

Michigan Works! Southeast,
Workforce Development Board Meeting Minutes
January 8, 2020, 10:00 a.m. – 12:00 noon,
Chelsea Comfort Inn Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

Michigan Works! Southeast Workforce Development Board of Directors Present

Rich Chang	NewFoundry	
Richard Currie	Hitachi Automotive Systems Americas, Inc.	
Sean Duval	Golden Limousine International	via conference call
Lee Graham	Operating Engineers 324	
Steven Gulick	Huron Valley Area Labor Federation	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
Dr. Scott Menzel	Washtenaw ISD	
Marcus James, Chair	StableInc LLC	
Tina Matz	Jackson College	alternate for Jeremy Frew
Lynn Matzen	Matrix Systems LLC	via conference call
Sharon Miller, Vice Chair	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance	via conference call
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	via conference call
Phil Santer	Ann Arbor SPARK	
Grace Trudell	IBEW 58	via conference call
Brandon Tucker	Washtenaw Community College	alternate for Dr. Rose Bellanca
James Van Doren	Lenawee Now	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	Washtenaw ISD	alternate Brandon Tucker attended
Donald Germann	County National Bank	
Jeremy Frew	Jackson College	alternate Tina Matz attended
James Hogan	Thai Summit	
Shawn Planko	Expedia	
Ambrose Wilbanks	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
Nicole Bell, Communications Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Joshua Rose, Communications Assistant	Michigan Works! Southeast

Others Present

Dan Furton	Bureau of Blind Services
Tim Pielack	Modis Staffing Services
Paul Schutt	Issue Media Group
Brad Marwelli	Red Letter

1. Call to order
Marcus James, Chair called the meeting or order at 10:02 am
2. Roll Call
Quorum present
3. Introductions
4. Call to the Public
Marcus James call to public comment. Jim Van Doren commented.
5. Approval of the Revised Agenda.
Marcus call for motion to approve the Revised Agenda.
MOTION: Scott Menzel moved to approve the Revised Agenda.
SUPPORT: Jim VanDoren
MOTION CARRIED
6. Approval of November 13, 2019 minutes for Michigan Works! Southeast Workforce Development Board (WDB) meeting.
Marcus James call for a motion to approve the November 13, 2019 WDB Board meeting minutes.
MOTION: James Van Doren moved to approve the November 13, 2019 WDB meeting minutes.
SUPPORT: Kevin Oxley
MOTION CARRIED
7. Approval of Consent Agenda – No items
8. Resolutions for Consideration of the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 19-17
A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2020 HEALTHY MICHIGAN PLAN GRANT ACCEPTANCE AND PLAN
Marcus James call for a motion to approve WDB Resolution 19-17
MOTION: Scott Menzel moved to approve WDB Resolution 19-17 the FY 2020 Health Michigan Plan Grant Acceptance and Plan
SUPPORT: Kevin Oxley
Bill Sleight reviewed. Discussion.
MOTION CARRIED
 - b. WDB RESOLUTION 19-18
A RESOLUTION APPROVING THE FISCAL YEAR 2020 HEALTHY MICHIGAN PLAN NAVIGATOR GRANT ACCEPTANCE AND PLAN
Marcus James call for a motion to approve WDB Resolution 19-18
MOTION: Scott Menzel moved to approve WDB Resolution 19-18 the FY 2020 Healthy Michigan Plan Navigator Grant Acceptance and Plan
SUPPORT: Lee Graham
Bill Sleight reviewed. Discussion.
MOTION CARRIED
 - c. WDB RESOLUTION 19-19
A RESOLUTION APPROVING THE CALENDAR YEAR (CY) 2020 MICHIGAN WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2020 THROUGH 12/31/2020
Marcus James call for a motion to approve WDB Resolution 19-19
MOTION: Kevin Oxley moved to approve the CY 2020 Michigan Works! System Plan for the time period 1/1/2020 through 12/31/2020
SUPPORT: Jim Van Doren

Bill Sleight reviewed. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 19-20

A RESOLUTION APPROVING FY 2019 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) INCUMBENT WORKER TRAINING FUNDS

Marcus James call for a motion to approve WDB Resolution 19-20

MOTION: Richard Currie moved to approve WDB Resolution 19-20 the FY 2019 WIOA Incumbent Worker Training Funds

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

e. WDB RESOLUTION 19-21

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING (MOU) WITH THE LENAWEE TRANSPORTATION TASK FORCE

Marcus James call for a motion to approve WDB Resolution 19-21

MOTION: Rich Chang moved to approve WDB Resolution 19-21 the MOU with the Lenawee Transportation Task Force

SUPPORT: Richard Currie

Bill Sleight reviewed. Discussion

MOTION CARRIED

9. Presentation – Paul Schutt, co-Chief Executive Officer, Issue Media Group. Discussion.

10. Committee Reports reviewed and discussed by Chairs.

a. Employer Services - Richard Currie, Chair

b. Job Seeker Services – Rose Bellanca and Rich Chang – Co-Chairs

c. Career and Educational Advisory Council (CEAC) – Kevin Oxley, Co-Chair

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

e. Business Resource Networks. Bill Sleight and Sandy Vallance provided updates.

11. Discussion Items

a. Michigan Future Talent Council (MFTC) Report by Marcus James. Council has not met

b. Executive Committee Report by Marcus James. Committee topics contained in the December 4, 2019 minutes discussed during meeting.

12. Other Items

a. Chair Update – WDB Chair

b. Director's Update. Bill Sleight reviewed written report. Discussion.

13. Adjourn

Kevin Oxley moved to adjourn

Meeting adjourned at 12:02 pm

Workforce Development Board
Executive Committee Meeting Minutes
February 5, 2020, 2:00pm – 4:00pm
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, MI 48118

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

Absent: Scott Menzel
Grace Trudell

Staff: Bill Sleight
Shamar Herron
Nicole Bell
Maggie Flaherty
Tim Pielack
Joshua Rose

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 request to change the order of agenda items. 6. Committee Reports. Change the CFO to report first. Marcus James call to approve the revised Agenda.
MOTION: Richard Currie moved to approve the revised Agenda.
SUPPORT: Rich Chang
MOTION CARRIED
4. Consent Agenda – No items
5. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 19-22 A RESOLUTION APPROVING A MODIFICATION TO MEMORANDUM OF UNDERSTANDING (MOU) SIGNATORY AUTHORITY
Marcus James call for a motion to approve WDB 19-22
MOTION: Lynn Matzen moved to approve WDB Resolution 19-22 the modification to MOU Signatory
SUPPORT: Richard Currie
Bill Sleight reviewed. Discussion.
MOTION CARRIED

b. WDB RESOLUTION 19-23
A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT
WORKER TRAINING FUNDS

-Boss Engineering	\$ 2,790
-Haley Mechanical	\$ 7,083
-Acme Mills, LLC	\$ 2,985
-Rima Manufacturing Company	\$22,750

Marcus James call for a motion to approve WDB Resolution 19-23
MOTION: Jeremiah JJ Hodshire moved to approve WDB Resolution 19-23
approving FY 2019 Incumbent Worker Training Funds
SUPPORT: Richard Currie
Bill Sleight reviewed. Discussion.
MOTION CARRIED

6. Committee Reports

- a. Employer Services report by Richard Currie, Chair. Discussion
- b. Job Seeker Services report by Rich Chang, Co-Chair. Reviewed January 8, 2020 minutes. Discussion.
- c. Career and Educational Advisory Council (CEAC), Scott Menzel, Co-Chair. No meeting held to report. Next meet is February 24, 2020.
- d. Compliance, Finance and Operations (CFO) report by Lynn Matzen, Co-Chair. Reviewed the January 27, 2020 minutes. Discussion regards that a new name be considered for the CFO committee because of the potential confusion with the acronym and the difficulty getting board members to participate in the CFO committee.
- e. Business Resource Networks (BRN) report by Bill Sleight. Discussion.

7. Chair Report

- a. Mid-year 2019/2020 BSC update/summary. Reviewed and Discussion.

8. Directors Report

- a. MiCareerQuest South. April 23, 2020, CSI Hudson. Discussion.
- b. MI Reconnect and other state initiatives updates provided by Bill Sleight.
- c. Summer Employment. Shamar Herron provided update. Discussion
- d. Transition Update. Discussed during CFO committee report.
- e. Going Pro Talent Fund. No funding yet for Going Pro. Discussion.

9. Public Comment. Marcus James offered public comment. No public comment.

10. Adjournment

Richard Currie moved to adjourn.
The meeting adjourned at 3:32 pm.

Workforce Development Board,
Executive Committee Meeting Minutes
March 4, 2020, 3:00pm – 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
Scott Menzel
Grace Trudell via conference call

Absent: Jeremiah JJ Hodshire

Staff: Bill Sleight
Dan Childs
Maggie Flaherty
Tom Robinson

1. Call to order
Marcus James, Chair called the meeting to order at 3:00pm
2. Roll Call
Quorum present.
3. Approval of Agenda
Marcus James call for a motion to approve the Agenda.
MOTION: Scott Menzel moved to approve the Agenda.
SUPPORT: Rich Chang
MOTION CARRIED
4. Approve February 5, 2020 Executive Committee meeting minutes
Marcus James call for a motion to approve the February 5, 2020 Executive Committee meeting minutes.
MOTION: Richard Currie moved to approve the February 5, 2020 Executive Committee meeting minutes.
SUPPORT: Sharon Miller
MOTION APPROVED
5. Consent Agenda – No items
6. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 19-24
A RESOLUTION APPROVING THE 2020 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$97,249
Marcus James call for a motion to approve WDB Resolution 19-24
MOTION: Scott Menzel moved to approve WDB Resolution 19-24 approving the 2020 Summer Young Professionals Program in the amount of \$97,249
SUPPORT: Sharon Miller

Bill Sleight reviewed. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 19-25

A RESOLUTION APPROVING THE FISCAL YEAR 2020 PARTNERSHIP,
ACCOUNTABILITY, TRAINING AND HOPE (PATH)
EMPLOYMENT-RELATED SUPPORT SERVICES

Marcus James call for a motion to approve WDB Resolution 19-25

MOTION: Sharon Miller moved to approve WDB Resolution 19-25 the FY
2020 PATH Employment-Related Support Services

SUPPORT: Richard Currie

Bill reviewed. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 19-26

A RESOLUTION APPROVING INFRASTRUCTURE FUNDING
AGREEMENTS (IFAs) AND MEMORANDUMS OF UNDERSTANDING (MOUs)
FOR WIOA REQUIRED PARTNERS FOR FY 2020

Marcus James call for a motion to approve WDB Resolution 19-26

MOTION: Rich Chang moved to approve the IFAs and MOUs for WIOA
required Partners for 2020.

SUPPORT: Sharon Miller

Bill Sleight reviewed. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 19-27

A RESOLUTION APPROVING THE RELEASE OF REQUESTS (RFPS) FOR
PROPOSALS FOR SPECIALIZED BUSINESS SERVICES AND SPECIALIZED
YOUTH SERVICES

Marcus James call for a motion to approve WDB Resolution 19-27

MOTION: Scott Menzel moved to approve the release of RFQs for
Specialized Business Services and Specialized Youth Services

e. WDB RESOLUTION 19-28

A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT WORKER
TRAINING (IWT) FUNDS

Caster Concepts Not to exceed \$8,230

Diversified Engineering and Plastics Not to exceed \$16,815

Marcus James call for a motion to approve WDB Resolution 19-28

MOTION: Rich Chang moved to approve the WIOA IWT funds for Caster
Concepts and Diversified Engineering and Plastics

SUPPORT: Scott Menzel

Bill Sleight reviewed. Discussion.

MOTION CARRIED

7. Committee Reports

Rich Chang and Richard Currie led discussion regards restructuring Employer
Services Committee (ES) and Job Seeker Services (JSS) Committee. Rich Chang
and Richard Currie plan to finalize ES and JSS Committees restructure with written
recommendations for discussion at the April 1, 2020 Executive Committee meeting.

- a. Employer Services - Richard Currie, Chair
 - b. Job Seeker Services – Rich Chang, Co-Chair
 - c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
Sharon Miller reported on the February 24, 2020 CEAC meeting.
Discussion.
 - d. Compliance, Finance and Operations (CFO) – Lynn Matzen, Co-Chair
Lynn Matzen reported no meeting held on February 24, 2020 because there were no agenda items requiring action. Discussed name change for committee. CFO acronym resembles Chief Financial Officer. Confuses responsibilities of the committee which may be reason for lack of participation. Officially changed committee name to Strategic and Operations Committee.
 - e. Business Resource Networks (BRN) Discussion
8. Chair Report
- a. Marcus James provided report on the February 24, 2020 Legislative Breakfast. Discussion.
9. Directors Report
- Bill Sleight reported on the following topics.
- a. Impact Awards
 - b. WIOA Four Year Regional and Local Plan Process
 - c. MiCareerQuest South
 - d. MIReconnect and other state initiatives
 - e. Summer Employment
 - f. Transition Update
 - g. Going Pro Talent Fund
 - h. Summary of New Grant – Family Forward Pilot Project
 - i. Other
10. Review March 11, 2020 Agenda for Joint meeting of Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium
Discussed agenda topics.
11. Public Comment
Marcus James offered public comment. No public comment.
Committee members provided comments.
12. Adjournment
Meeting Adjourned at 4:35pm.