Michigan Future Talent Council Report - Marcus James**
- b. Executive Committee Report - WDB Chair**
 - Michigan Works! Southeast Workforce Development Board
 Executive Committee Minutes - October 2, 2019 and November 6, 2019

13. Other Items

- a. Chair Update – WDB Chair**
- b. Director's Update – Bill Sleight**

14. Adjournment

Connecting the counties of Hillsdale, Jackson, Lenawee, Livingston, and Washtenaw



7. Approval of September 11, 2019 Joint meeting of Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium

Joint Meeting of
 Southeast Michigan Consortium
 and
 Michigan Works! Southeast Workforce Development Board
 September 11, 2019
 Chelsea Comfort Inn Village Conference Center
 1645 Commerce Park Drive, Chelsea, MI 48118

Southeast Michigan Consortium Present:

Shannon Beeman	Washtenaw County Commissioner
Karol KZ Bolton, Chair	Lenawee County Commissioner
Ruth Brown	Hillsdale County Commissioner
Julie Games	Hillsdale County Commissioner
William Green	Livingston County Commissioner
Daniel Mahoney	Jackson County Commissioner
Darius Williams	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Southeast Michigan Consortium Board Absent

Dennis Dolan, Vice Chair	Livingston County Commissioner
Ruth Ann Jamnick	Washtenaw County Commissioner

Michigan Works! Southeast Workforce Development Board of Directors Present

Dr. Rose Bellanca	Washtenaw Community College	
Rich Chang	NewFoundry	
Kurtis Condon	Hillsdale Terminal	alternate for Donald Germann
Richard Currie	Hitachi Automotive Systems Americas, Inc.	
Sean Duval	Golden Limousine International	via conference call
Steven Girardin	Michigan Rehabilitation Service	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Dr. Timothy Jackson	Washtenaw ISD	alternate for Dr. Scott Menzel
Marcus James, Chair	StableInc LLC	
Lynn Matzen	Matrix Systems LLC	
Sharon Miller, Vice Chair	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	via conference call
John Salyer	AAEJATC	alternate for Lee Graham
Phil Santer	Ann Arbor SPARK	
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	
Grace Trudell	IBEW 58	
James Van Doren	Lenawee Now	
Leann Wilt	Venchurs, Inc.	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Donald Germann	County National Bank	alternate Kurtis Condon attended
Lee Graham	Operating Engineers 324	alternate John Salyer attended

Mindy Bradish-Orta	Jackson Chamber of Commerce	
Shawn Planko	Expedia	
Jeremy Frew	Jackson College	
Steven Gulick	Huron Valley Area Labor Federation	
Dr. Scott Menzel	Washtenaw ISD	alternate Dr. Tim Jackson attended
Ambrose Willbanks, Jr.	Washtenaw CVB	

Staff Present

Bill Sleight, Director	Michigan Works! Southeast
Shamar Herron, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT Manager	Michigan Works! Southeast
Justin Al-igoe, Policy and Operation Manager	Michigan Works! Southeast
Dawn Awrey, Service Center Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Cordelia Gonzalez, Fiscal Manager	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast
Janet Myers, Service Center Manager	Michigan Works! Southeast
Sandy Vallance, Program Manager	Michigan Works! Southeast

Others Present

Amy Guerriero	Enterprise Group of Jackson - GAAR
Elizabeth White	Bureau for Commission of the Blind

1. Call to order
Karol KZ Bolton, Chair, Southeast Michigan Consortium Board called the meeting to order at 10:00 am.
2. Call to order
Marcus James, Chair, Michigan Works! Southeast Workforce Development Board called the meeting to order at 10:00 am.

September 11, 2001 remembered

3. Roll Call – Southeast Michigan Consortium Board
Quorum present
4. Roll Call – Michigan Works! Southeast Workforce Development Board
Quorum present
5. Introductions
6. Call to the Public
KZ Bolton call to the public. Lynn Matzen, Marcus James, Jim Van Doren comment.

7. Approval of the Agenda

- a. KZ Bolton call to Consortium Board to approve the Agenda.
 MOTION: Daniel Mahoney moved to approve the Agenda.
 SUPPORT: Julie Games
 MOTION CARRIED

- b. Marcus James call to Workforce Development Board to approve the Agenda.
 MOTION: James Van Doren moved to approve the Agenda.
 SUPPORT: Grace Trudell
 MOTION CARRIED

8. Approval of Minutes

- a. KZ Bolton call to the Consortium Board to approve the June 25, 2019 Southeast Michigan Consortium meeting minutes
 MOTION: Ruth Brown moved to approve the June 25, 2019 Consortium meeting minutes
 SUPPORT: Darius Williams
 MOTION CARRIED

- b. Marcus James call to the Workforce Development Board (WDB) to approve the June 12, 2019 Michigan Works! Southeast Workforce Development Board meeting minutes.
 MOTION: Rich Chang moved to approve the June 12, 2019 WDB meeting minutes.
 SUPPORT: Rose Bellanca
 MOTION CARRIED

9. Consent Agenda

Marcus James ask if there were WDB Resolutions to be placed under Resolutions for Consideration by Workforce Development Board. No request.

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

MOTION: Phil Santer moved to approve the Consent Agenda

SUPPORT: Grace Trudell

MOTION CARRIED

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

Abstain: Jeremiah Hodshire, Kevin Oxley

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:
 Phil Santer, Senior VP/Chief of Staff, Ann Arbor SPARK provided report on the Greater Ann Arbor Region (GAAR) Michigan Works! Southeast Team. Discussion.
 Nicole Bell, Communications Manager, provided report on MiCareerQuest South. Discussion.
11. RESOLUTIONS FOR CONSIDERATION OF THE WORKFORCE DEVELOPMENT BOARD (WDB)
- 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
 Marcus James call for a motion to approve WDB Resolution 19-05
 MOTION: Lynn Matzen moved to approve WDB Resolution 19-05 the Calendar Year 2020 Meeting Schedule for the Workforce Development Board
 SUPPORT: Kevin Oxley
 Bill Sleight reviewed.
 MOTION CARRIED
12. Resolutions for Consideration of the Southeast Michigan Consortium Board (CB)
- a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-01
 A RESOLUTION FOR APPROVING MODIFICATION TO THE COMPENSATION POLICY
 Karol Bolton call for a motion to approve CB Resolution 19-01
 MOTION: William Green moved to approve CB Resolution 19-01 the modification to the Compensation Policy
 SUPPORT: Daniel Mahoney
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED
- 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
 Karol Bolton call for a motion to approve CB Resolution 19-02
 MOTION: Julie Games moved to approve modifying the audit services contract with Plante Moran for one year in the amount not to exceed \$35,000
 SUPPORT: Chris Wittenbach
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED
- c. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-03
 A RESOLUTION FOR RATIFICATION OF THE SELECTION OF COMERICA AS THE BANK FOR THE CONSORTIUM AND RELATED SIGNATORY AUTHORITY
 Karol Bolton call for a motion to approve CB Resolution 19-03
 MOTION: Ruth Brown moved to approve CB Resolution 19-03 the ratification of the selection of Comerica as the Bank for the Consortium and related signatory

authority.
 SUPPORT: Darius Green
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED

- 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
 KZ Bolton call for a motion to approve CB Resolution 19-04
 MOTION: Daniel Mahoney moved to approve CB Resolution 19-04 the ratification of the selection of Kapnick Insurance Group as the employee benefits insurance broker for the Consortium
 SUPPORT: Chris Wittenbach
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED
- 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
 KZ Bolton call for a motion to approve CB Resolution 19-05
 MOTION: Daniel Mahoney moved to approve the ratification of the Municipal Employees' Retirement System (MERS) as the Retirement Savings Plan Administrator for the Consortium
 SUPPORT: Chris Wittenbach
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED
- 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
 KZ Bolton call for a motion to approve CB Resolution 19-06 the approval of a contract with Clair David Office Furniture and Design for improvements to the Lenawee Center.
 MOTION: Darius Williams moved to approve the contract with Clair David Office Furniture and Design for the improvements to the Lenawee Service Center
 SUPPORT: Chris Wittenbach
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED

13. Resolutions for Consideration by both the Consortium Board and the Workforce Development Board - None

14. Committee Reports reviewed minutes and updates provided by Chairs.
- 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 and Sandy Vallance.

15. Discussion Items

- a. Marcus James update on the Michigan Future Talent Council (MFTC) July 31, 2019 Executive Committee meeting.
- b. Executive Committee Report -Meeting minutes for July 10, 2019, August 7, 2019 and September 4, 2019. Marcus James reported committee meeting topics and action discussed during today's meeting.
- c. Michigan Works! Conference. Reports provided by Board members and staff that attended the conference. Discussion.

16. Other Items

a. Comments from Chair

Karol Bolton call for a motion to accept with regrets Melanie Beil, Thai Summit resignation from the Workforce Development Board

MOTION: Ruth Brown moved to accept with regrets resignation of Melanie Beil from the Workforce Development Board.

SUPPORT: Julie Games

Bill Sleight reported Melanie Beil transferred to the Thai Summit Kentucky plant

MOTION CARRIED

b. Directors Report

Bill Sleight reviewed Directors Report.

17. Public Comment

Karol KZ Bolton call to the public, call to the public, call to the public. No public comment.

18. Adjourn Southeast Michigan Consortium Board

KZ Bolton call to adjourn the Southeast Michigan Consortium meeting

MOTION: Daniel Mahoney

SUPPORT: Chris Wittenbach

MOTION CARRIED

19. Adjourn Michigan Works! Southeast Workforce Development Board

Marcus James call to adjourn the Michigan Works! Southeast Workforce Development Board meeting

MOTION: Steven Girardin

SUPPORT: Paul Chang

MOTION CARRIED

The joint board meeting adjourned at 12:01 pm

8. Approval of Consent Agenda**a. WDB RESOLUTION 19-06**

A resolution approving a Memorandum of Understanding (MOU) with the Section 107 Adult Education Career Technical Program

b. WDB RESOLUTION 19-07

A Resolution approving the Fiscal Year 2020 Food Assistance Employment & Training (FAE&T) Plan

c. WDB RESOLUTION 19-08

A Resolution approving Going Pro Apprenticeship Grant

d. WDB Resolution 19-10

A Resolution approving FY 2019 WIOA Incumbent Worker Training Funds

e. WDB Resolution 19-11

A Resolution approving the Fiscal Year (FY) 2020 TANF Refugee Program Grant

f. WDB Resolution 19-13

A Resolution approving a Memorandum of Understanding for the Child Care Development Training Partnership

g. WDB Resolution 19-14

A Resolution approving a Memorandum of Understanding Disability Connections, Jackson County

h. WDB Resolution 19-15

A Resolution approving a Memorandum of Understanding with the Workforce Intelligence Network for Southeast Michigan for the Michigan Healthcare Collaborative.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 2, 2019

Subject: Section 107 Adult Education Career and Technical Program Memorandum of Understanding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on a Memorandum of Understanding (MOU) for the Section 107 Adult Education Career Technical Program.

Discussion

The WIOA law emphasizes partnerships with other agencies as a way to perform outreach, share resources and avoid duplication of services. Some partner agencies are "required" and must enter into MOUs with their local Michigan Works! office while others make sense from a programmatic standpoint.

Section 107 funding for Adult Education does not make a recipient a "required" partner of the Michigan Works! system, but in most cases, it makes sense to work with these organizations. Lenawee Intermediate School District (LISD), Adrian Public Schools and Hudson Area Schools have asked Michigan Works! Southeast to support their Section 107 Adult Education Career Technical program.

LISD has a regional career and technical education center. They will serve as the fiscal and administrative agent for the grant. Michigan Works! will support with job placement assistance and other workforce development services as needed and appropriate.

RESOLUTION APPROVED BY: None

Approval for this MOU is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-06

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SECTION 107 ADULT EDUCATION CAREER TECHNICAL PROGRAM

- 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 Department of Labor and Economic Opportunity (LEO)- Workforce Development, 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 group of agencies in led by the Lenawee Intermediate School District, will be implementing an Adult Education program with Section 107 funding; and
- WHEREAS, Michigan Works! Southeast has been asked to be a part of this project to support with job placement services and other workforce development services as needed and appropriate; and
- WHEREAS, The MOU agreement will run from July 1, 2019 to June 30, 2020; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding for the Section 107 Adult Education Career Technical Program.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, including any necessary updates as they may arise.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 2, 2019

Subject: FY 2020 Food Assistance Employment and Training (FAE&T) program plan

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Food Assistance Employment & Training (FAE&T) program from the Department of Labor and Economic Opportunity (LEO)-Workforce Development for the period of October 1, 2019 through September 30, 2020 in the amount of up to \$124,035.

Program Operations	\$ 114,240
Support Services	\$ 9,795
TOTAL	\$ 124,035

Background

The Act of 2008 provides that state agencies be given maximum flexibility in designing Employment & Training (E&T) programs for individuals receiving food assistance. The FAE&T Program provides participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency. The State of Michigan operates a voluntary FAE&T Program, which is jointly administered by the Michigan Department of Health and Human Services (MDHHS) and LEO.

Discussion

The FAE&T Program is designed to establish a connection to the labor market for able-bodied adults without dependents (ABAWDs). The ABAWD must be 18 through 49 years old (beginning the first calendar month after the 18th birthday through the last calendar month before the 50th birthday). Also, the ABAWD must not have a minor (under the age of 18) on their Food Assistance Program (FAP) case.

In general, ABAWDs who do not receive either a federal or state exemption, or meet defined work participation standards, are limited to three months of FAP benefits over a three-year period. However, recognizing FAP participants usually have a harder time finding work than the general population, the Act provides a process whereby areas that meet prescribed unemployment levels and time frames are eligible for a waiver of the work participation requirement.

The Talent Investment Agency requires that MWAs develop plans to address FAE&T activities for the period October 1, 2019 through September 30, 2020.

The FY 2020 FAE&T Plan 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 19-07**

RESOLUTION APPROVING THE FISCAL YEAR 2020 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN

- 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 Department of Labor and Economic Opportunity (LEO)- Workforce Development, to provide employment training and placement services; 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 FAE&T Program was established to provide Food Assistance Program (FAP) participants opportunities to gain skills, training, or experience to improve their ability to obtain regular employment and increase self-sufficiency; and
- WHEREAS, FAE&T Program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents (ABAWDs) ages 18-49; and
- WHEREAS, LEO requires that MWAs develop plans for submission to LEO to address FAE&T activities for the period October 1, 2019 through September 30, 2020; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$124,035; and
- WHEREAS, LEO requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the FAE&T plan.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2020 FAE&T Plan in the amount of \$124,035 for the period of October 1, 2019 to September 30, 2020.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said plan for submission to LEO 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: October 2, 2019
Subject: Going Pro Apprenticeships grant

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the Going Pro Apprenticeship (GPA) grant from the Department of Labor and Economic Opportunity (LEO) - Workforce Development for the period of July 16, 2019 through June 30, 2022 in the amount of up to \$168,514.

Background

In partnership with the U.S. Department of Labor (USDOL) Office of Apprenticeship (OA), the State of Michigan has contributed to apprenticeship expansion through support of (1) sector partnerships; (2) employer incentives; and (3) the establishment of the Apprenticeship Success Coordinator function within the Michigan Works! System, all cultivating new registered apprenticeship opportunities across the state. Building on the foundation and momentum of these statewide practices, the State of Michigan is dedicating the USDOL Employment and Training Administration's recent discretionary grants to states for continued expansion through Going PRO Apprenticeships or GPA.

Discussion

GPA is designed to make awards to employers to assist in training, developing, and retaining current and newly hired employees entering a new registered apprentice. Unlike the Going Pro Talent Fund, which requires state level reviews, GPA allocations will allow for year-round, on-demand support to employers looking to start new registered apprenticeships. Training funded by GPA must:

- Demonstrate a talent need experienced by the employer.
- Lead to a credential for a skill that is transferable and recognized by industry.

Participants must be persons 16 years of age and older and deemed eligible and enrolled in a Registered Apprenticeship after July 1, 2019. Program costs (Labor Market Information to employers, outreach/recruitment, etc...), administrative costs (capped at 7%), training costs (minimum 50% of the grant) and support services (up to 10% of the grant) are allowable expenditures. Training reimbursement to employers may be up to 50% of the apprenticeship wage up to a maximum of \$3,000 per trainee.

The Going Pro apprenticeship 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 19-08**

RESOLUTION APPROVING THE GOING PRO APPRENTICESHIP GRANT

- 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 Department of Labor and Economic Opportunity (LEO)- Workforce Development, to provide employment training and placement services; 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 continue the growth of registered apprenticeships across the State, LEO is allocating funds to the Michigan Works! Agencies for new registered apprenticeships through the Going Pro Apprenticeship (GPA) grant; and
- WHEREAS, GPA funds are allowed to be used for training reimbursement, support services and other program costs; and
- WHEREAS, The GPA grant is available for the period July 16, 2019 through June 30, 2022; and
- WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$168,514; and
- WHEREAS, LEO requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the Going Pro Apprenticeship grant in the amount of \$168,514 for the period of July 16, 2019 to June 30, 2022.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said grant for submission to LEO 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: November 6, 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 company:

- Ashcom Technologies, Inc. \$6,995

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

An Incumbent Worker application has been received. 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
Ashcom Technologies, Inc.	Not to exceed \$6,995	1- Web Applications 4- Agile training for Managers	Washtenaw

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 19-10**

A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT WORKER TRAINING 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 Department of Labor and Economic Opportunity-Workforce Development (LEO), 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 application has 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: November 6, 2019

Subject: FY 2020 TANF Refugee Program (TRP)

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approves the plan and accepts funding for the FY 2020 TANF Refugee Program grant from the Department of Labor and Economic Opportunity- Workforce Development (LEO) for the time period October 1, 2019 through September 30, 2020 in the amount of \$36,860.

Background

The PATH Program was established to help public assistance applicants/recipients and low-wage workers to succeed in the labor market. The Department of Health & Human Services (DHHS), Office of Refugee Services (ORS) has provided additional employment support services to refugees that receive TANF cash assistance through the Family Independence Program (FIP). A refugee is a person who has been forced from his or her home and crossed an international border for safety. He or she must have a well-founded fear of persecution in his or her native country on account of race, religion, or nationality, membership in a particular social group or political opinion.

Discussion

The TRP seeks to provide FIP applicants/recipients with employment-related services, training, and supportive services to obtain and retain employment. The MWA is required to serve all refugees who are referred. All refugees who have not attained United States (U.S.) citizenship and have lived in the U.S. five years or less and are still eligible for TANF FIP services.

Beginning January 1, 2013, Michigan required FIP applicants to successfully complete a 21-day AEP and orientation at MWAs, as a condition of eligibility for FIP benefits. TRP participants must also follow this requirement as outlined in the PATH Manual, or any future manual updates.

The DHHS refugee contractor can provide refugee-specific assistance with employment supportive services, including job placement services, job retention services, job readiness, assisting the client with reporting on those PATH activities, English as a Second Language, vocational education training classes tailored for Limited English Proficiency clients, recertification/licensing, assistance in obtaining Employment Authorization documents or other official immigration documents to maintain employment. The refugee contractor may also provide assistance in coordination with the MWA in assistance with arranging daycare. The MWA will provide all allowable supportive services as needed and/or required to ensure that the participants are fully engaged with PATH activities.

RESOLUTION APPROVED BY: None

The FY 2020 TANF Refugee Program grant and plan 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 19-11**

RESOLUTION APPROVING THE FISCAL YEAR 2020 TANF REFUGEE PROGRAM GRANT

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), 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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The Department of Health and Human Services (DHHS) Office of Refugee Services provides funds to support employment of DHHS referred refugees; and
- WHEREAS, Referred participants will go through the 21-day Application Eligibility Period (AEP) and must meet all other PATH requirements; and
- WHEREAS, The grant allocation for the Michigan Works! Southeast is \$36,860; and
- WHEREAS, LEO requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the TANF Refugee Program grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2020 TANF Refugee Program plan and grant and accepts funding in the amount of \$36,860.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign any forms needed for submission to LEO 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: November 6, 2019

Subject: Memorandums of Understanding (MOU) for Child Care Development Training Partnership

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding for the Child Care Training Partnership in Washtenaw County

Discussion

Several partners in Washtenaw County, including Washtenaw Community College, Eastern Michigan University, the Family Empowerment Program and the Ann Arbor YMCA, have developed a plan to help train (both classroom training and on-the-job training) child care workers. Throughout the area, several employers have expressed a shortage of such workers and a need to train more.

Details of the MOU are still to be finalized, but Michigan Works! and the Family Empowerment Center will largely be looked at to promote and recruit for the training at Washtenaw Community College. The YMCA will look to provide the "on-the-job" type training and environment and Eastern Michigan is helping with organizing and fundraising.

RESOLUTION APPROVED BY: NONE

Approval for this MOU is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-13**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING FOR THE
CHILD CARE DEVELOPMENT TRAINING PARTNERSHIP**

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), 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, Several partners including Washtenaw Community College, Eastern Michigan University, the Family Empowerment Program and the Ann Arbor YMCA are looking to help address a shortage of child care workers in the area; and
- WHEREAS, Michigan Works! Southeast will be looked at for help with recruiting and promotion; and
- WHEREAS, Staff are requesting a Memorandum of Understanding to clarify the roles and responsibilities of the partnership; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the partners of the Child Care Training Partnership.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, including any necessary updates as they may arise.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
From: William S. Sleight, Director, Michigan Works! Southeast
Date: November 6, 2019
Subject: Memorandums of Understanding (MOU) with Disability Connections

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with Disability Connections.

Discussion

Michigan Rehabilitation Services (MRS) has moved their staff in Jackson County into the Jackson Service Center. One of MRS' close partners, Disability Connections, has one staff who will periodically use space at the Service Center also. Michigan Works! Southeast staff have reached out to Disability Connections to see about partnering together directly on programs and activities.

Disability Connections is a Center for Independent Living in the State of Michigan. Their focus is on developing "independence plans" with their program participants to help them live a well-rounded, fulfilling life. Disability Connections would like to focus on assisting people with life skills and independence living skills while Michigan Works! can assist with job placement and training as needed.

RESOLUTION APPROVED BY: NONE

Approval for this MOU is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-14**

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH
DISABILITY CONNECTIONS**

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), 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 Rehabilitation Services (MRS) in Jackson County has moved into the Jackson Service Center; and
- WHEREAS, One of MRS' partners, Disability Connections, is a center for independent living that would like to expand its partnership with Michigan Works!; and
- WHEREAS, Michigan Works! Southeast will focus on job training and placement for the participants in Disability Connections' program while they work on their independence plans with Disability Connections; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with Disability Connections.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, including any necessary updates as they may arise.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 6, 2019

Subject: Memorandums of Understanding (MOU) with the Workforce Intelligence Network (WIN)

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with the Workforce Intelligence Network (WIN) for the Michigan Healthcare Collaborative Southeast.

Background

The Workforce Intelligence Network (WIN) is a unique consortium of ten community colleges and six workforce development boards. WIN will be launching a pilot project to create a health care collaborative.

Discussion

This pilot will be supported by match contributions from six Michigan Works! agencies. The Talent Pipeline Management workforce strategy pilot implementation in the healthcare industry will: 1) Prioritize alignment between education and workforce systems; 2) Create shared value for students and workers, education and training providers, and employers; 3) Create a pathway for healthcare employers to be able to proactively inform talent providers of their training needs; and 4) Provide healthcare institutions with resources to help build an effective talent supply chain.

The goal of this project is to support and facilitate healthcare employers in developing a more sophisticated and comprehensive approach to workforce planning by implementing the U.S. Chamber of Commerce Talent Pipeline Management model. Objectives include: (1) Creating a replicable process and methodology for analyzing the healthcare workforce for use by public stakeholders; (2) Analyzing talent flows; (3) Defining and implementing shared performance measures, and (4) creating a value proposition and aligning incentives.

Michigan Works! Southeast is being asked to contribute \$11,500 to this pilot.

RESOLUTION APPROVED BY: NONE

Approval for this MOU is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-15**

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE WORKFORCE INTELLIGENCE NETWORK

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), 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 Workforce Intelligence Network (WIN) will be creating a healthcare collaborative in southeast Michigan; and
- WHEREAS, This collaborative will aim to align workforce and education systems to appropriately train and organize the talent needs of the local healthcare industry; and
- WHEREAS, Michigan Works! Southeast will contribute \$11,500 to this pilot project.
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Workforce Intelligence Network.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, including any necessary updates as they may arise.

9. Resolutions for Consideration of the Workforce Development Board (WDB)

a. WDB Resolution 19-09

A Resolution approving the Fiscal Year 2020 Partnership, Accountability, Training and Hope (PATH) Plan for the delivery of Job Training Services to Public Assistance Participants in The Southeast Michigan Consortium

b. WDB Resolution 19-12

A Resolution approving the FY 2020 Trade Adjustment Assistance (TAA) Program

c. WDB Resolution 19-16

A Resolution approving a Memorandum of Understanding with the Lenawee Career and College Access Network

d. WDB Resolution 19-17

A Resolution approving to appoint and re-appoint members to the Career and Educational Advisory Council Membership for Michigan Works! Southeast

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 2, 2019

Subject: FY 2020 Partnership, Accountability, Training and Hope (PATH) program plan

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) program from the Department of Labor and Economic Opportunity- Workforce Development (LEO) for the period of October 1, 2019 through September 30, 2020 in the amount of up to \$3,999,683.

Temporary Assistance for Needy Families	\$ 3,430,560
State Penalty and Interest Appropriation (P&I)	\$ 569,123
TOTAL	\$ 3,999,683

Background

The Partnership, Accountability, Training and Hope (PATH) program is the current Welfare Reform program in the State of Michigan. The goal of PATH is to assist welfare applicants/recipients and low-wage workers succeed in the labor market. PATH places a strong emphasis on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, learn job skills and advance in their professions rather than only emphasizing initial placement.

Discussion

The PATH Program is a partnership between Michigan Works Agencies (MWAs) and the Michigan Department of Health and Human Services (DHHS) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses.

The State of Michigan has implemented a 21-day Application Eligibility Period (AEP) which would require participants to participate in the PATH program for 21 days before their cases are processed. The goal of this

approach is to provide Michigan Works! agencies with more time to evaluate, assess and prepare participants to attain employment and meet Federal Work Participation requirements.

LEO requires that MWAs and local DHHS offices develop plans to address PATH activities for the period October 1, 2019, through September 30, 2020. The initial FY 2020 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State Penalty and Interest Appropriation (P&I) funds.

Reviewed by: None

The FY 2020 PATH Plan 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 19-09**

RESOLUTION APPROVING THE FISCAL YEAR 2020 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

WHEREAS, The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and

WHEREAS, The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and

WHEREAS, The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Health and Human Services (DHHS), and the Department of Labor and Economic Opportunity-Workforce Development (LEO) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and

WHEREAS, The WDA requires that MWAs develop plans for submission to WDA to address PATH activities for the period October 1, 2019, through September 30, 2020; and

WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$3,999,683; and

WHEREAS, The WDA requires that the Southeast Michigan Workforce Development Board and the Southeast Michigan Consortium Board approve the local PATH plan.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2020 PATH Plan in the amount of \$3,999,683 for the period of October 1, 2019 to September 30, 2020.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said plan for submission to the Department of Labor and Economic Opportunity-Workforce Development 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: November 6, 2019

Subject: FY 2020 Trade Adjustment Assistance (TAA) allocation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2020 Trade Adjustment Assistance (TAA) program from the Department of Labor and Economic Opportunity- Workforce Development (LEO) for the period of October 1, 2019 through September 30, 2020 in the amount of up to \$454,979.

Program Award	\$ 281,654
Administrative Funds	\$ 14,082
Case Management Award	\$ 159,243
TOTAL	\$ 454,979

Background

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

Discussion

The TAA program originated in 1974 as a program to assist workers who are laid-off due to foreign competition. Companies that are facing a significant lay-off event may submit a petition to the U.S. Department of Labor for consideration for this program. A group of three or more workers, their union, or other duly authorized representative may also submit a petition. If approved, further information on the "impact" date of the layoff/wage reduction and a list of affected workers is needed.

TAA funds are subject to Merit-Based staffing requirements, just like the Wagner-Peyser Employment Service program.

LEO requires that MWAs address TAA activities for the period October 1, 2019, through September 30, 2020. The funding for the FY 2020 TAA

program is funded into different categories: Program Award funds, Administrative Funds and Case Management Award funds.

RESOLUTION APPROVED BY: None

The FY 2020 TAA Plan 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 19-12**

RESOLUTION APPROVING THE FISCAL YEAR 2020 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), 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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The TAA is a federal program that assists U.S. workers who have lost their jobs or whose hours of work and wages are reduced as a result of increased imports/foreign trade; and
- WHEREAS, Merit-Based staffing is required for the TAA program; and
- WHEREAS, The total grant allocation for the Michigan Works! Southeast is \$454,979 for use during the October 1, 2019 through September 30, 2020 time period; and
- WHEREAS, LEO requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the TAA grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2020 (October 1, 2019 through September 30, 2020) TAA Plan and accepts funding in the amount of \$454,979.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign any forms needed for submission to LEO 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: November 13, 2019

Subject: Memorandums of Understanding (MOU) with the Lenawee Career and College Access Network

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a Memorandum of Understanding with the Lenawee Career and College Access Network (LCCAN)

Background

This Memorandum of Understanding (MOU) seeks to mutually support Lenawee County employers and employees by continuously growing and improving its workforce—one that meets today's workplace needs and capably seizes tomorrow's career opportunities.

Discussion

The draft MOU lists out the responsibilities as follows:

Michigan Works! Southeast agrees to the following tasks for this MOU:

- Support the infrastructure of the network, including staffing and program costs, as well as the goal of building sustainability for the network by providing monetary and in-kind support.
- Provide strategic direction to the network by providing a dedicated executive level leader within our organization to serve and participate in Leadership Team meetings, as well as make decisions and allocate resources on behalf of our organization.

Lenawee Career & College Access Network agrees to the following tasks for this MOU:

- Support the services and initiatives of Michigan Works! Southeast by promoting services and events on social media, via email communication, and distribute printed materials provided by Michigan Works! Southeast.
- Provide volunteers to assist Michigan Works! Southeast during events, seminars, and mutually reinforcing activities on an as needed basis.

Michigan Works! Southeast is planning to contribute \$2,500 per year to support the LCCAN during the life of the MOU.

RESOLUTION APPROVED BY: NONE

Approval for this MOU is contingent upon approval by the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-16**

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE LENAWEE CAREER AND COLLEGE ACCESS NETWORK

- 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 Department of Labor and Economic Opportunity- Workforce Development (LEO), 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 Lenawee Career and College Access Network (LCCAN) would like to formalize the partnership with Michigan Works! Southeast; and
- WHEREAS, The LCCAN aims to enable residents to gain the essential skills, knowledge, and post-secondary education or training they need to achieve economic prosperity, aspire to lifelong learning, and enjoy a better quality of life; and
- WHEREAS, Michigan Works! Southeast is planning to contribute \$2,500 for each of the five years of this MOU; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Memorandum of Understanding with the Lenawee Career and College Access Network.

BE IT FURTHER RESOLVED that staff are authorized to negotiate the specifics of the MOU.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the MOU, including any necessary updates as they may arise.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 13, 2019

Subject: Appointments and re-appointments of members to the Career Educational Advisory Council

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board (WDB) appoint and re-appoint those listed below to the Career Educational Advisory Council (CEAC).

Discussion

Re-appointments- all terms will be through June 30, 2022

Jeremy Frew
Grace Trudell
Michelle Radcliff
Scott Menzel
Tim Jackson

Appointments

Troy Reehl, Superintendent HCISD (replacing Jonathon Tobar)
Luke Yates, EMU (replacing Jack Bidlack)

The role of CEAC is to develop programs and advise the Michigan Works! Southeast Workforce Development Board on educational/youth issues. All of the nominees for re-appointment have been serving on CEAC and reflect important areas of expertise needs for the committee. Both new appointees are from current organizations represented and are replacing other members.

Appointments to CEAC require the approval of the Workforce Development Board. Attached is a resolution for your consideration.

MICHIGAN WORKS! SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD**CAREER AND EDUCATIONAL ADVISORY COUNCIL (CEAC)
RESOLUTION 19-17****RESOLUTION TO APPOINT AND RE-APPOINT MEMBERS TO THE CAREER AND EDUCATIONAL
ADVISORY COUNCIL MEMBERSHIP FOR MICHIGAN WORKS! SOUTHEAST**

- WHEREAS, The Michigan Talent Investment Agency (TIA) has determined that Education Advisory Groups (EAGs) will serve regions and will be known as Career and Educational Advisory Council (CEAC); and
- WHEREAS, The Career and Education Advisory Council includes the counties of Hillsdale, Jackson, Lenawee, Livingston and Washtenaw; and
- WHEREAS, EAGs are mandated by State law to serve in an advisory capacity to Workforce Development Boards on youth and education related issues; and
- WHEREAS, The CEAC will develop programs and advise the Michigan Works! Southeast Workforce Development Board on educational/youth issues; and
- WHEREAS, The Department of Labor and Economic Opportunity- Workforce Development requires that CEAC members be appointed by the Michigan Works! Southeast Workforce Development Board.

THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby appoints/re-appoints the nominees listed on the attached memo to the Career and Educational Advisory Council (CEAC).

11. Committee Reports

- a. **Employer Services** - Richard Currie, Chair
- b. **Job Seeker Services** - Rich Chang and Rose Bellanca, – Co-Chairs,
- c. **Career & Educational Advisory Council (CEAC)**– Kevin Oxley, Co-Chair
- d. **Compliance, Finance and Operations (CFO)** – Mindy Bradish-Orta, Lynn Matzen, Co-Chairs
- e. **Business Network Resources** – Leann Wilt, Chair

employees. Alorica in Jackson will have 67 individual displaced and worker orientations will begin in late November and end by year end. Both Kroger and Bed, Bath & Beyond are laying off middle management.

Business Service Manager

2 internal candidates moving on to a second round of interviews

Opened up to external candidates and received 1 and another internal candidate

11/5/2019 will be the second round of interviews

Discussion: Rick Currie

IWT Approval Review - supported

Washtenaw County – Ashcom Technologies \$6995.00 5 people, \$1399 each, Agile for Managers and Leaders/
Building Web Applications with React, 1.06% employer contribution ratio. Training by Accelebrate/Learning Tree

Joint Meeting Discussion

Outreach to Business Communities

- 1) Leader in Workforce Development in conjunction with local associates, economic partners and chambers in marketing
- 2) Drive initiatives with business partners in engaging people
- 3) Human Resource network assisting with job descriptions, available tools and skill matching

The committee structure is should be interrelated with executive, compliance, education and Ad hoc projects.

Open Discussion:

NEXT MEETING:

Monday 11/25/2019 at 2:00 -3:30 pm; we will be discussing goal setting for the next year

CEAC Meeting | MINUTES

Date **9/23/19** | Time **1:30 – 3:30pm** | Location **WISD 1735 S Wagner Rd, Ann Arbor, MI 48103**

Meeting called by:	CEAC Committee	Attendees: CEAC Members
Type of meeting:	Scheduled Meeting	Kevin Upton, Matt Shane, Scott Menzel, Linda Blakely, Michelle Radcliff, Chris Davis, Shamar Herron, Jack Townsley, Bill Sleight, Ray Guzman, Bill Rayl, Sandy Vallance, Nicole Bell, Kevin Oxley, Nathaniel Osborn, Heather Robidoux, Pam Gosla, Josh Rose, Tim Jackson
Chair:	Kevin Oxley	
Minutes recorded by:	Heather Robidoux	
Meeting called to order:	1:34pm	
Meeting adjourned:	2:50pm	

AGENDA TOPICS

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

Heister facilitated a group activity to brainstorm ideas on how our region can "uniquely work" to build a STEM culture. In addition to utilizing ideas generated from the CEAC, MI STEM Region 2 is developing focus groups and planning a partner summit to continue to promote the 4 pillars of MI STEM.

Events occurring in the region are now on the MI STEM website: www.mistemregion2.org.

A CEAC subcommittee is being created to address the needs of MI STEM (addressed in a later agenda topic).

Action items	Person responsible	Deadline
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n/a

Agenda topic **MiCareerQuest South** | Presenter **MWSE Staff**

Nathaniel Osborne named as the Project Manager for MiCareerQuest South (MCQS), with MWSE. The MCQS launch event occurred on September 18th at SMCSI in Hudson. Business representatives, educators, and other stakeholders received important information about the upcoming event. Information can also be found on the website:

<https://www.mwse.org/micareerquest/>.

Student enrollment period for MCQS to be February. It was recommended that all education-related MCQS marketing materials flow through the CEAC, then can be disseminated to local schools through the committee. MWSE will also collaboratively with MI STEM Region 2 to expand impact.

Action items	Person responsible	Deadline
MWSE will send Scott Heister (MI STEM Region 2) information about the representatives that attended the launch event for MCQS.	MWSE Staff	ASAP

Agenda topic Subcommittees | Presenter MWSE Staff & Group

MI STEM

At the previous meeting, the CEAC voted to create a MI STEM subcommittee charged with expanding the conversation around MI STEM in our region. Discussion concluded that this group requires representation from business, each ISD, and postsecondary education. Any suggestions for this subcommittee can be sent to Scott H., Pam, or Shamar. The leads will be determining a date and time of the first meeting within the next week.

*Bill R. suggested Amanda Loveland be added to the subcommittee.

Jobs for Michigan Graduates (JMG) Michigan Graduates programs in our region. Currently, there

The CEAC agreed to serve as the advisory board for JMG with programmatic updates to be made at CEAC meetings at least twice a year.

Apprenticeships

CEAC determined that once or twice a year data regarding current metrics for apprenticeship will be presented based on a calendar year schedule.

The Apprenticeship Subcommittee is also focusing their efforts on several other tasks: Apprenticeship 101 Employer Event and the Apprenticeship Toolkit which is being developed for educating the educators and for teachers to use for students.

The Apprenticeship 101 Event is scheduled for November 15th 2019 from 9am-1pm at Washtenaw Community College. The purpose of the event is to excites employers about apprenticeship opportunities and get businesses the information needed to take action. CEAC decided that the both the CEAC and the Workforce Board should be highlighted during the event.

The Apprenticeship Toolkits are slated to be ready to launch this spring.

Career Pathways

MWSE will be pushing out a mobile system to help participants complete and track their progress in the areas of career exploration and employability skills. MWSE and LESA adult education students will participate in a pilot utilizing this system. The Professional Achievement Scorecard (PAS) will allow participants to earn badges which demonstrate their proficiency

Adult Education

Adult education in the region finished the last program year somewhat flat with enrollment, which was to be expected considering the low unemployment rate. Overall, programs in the region in at 17% under budget, with the highest levels of positive performance in the state.

Adult education in the region continues to need the CEAC committee's assistance in finding providers and/or expanding current programming.

Action items**Person responsible** **Deadline**

n/a

Special Notes

12/20 members present

Next meeting:October 21st, 2019

CEAC Meeting | MINUTES

Date **10/21/19** | Time **1:30 – 3:30pm** | Location **WISD 1819 S. Wagner Rd, Ann Arbor, MI 48103**

Meeting called by:	CEAC Committee	Attendees: CEAC Members
Type of meeting:	Scheduled Meeting	Scott Menzel, Shamar Herron, Kevin Upton, Amy Cell, Luke Yates, Jack Townsley, Nicole Bell, Kevin Oxley, Michelle Radcliffe, Denise Teague, Jenny Heath, Valerie Jemerson, Bill Sleight, Marcus James, Nicole Bell, Nathaniel Osborne, Pam Gosla, Heather Robidoux, Josh Rose
Chair:	Kevin Oxley	
Minutes recorded by:	Heather Robidoux	
Meeting called to order:	1:35 PM	
Meeting adjourned:	3:00 PM	

AGENDA TOPICS

Agenda topic MI STEM Region 2 Update | Presenter Scott Heister

The regional MiSTEM grant has been submitted to the State.

Scott and Shamar work r to engage employers in the MiSTEM subcommittee.

Agenda topic MiCareerQuest South | Presenter MWSE Staff

MiCareerQuest South (MCQS) will be held in Hudson at the Southern Michigan Center for Science and Industry (SMCSI) on April 23rd, 2020. It will be the biggest hands-on career experience in southern Michigan. Last month, a launch meeting was held to share information with local businesses and school personnel

As recommended by CEAC last month, MCQS registration for students will be available in February. Earlier this month, ticket allocations went out to all counties in the region. Tickets were originally allocated based on the percentage populous of 9th graders countywide. It is expected that some counties may send back tickets which will then be reallocated.

The second week in January will be a hard deadline by which county superintendents must report which local school districts going to participate.

MWSE will also work with county superintendents to have Nathaniel participate in county-wide superintendent, principal, or counselor meetings to share more information about MCQS.

In addition, Shamar will encourage employers to consider exhibiting or sponsoring MCQS at the Apprenticeship 101 event at WCC on November 15th.

Action items	Person responsible	Deadline
Share information with schools to determine districts that wish to participate.	County Superintendents	January
MWSE will survey County Superintendents and reallocate unused tickets.	Pam Gosla	2 nd week in January
MWSE will attend county-wide meetings to promote MCQS with the local district superintendents, principals, or counselors.	Nathaniel Osborne	n/a
MWSE will encourage businesses to participate in MCQS at the Apprenticeship 101 event.	Shamar Herron	November 15 th

Agenda topic Apprenticeship 101 – Luncheon at WCC | Presenter Jack Townsley

This event is occurring on November 15th from 9 AM – 1 PM at WCC. The purpose is employer education and outreach focused on the benefits of apprenticeship. The event is free for employers and does include lunch. Shamar will represent the CEAC/WDB at the event.

There are several resources available for apprenticeship information including: the MiTalent apprenticeship website, which is housing a list of all events in regard to apprenticeship, and the National Apprenticeship website. Any information that needs to be shared should be directed to Valerie Jemerson.

Data/metric information for the Apprenticeship Subcommittee will be gathered 2x per year (January/July) and shared by Kevin Chau. This semiannual request will go through the CEAC committee, and will be formatted and scheduled to go out automatically. There will also be a test run gathering this data happening in the next few weeks.

Review apprenticeship metrics and timeline

- # DOL registered apprenticeship tracks available throughout Region 9
- # Employers participating in registered DOL apprenticeships in Region 9
- # Active registered apprentices (those making AYP)
- # Apprenticeship completers

Upon the culmination of the Apprenticeship 101 event, this subcommittee will be working on "Educate the Educator" and "Teacher" toolkits slated to be unveiled by MiCareerQuest South.

Action items	Person responsible	Deadline
MWSE will share Apprenticeship 101 flyer.	BSPs	ASAP
The CEAC/WBD will be represented at the event.	Shamar Herron	November 15 th

Agenda topic Adult Education Update | Presenter Pam Gosla

State updates were announced at the MACAE Conference last week.

AE is really focused on removing barriers, thinking outside the box, and creating stronger outreach efforts.

107 Special Programs funding is still available for individuals who already processes a secondary credential. The language in this legislation was expected to change, but it has not; however, the State still holds strong that this funding is primarily for individuals dual-enrolling while completing a secondary credential.

Jack made a presentation at the conference. Heather and Pam also presented twice. One of these presentations was about the partnership between MWSE and MACI. This type of partnership appears to be catching on as Denso Manufacturing is also participating in a similar capacity with an AE provider in Battle Creek.

Overall, the State is still wanting us to improve our data and reporting. The GED to School Program was refunded and renamed as the HSE to School Program, which provides individuals seeking their high school equivalency the opportunity to take their HSE test(s) free of charge if working with MW or AE.

Agenda topic Career Pathways Demonstration | Presenter Pam Gosla & Heather Robidoux

Pam and Heather explained the development of the Professional Achievement Scorecard (PAS) on the Career Path Mobile platform. A demonstration of the participant account was shared.

Group discussion was excited and receptive. Concern was expressed about ensuring that the contract/license is appropriate for such an asset.

Agenda topic 61b Strategic Plan | Presenter Kevin Oxley

The 61b Strategic Plan rewrite must submitted by November 15th which is before our next CEAC meeting. Jackson County has submitted this and will submit again.

In order to do so, JCISD needs the following:

- a current listing of college/early middle/ dual-enrollment opportunities in our region
- anything else that should be mentioned to strengthen EDP plan development (in addition to MCQS, the "Educate the Educators" and Teacher's toolkits, Manufacturing Day, Construction Career Day, etc.)

Kevin will present a final copy to the December meeting.

Action items

Person responsible Deadline

Action items	Person responsible	Deadline
Share the 61 Strategic Plan with CEAC members	Kevin Oxley	December 21 st

Agenda topic Comprehensive Local Needs Assessment (CLNA) | Presenter Kevin Oxley

All counties within the region are in the process of completing the comprehensive plans in regards to CTE programming, which is due on December. JCISD presented the general plan outline and was supported by CEAC membership for submission on behalf of the region.

Action items
Person responsible **Deadline**

Add CLNA to the next meeting agenda

Pam Gosla

December 21st

Special Notes
Next meeting:

December 21st, 2020

Compliance, Finance and Operations (CFO) Committee Meeting Minutes
September 30, 2019 2:00 pm

Board members attending

Lynn Matzen, Committee Co-Chair

Marcus James, WDB Board Chair,

Staff Attending

Bill Sleight, Director
Cordelia Gonzalez, Fiscal Manager,
Justin Al-Igoe, Policy and Operations
Manager (by phone)

1. Review notes from July Meeting.
Mr. Matzen requested that the reference to Kapnick Insurance Group in Part 3 Operations be clarified. The change was made and the report was approved.
2. **Compliance-**
Cycle III monitoring by the state will begin the week of October 21. Justin reported that the Cycle III review covers administrative systems such as purchasing, cost allocation, and contractor monitoring.
Plante Moran will begin the audit for the period July 1, 2018 to June 30 2019 the week of November 4. The report should be finished by the end of December.
3. **Finance-** The committee reviewed the August, 2019 income state. No major issues were identified. The committee also reviewed recent activity in the Non-profit account. Several payments were made for the Summer Youth Program, for expungement events and for the DTE tree trimming project. Foundation revenue and contributions covered these expenses.
4. Bill and Cordelia provided an update on the fiscal and HR transitions. We are now set up to receive cash from the state and to make payments. Our ERP vendor provided 3 days of onsite training and is continuing to provide technical assistance throughout the transition. We will be selecting a payroll vendor in the coming weeks. Our Retirement System provider (MERS) reviewed options for employee retirement programs and these will be presented to the Consortium Board this month. Our insurance broker will present options for health care, life and disability insurance on October 4, and we they will also present options to the Consortium Board on October 14. Our lawyers are reviewing the employer handbook and this will also be presented to the Consortium Board.
5. The committee reviewed the director's balanced scorecard and will discuss it with the Executive Committee.
6. The Committee adjourned at 3:30pm

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

Board members attending

Lynn Matzen, Committee Co-Chair

Marcus James, WDB Board Chair,

Staff Attending

Bill Sleight, Director
Cordelia Gonzalez, Fiscal Manager,

1. Reviewed notes from September meeting. Correction, Plante Moran was scheduled for October 21st. Cycle III scheduled for November 4th.

2. **Compliance-**

Cycle III monitoring by the state will begin the week of November 4th. The Cycle III review covers administrative systems such as purchasing, cost allocation, and contractor monitoring.

Plante Moran is currently in Washtenaw auditing last FY. The audit is scheduled to be completed by the end of November.

3. **Finance-** The committee reviewed the September, 2019 income statement. The statement combined SEMCA and September payments made from MWSE. The statement will be revised because it appeared there were some inconsistencies in some of the amounts for the time period. The revisions will be included in the Executive Committee packet.

Reviewed the non-profit statement and detail. The non-profit account will be set up in Blackbaud as a separate fund. This will help with reporting on the different projects within the account.

4. **Operations-** Bill and Cordelia provided an update on the fiscal and HR transitions.

Fiscal- Went live with Fiscal operations October 1st. We are able to draw funds from the State and make payments. There was also an offer made for an Accountant position and she should be starting on November 18th. She has a background with Municipal accounting.

HR- Beginning Open enrollment in mid November. Selected Paycor as our payroll provider. HR assistant started on October 29th.

Meeting with lawyers to review polices, etc.

5. The committee discussed the balanced scorecard and agreed that there should probably be a 25% change from last year. The change will focus on the transition, MI Career Quest, and BRN's and Employers.
6. The Committee adjourned at 3:15

**Southeast Michigan Consortium
Consolidated Income Statement
For Period Ending September 30, 2019**

	Sept 2019 YTD	Annual Budget - Original	% of Budget Expended S/B ~25%
Revenues			
Federal Grant	\$ 2,599,408	\$ 11,485,189	22.63%
State Grant	\$ 368,695	4,071,101	9.06%
Local Grant	\$ -	10,000	
IFA Revenue	\$ -		
Contract Revenue	\$ 7,500		
Professional Services	\$ -		
Miscellaneous Revenue	\$ 9,592		
Transfer In/(Out)	\$ -		
Total Revenues	2,985,194	15,566,290	19.18%
Expenses	\$ -		
Salaries	\$ 907,250	3,952,000	22.96%
Fringe Benefits	\$ 246,440	1,248,000	19.75%
E&T Contractors	\$ 453,703	2,195,000	20.67%
SEMCA Professional Services	\$ 108,896	250,000	43.56%
Professional Fees	\$ 71,091	100,000	71.09%
Professional Services Subtotal	179,987	350,000	51.42%
Travel	\$ 29,702	115,000	25.83%
Conferences/Training (Staff)	\$ 37,177	60,000	61.96%
Utilities	\$ 16,095	115,000	14.00%
Office Supplies	\$ 22,682	50,000	45.36%
Insurance - Liability	\$ 19,845	65,000	30.53%

Fees for Fiscal and HR
Transition

MWSE conferences;
expenses will be lower the
rest of the year.

Will review to see why there
is a spike in expenditures this
quarter.

Facility Rental/Upgrades	\$ 180,693	580,000	31.15%	Includes one-time improvements in facilities; will monitor to see if adjustment is needed
Technology	\$ 65,204	250,000	26.08%	
Maintenance	\$ 11,342	40,000	28.36%	
Meetings Costs	\$ 6,293	30,000	20.98%	
Equipment	\$ 25,438	50,000	50.88%	Includes one-time cost of fiscal office move and some equipment upgrades.
Subscription/Memberships	\$ 80,129	125,000	64.10%	Reflects annual subscription costs
Advertising/Sponsorships	\$ 6,373	120,000	5.31%	
Participant Training & Support	\$ 481,987	6,221,290	7.75%	PY 18 Going Pro invoices will increase next quarter
Total Expenses	\$ 2,770,341	\$ 15,566,290	17.80%	
Net Income/ (Loss)	\$ 214,853	\$ -		Drew down extra funds in late September due to potential for state government shutdown.

Report- July 1, 2018-October 31, 2019

How many Networks are up and running?

- 4 Networks-Hillsdale (1), Jackson (2), and Livingston (1)

How many employers in Networks?

- 24 employers from a mix of industries
- Manufacturing, Education, Mental Health, Medical, and Financial Institutions

How many BRN monthly meetings are established and when are they?

- All 4 Networks have monthly meetings
- Hillsdale is the 2nd Tuesday of every month
- Livingston is the 3rd Tuesday of every month
- Jackson is the 4th Tuesday of every month

How many Success Coach/Resource Coaches?

- 5 Success Coaches- Hillsdale (1), Jackson (2), and Livingston (2)

How many services have been provided thus far?

- 3,358

What are the top 3 services provided?

- Transportation
- Housing
- Car repair
- Financial literacy (budget)-every employee that we remove a financial barrier with

How many employees received services?

- 1,558

12. Discussion Items**a. Michigan Future Talent Council Report - Marcus James****b. Executive Committee Report - WDB Chair**

- Michigan Works! Southeast Workforce Development Board Executive Committee Minutes - October 2, 2019 and November 6, 2019

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

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

Absent: Scott Menzel

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

1. Call to order
 Marcus James, Chair called the meeting to order at 2:00 pm
2. Roll Call
 Quorum present
3. Approval of Agenda
 Marcus James call for a motion to approve the Agenda.
 MOTION: Sharon Miller moved to approve the Agenda.
 SUPPORT: Rich Chang
 MOTION CARRIED
4. Consent Agenda – None
5. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 19-06
 A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SECTION 107 ADULT EDUCATION CAREER TECHNICAL PROGRAM
 Marcus James call for a motion to approve WDB 19-06
 MOTION: Leann Wilt moved approve WDB Resolution 19-06 the MOU with the Section 107 Adult Education Career Technical Program
 SUPPORT: Sharon Miller
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED

- b. WDB RESOLUTION 19-07
 A RESOLUTION APPROVING THE FISCAL YEAR FY 2020 FOOD ASSISTANCE EMPLOYMENT & TRAINING (FAE&T) PLAN
 Marcus James call for a motion to approve WDB Resolution 19-07
 MOTION: Rich Chang moved to approve WDB Resolution 19-07 the FY FAE&T Plan
 SUPPORT: Sharon Miller
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED

- c. WDB RESOLUTION 19-08
 A RESOLUTION APPROVING GOING PRO APPRENTICESHIP GRANT
 Marcus James call for a motion to approve WDB Resolution 19-08
 MOTION: Leann Wilt moved to approve WDB Resolution 19-08 the GOING PRO Apprenticeship Grant
 MOTION: Richard Currie
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED

- d. WDB RESOLUTION 19-09
 A RESOLUTION APPROVING THE FISCAL YEAR 2020 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM
 Marcus James call for a motion to approve WDB Resolution 19-09
 MOTION: Rich Chang moved to approve the FY 2020 PATH Plan for the delivery of job training services to public assistance participants in the Southeast Michigan Consortium
 SUPPORT: Sharon Miller
 Bill Sleight reviewed. Discussion
 MOTION CARRIED

6. Committee Reports

- a. Employer Services - Richard Currie, Chair
 No update next meeting scheduled October 7.
- b. Job Seeker Services – Rich Chang, Co-Chair
 Reviewed the September 11, 2019 committee minutes. Discussion.
 Next committee meeting on November 13 after the WDB meeting.
- c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
 CEAC did not meet during September. Discussion.
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Chair
 Reviewed the committee meetings. Discussion.
- e. Business Resource Networks (BRN) – Leann Wilt
 Updates provided. Discussion.

7. Chair Report

a. Reviewed and discussed Director's 2018 Balanced Scorecard.

Bill Sleight stated approval for Executive Committee to go into closed session for the purpose of his performance evaluation.

MOTION: Sharon Miller moved to go to closed session.

SUPPORT: Grace Trudell

Roll Call: Motion approved

Closed session at 3:09 pm

Closed session ended at 3:47 pm

b. Follow-up discussion from September Executive Committee meeting regarding nominating committee for election of 2020 Executive Committee/Officers scheduled during November 13, 2019 Workforce Development Board meeting.

Nominating Committee: Sean Duval, Lead; Grace Trudell, Sharon Miller.

Nominating Committee to reach out to Workforce Development Board members seeking their interest in serving on Executive Committee.

8. Directors Report

a. Salary Structure Adjustment

Bill Sleight reported he will make a recommendation to the Consortium for a wage increase for Michigan Works! Southeast employees effective January 1, 2020. Discussion.

MOTION: Lynn Matzen moved to concur with the recommendation to the Consortium a wage increase for Michigan Works! Southeast employees effective January 1, 2020

SUPPORT: Rich Chang

MOTION CARRIED

b. MiCareer Quest – South

Bill Sleight provided update. Discussion.

c. Awards Event – October 2020

Bill Sleight provided update. Awards Event scheduled on October 18, 2019. Discussion.

e. Transition Update

Bill Sleight provided update. Discussion.

f. State Updates

Bill Sleight provided updates regards State, Program and Administration

f. Other

9. Public Comment

Marcus James call for public comment. No public comment.

Committee members provided comments.

10. Adjournment

Meeting adjourned at 3:53 pm.

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

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

Absent: Lynn Matzen
 Scott Menzel
 Grace Trudell

Staff: Bill Sleight Michigan Works! Southeast
 Shamar Herron Michigan Works! Southeast
 Justin Al-Igoe Michigan Works! Southeast
 Dan Childs, Michigan Works! Southeast
 Maggie Flaherty Michigan Works! Southeast

Others Present: Brittany Dougherty Thomas P. Miller & Associates
 Tony Waterson Thomas P. Miller & Associates

1. Call to order
 Marcus James, Chair called the meeting to order at 2:00 pm
2. Roll Call
 Quorum present
3. Approval of Agenda
 Marcus James call for a motion to approve the Agenda.
 MOTION: Sharon Miller moved to approve the Agenda.
 SUPPORT: Rich Chang
 MOTION CARRIED
4. Approval of October 6, 2019 Executive Committee Meeting Minutes
 Marcus James call for a motion to approve the October 6, 2019 Executive Committee Meeting Minutes.
 MOTION: Rich Chang moved to approve the minutes.
 SUPPORT: Leann Wilt
 MOTION CARRIED
5. One Stop Operator
 Update report provided by Brittany Dougherty, Senior Project Consultant and Tony Waterson, Director of Workforce Development, Thomas P. Miller and Associates. Discussion.

6. Consent Agenda

a. Workforce Development Board (WDB) Resolution 19-10

A Resolution approving FY 2019 WIOA Incumbent Worker Training Funds

Ashcom Technologies, Inc.	Not to exceed \$6,995	1- Web Applications, 4 -Agile Training for Managers	Washtenaw County
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Marcus James call for a motion to approve Consent Agenda

MOTION: Leann Wilt moved to approve the Consent Agenda.

SUPPORT: Richard Currie

MOTION CARRIED

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

a. WDB Resolution 19-11

A Resolution approving the Fiscal Year (FY) 2020 TANF Refugee Program Grant

Marcus James call for motion to approve WDB Resolution 19-11

MOTION: Sharon Miller moved to approve the WDB Resolution 19-11

The FY 2020 TANF Refugee Program Grant

SUPPORT: Leann Wilt

Bill Sleight reviewed. Discussion.

MOTION CARRIED

b. WDB Resolution 19-12

A Resolution approving the FY 2020 Trade Adjustment Assistance (TAA) Program

Marcus James call for a motion to approve WDB Resolution 19-12

MOTION: Leann Wilt moved to approve WDB Resolution 19-12 the FY 2020 TAA Program

SUPPORT: Sharon Miller

Bill Sleight reviewed. Discussion.

c. WDB Resolution 19-13

A Resolution approving a Memorandum of Understanding (MOU) for the Child Care Development Training Partnership

Marcus James call for a motion to approve WDB Resolution 19-13

MOTION: Sharon Miller moved to approve WDB Resolution 19-13 the MOU for the Child Care Development Training Partnership

SUPPORT: Rich Chang

Bill Sleight and Shamar Herron reviewed. Discussion.

MOTION CARRIED

d. WDB Resolution 19-14

A Resolution approving a Memorandum of Understanding (MOU) Disability Connections, Jackson County

Marcus James call for a motion to approve WDB Resolution 19-14

MOTION: Rich Chang moved to approve WDB Resolution 19-14 the MOU with Disability Connections, Jackson County

SUPPORT: Richard Currie

Bill Sleight reviewed. Discussion.

MOTION CARRIED

- e. WDB Resolution 19-15
A Resolution approving a Memorandum of Understanding (MOU) with the Workforce Intelligence Network (WIN) for Southeast Michigan for the Michigan Healthcare Collaborative.
Marcus James call for a motion to approve WDB Resolution 19-15
MOTION: Sharon Miller moved to approve MOU with WIN for Southeast Michigan Healthcare Collaborative
SUPPORT: Leann Wilt
Bill Sleight reviewed. Discussion.
MOTION CARRIED

8. Committee Reports

- a. Employer Services - Richard Currie, Chair
Reviewed October 30, 2019 committee meetings. Discussion.
- b. Job Seeker Services – Rich Chang, Co-Chair
Committee did not meet during October. Next meeting is November 13, 2019. Discussion.
- c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
Bill Sleight and Marcus James reviewed minutes. Discussion
- d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Co-Chair
Bill Sleight reviewed minutes. Discussion.
- e. Business Resource Networks (BRN) – Leann Wilt
Reviewed BRN Report.

9. Chair Report

- a. Nominating Committee for election of Executive Committee and Officers Update.
Discussed the election of officers and election of Executive Committee to take place during the November 13, 2019 Workforce Development Board meeting.
Marcus James reviewed Leann Wilt letter of resignation from the Workforce Development Board.

10. Directors Report

- a. MiCareerQuest South
Bill Sleight reported MiCareerQuest South Executive Committee meets tomorrow afternoon. Discussed funding for the event.
- b. Transition Update
Bill Sleight provided update. Discussion.
- c. State update
Bill Sleight reported on state activities and budget. Discussion.
- d. 2020 Executive Committee Meeting Schedule
Reviewed and accepted the 2020 Meeting Schedule.
- e. Summary of Policy Changes
- f. Other

11. November 13, 2019 Agenda for the Michigan Works! Southeast Workforce Development Board meeting.

Reviewed the agenda.

12. Public Comment

Marcus James offered public comment. No public comment.

13. Adjournment

Meeting Adjourned at 4:00 pm



2020 Michigan Works! Southeast Workforce Development Board – Executive Committee Meeting Schedule

Date	Start Time
Thursday, January 2, 2020	2pm-4pm
Wednesday, February 5, 2020	2pm-4pm
Wednesday, March 4, 2020	2pm-4pm
Wednesday, April 1, 2020	2pm-4pm
Wednesday, May 6, 2020	2pm-4pm
Wednesday, June 3, 2020	2pm-4pm
Wednesday, July 8, 2020	2pm-4pm
Wednesday, August 5, 2020	2pm-4pm
Wednesday, September 2, 2020	2pm-4pm
Wednesday, October 7, 2020	2pm-4pm
Wednesday, November 4, 2020	2pm-4pm
Wednesday, December 2, 2020	2pm-4pm

Connecting the counties of Hillsdale, Jackson, Lenawee, Livingston, and Washtenaw

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