

MICHIGAN WORKS! SOUTHEAST
WORKFORCE DEVELOPMENT BOARD MEETING
May 13, 2020, 10:00 a.m. – 12:00 noon
Zoom Meeting
AGENDA

	Pages
1. Call to order	
2. Roll Call	
3. Introductions	
4. Call to the Public	
5. Approval of the Agenda	
6. Approval of March 11, 2020 Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium Joint meeting minutes	4 - 8
7. Approval of Consent Agenda	10 - 13
a. WDB RESOLUTION 19-29 A RESOLUTION APPROVING A CONTRACT EXTENSION WITH ROBERT TEBO AND ASSOCIATES FOR FY 2020	
b. WDB RESOLUTION 19-30 A RESOLUTION APPROVING THE TANF REFUGEE PROGRAM (TRP) AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT EXTENSION WITH JEWISH FAMILY SERVICES THROUGH JUNE 30, 2021	
8. Resolutions for Consideration of the Workforce Development Board (WDB)	15 - 23
a. WDB RESOLUTION 19-31 A RESOLUTION REQUESTING APPROVAL OF THE BUSINESS ETHICS POLICY	
9. Round Table Discussion	
a. How has COVID impacted your organization Staffing, operations, future outlook	
b. How can the public workforce system best support our job seekers, employers and community partners in this new reality	
10. Committee Reports	25 - 42
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. Strategic and Operations – Lynn Matzen, Chair	
e. Business Resource Networks	
f. Executive Committee - April 1, 2020 and May 6, 2020	

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



11. Discussion Items

- a. Establish Review Committees for Specialized Business Services and Specialized Youth Services Proposals
- b. WIOA 4-year Regional and Local Plan

12. Other Items

- a. Chair Update – Marcus James Chair
- b. Director's Update (written report) – Bill Sleight

13. Adjourn

Zoom Information

Topic: WFD Board Meeting 5/13/2020

Time: May 13, 2020 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88368084482?pwd=U1J3OEtXVjZuVEN1dW9aWHNsVmJ4Zz09>

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6. Approval of March 11, 2020 Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium Joint meeting minutes

Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium
 Joint Meeting Minutes
 March 11, 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

Shantalita Bailey	Michigan Rehabilitation Services, DHHS	
Marie Birkett	Wacker Chemical Corporation	
Rich Chang	NewFoundry	
Richard Currie	Hitachi Automotive Systems Americas, Inc.	via conference call
Donald Germann	County National Bank	via conference call
Jeremiah "JJ" Hodshire	Hillsdale Hospital	via conference call
James Hogan	Thai Summit	
Marcus James, Chair	StableInc LLC	
Sharon Miller, Vice Chair	Consumers Energy	
Deb Polich	The Arts Alliance	via conference call
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	
John Salyer	AAEJATC	
Phil Santer	Ann Arbor SPARK	
James Van Doren	Lenawee Now	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Sean Duval	Golden Limousine International	
Dr. Rose Bellanca	Washtenaw ISD	
Jeremy Frew	Jackson College	
Lee Graham	Operating Engineers 324	alternate John Salyer attended
Steven Gulick	Huron Valley Area Labor Federation	
Lynn Matzen	Matrix Systems LLC	
Dr. Scott Menzel	Washtenaw ISD	
Kevin Oxley	Jackson County ISD	
Shawn Planko	Expedia	
Grace Trudell	IBEW 58	
Ambrose Wilbanks	Washtenaw CVB	

Southeast Michigan Consortium Present

Shannon Beeman	Washtenaw County Commissioner
Karol KZ Bolton, Chair	Lenawee County Commissioner
Ruth Brown	Hillsdale County Commissioner
Dennis Dolan, Vice-Chair	Livingston County Commissioner
Julie Games	Hillsdale County Commissioner
William Green	Livingston County Commissioner
Darius Williams	Jackson County Commissioner

Southeast Michigan Consortium Absent

Ruth Ann Jamnick	Washtenaw County Commissioner
Daniel Mahoney	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Staff Present

Bill Sleight, Director
 Shamar Herron, Deputy Director
 Robin Aldrich, IT Manager
 Justin Al-Igoe, Policy and Operations Manager
 Dan Childs, Systems/Network Administrator
 Maggie Flaherty, Administrative Services Manager
 Joshua Rose, Communications Assistant
 Sandy Vallance, Program Manager

Michigan Works! Southeast
 Michigan Works! Southeast
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 Michigan Works! Southeast
 Michigan Works! Southeast
 Michigan Works! Southeast
 Michigan Works! Southeast

Others Present

Dan Furton
 Michele Ureste

Bureau of Blind Services
 Workforce Intelligence Network (WIN)

1. Call to order – Southeast Michigan Consortium
 Karol KZ Bolton, Chair called the Southeast Michigan Consortium Board to order at 10:00am
2. Call to order Michigan Works! Southeast Workforce Development Board
 Marcus James, Chair called the Michigan Works! Southeast at 10:00am
3. Roll Call for Southeast Michigan Consortium,
 Quorum Present
4. Roll Call for Michigan Works! Southeast Workforce Development Board,
 Quorum Present
5. Introductions, board, staff, other attendees.
 Welcomed newly named board members Shantalita Bailey, District Manager, MRS/LEO; Maria Birkett; Manager, Community Relations & University Programs, Wacker Chemical Corporation; and James Hogan, Human Resources Manager, Thai Summit America Corporation.
6. Call to the Public KZ Bolton call to the public. Call to the public. Call to the public. No public comment.
7. Approval of the Agenda
 - a. Consortium
 KZ Bolton call for a motion for Consortium to approve the Agenda.
 MOTION: Julie Games moved to approve the Agenda.
 SUPPORT: William Green
 MOTION CARRIED
 - b. Workforce Development Board (WDB)
 Marcus James call for a motion for WDB to approve the Agenda.
 MOTION: Phil Santer moved to approve the Agenda.
 SUPPORT: James Van Doren
 MOTION CARRIED
8. Approval of Minutes
 - a. KZ Bolton call for a motion for Consortium to approve the February 24, 2020 Southeast Michigan Consortium meeting minutes
 MOTION: Ruth Brown moved to approve the February 24, 2020 Consortium meeting minutes.
 SUPPORT: William Green
 MOTION CARRIED

- b. Marcus James call for a motion to approve the January 8, 2020 Michigan Works! Southeast Workforce Development Board meeting minutes
 MOTION: James Van Doren moved to approve the January 8, 2020 WDB meeting minutes
 SUPPORT: Bill Rayl
 MOTION CARRIED

9. New Business

Michigan Works! Southeast Workforce Development (WDB) Board member vacancy
 KZ Bolton call for motion to approve the WDB nomination recommendation to fill the Vocational Rehabilitation sector vacancy.

MOTION: Shannon Beeman moved to approve the nomination recommendation for Shantalita Bailey, District Manager, Michigan Rehabilitation Services (MRS) Michigan Department of Labor and Economic Opportunity (LEO) to fill the Vocational Rehabilitation vacancy on the WDB.

SUPPORT: William Green
 Bill Sleight reviewed.
 MOTION CARRIED

10. Consent Agenda for Workforce Development Board

Marcus James asked if any of the consent items require review by the WDB.
 No request to review. Marcus James call for a motion to approve the Consent Agenda.
 MOTION: James Van Doren moved to approve the Consent Agenda.
 SUPPORT: John Salyer
 MOTION CARRIED

- a. WDB RESOLUTION 19-24
 A RESOLUTION APPROVING THE 2020 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$97,249
- b. WDB RESOLUTION 19-25
 A RESOLUTION APPROVING THE FISCAL YEAR 2020 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) EMPLOYMENT-RELATED SUPPORT SERVICES
- c. WDB RESOLUTION 19-26
 A RESOLUTION APPROVING INFRASTRUCTURE FUNDING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING FOR WIOA REQUIRED PARTNERS FOR FY 2020
- d. WDB RESOLUTION 19-28
 A RESOLUTION APPROVING FY 2019 WIOA INCUMBENT WORKER TRAINING FUNDS

Caster Concepts	Not to exceed \$8,230
Diversified Engineering and Plastics	Not to exceed \$16,815

11. Presentations:

- a. Michele Economou Ureste, Executive Director, Workforce Intelligence Network (WIN) presented topics on Emerging Technology and RapidSkills. Discussion.
- b. Justin Al-Igoe, Policy and Operations Manager presented Workforce Innovation and Opportunity Act (WIOA) process for the MWSE Four Year Regional and Local Plans. Discussion.

12. Resolutions for Consideration of the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 19-27 A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSALS FOR SPECIALIZED BUSINESS SERVICES AND SPECIALIZED YOUTH SERVICES
 Marcus James call for a motion to approve WDB Resolution 19-27
 MOTION: Rich Chang moved to approve WDB Resolution 19-27 the Release of RFP for Specialized Youth Services
 SUPPORT: Sharon Miller
 Bill Sleight reviewed. Discussion.
 MOTION APPROVED
 ABSTAIN: Phil Santer, James Van Doren
13. Resolutions for Consideration of the Southeast Michigan Consortium (CB)
 - a. SOUTHEAST MICHIGAN CONSORTIUM BOARD RESOLUTION 19-30 A RESOLUTION MODIFYING THE AUDIT SERVICES CONTRACT WITH PLANTE MORAN FOR A NEW TOTAL OF \$43,400
 KZ Bolton call for a motion to approve CB Resolution 19-30 modifying the audit services for contract services with Plante Moran for a new total of \$43,400
 MOTION: Julie Games moved to approve CB Resolution 19-30 modifying the audit services for contract services with Plante Moran for a new total of \$43,400
 SUPPORT: Darius Williams
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED
14. Resolutions for Consideration by both the Consortium and the Workforce Development Board – None
15. Committee Reports – Workforce Development Board
 Committee Chairs provided updates and reviewed committee notes.
 - 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
 Bill Sleight and Sharon Miller provided updates.
 - d. Strategy and Operations (formerly CFO) – Lynn Matzen, Chair
 Bill Sleight and Marcus James provided updates.
 - e. Business Resource Networks (BRN)
 Bill Sleight and Sandy Vallance provided updates.
 - f. Executive Committee Report, Marcus James, Chair
 Meeting minutes for February 5, 2020 and March 4, 2020
16. Other Items
 - a. Comments from Chair.
 No comments from Chair Bolton or Chair James
 - b. Directors Report
 Bill Sleight reviewed written report. Discussion.
 Also reviewed summary of policy changes/summary of new grants
 - i. Summary of Policy Changes – Consortium
 Conflict of Interest/Code of Conduct/Gifts
 - ii. Summary of New Grants - Consortium
 Customer Relationship Management – \$6,131

iii. Summary of New Grants – Workforce Development Board
Family Forward Project – \$25,000

17. Public Comment

Karol KZ Bolton offered public. Shamar Herron commented.

Follow-up comments by board members.

18. Adjourn Southeast Michigan Consortium

Karol KZ Bolton call to adjourn the Consortium meeting.

Darius Williams moved to adjourn Consortium meeting.

19. Adjourn Michigan Works! Southeast Workforce Development Board

Marcus James call to adjourn the Workforce Development Board.

Jim Van Doren moved to adjourn the WDB.

The Joint meeting of Consortium and WDB adjourned at 11:49 am

7. Approval of Consent Agenda**a. WDB RESOLUTION 19-29**

A RESOLUTION APPROVING A CONTRACT EXTENSION WITH
ROBERT TEBO AND ASSOCIATES FOR FY 2020

b. WDB RESOLUTION 19-30

A RESOLUTION APPROVING THE TANF REFUGEE PROGRAM (TRP)
AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT EXTENSION
WITH JEWISH FAMILY SERVICES THROUGH JUNE 30, 2021

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: May 6, 2020

Subject: Contract Extension to Robert Tebo and Associates

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract extension with Robert Tebo and Associates in the amount not to exceed \$40,000 from August 1, 2020 through July 31, 2021.

Discussion

The contractor delivers a unique program called iChallengeU which pairs teams of high school students with area employers to solve real-world problems. The program builds linkages between businesses and schools, and provides participants with exposure to jobs and careers. Robert Tebo and Associates has delivered this program for several years.

Approval of the contract extension with Robert Tebo and Associates is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-29**

RESOLUTION APPROVING A CONTRACT EXTENSION WITH ROBERT TEBO AND ASSOCIATES FOR FY 2020

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), 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, For many years, Robert Tebo and Associates has delivered the iChallengeU program to local students; and

WHEREAS, Michigan Works! Administrative staff are requesting that the contract be extended for an additional year; and

WHEREAS, The contract for Robert Tebo and Associates will be capped at \$40,000. The contract will be from August 1, 2020 through July 31, 2021; and

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves WIOA Specialized Business service contract extension with Robert Tebo for the time period August 1, 2020 through July 31, 2021.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign any necessary negotiated contracts and Memorandums of Understanding.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: May 6, 2020

Subject: Contract Extension with Jewish Family Services (JFS) to provide TANF Refugee Program and English as a Second Language services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board (WDB) approve a contract extension with Jewish Family Services to provide TANF Refugee Program (TRP) and English as a Second Language (ESL) services for Michigan Works! Southeast for one additional year, through June 30, 2021 in the amount of \$360,000.

Background

The Department of Health and Human Services (DHHS) refers refugees to Michigan Works! agencies to participate in services similar to the PATH program. Funding is provided to areas projected to have a large number of refugees. Specific agencies are procured by the State and Jewish Family Services is one of a handful of agencies in Michigan selected.

Discussion

In Resolution WDB 16-39 the Michigan Works! Southeast Workforce Development Board approved a contract with Jewish Family Services from January 1, 2017 through June 30, 2018. This was later extended through June 30, 2020. Due to the "sole source" nature of the services and this contract, a competitive bid process was not required by the Department of Labor and Economic Opportunity.

Approval of the TRP and ESL contract extension with Jewish Family Services is contingent upon approval by the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-30**

RESOLUTION APPROVING A TANF REFUGEE PROGRAM (TRP) AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT EXTENSION WITH JEWISH FAMILY SERVICES THROUGH JUNE 30, 2021

- 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), 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, Jewish Family Services (JFS) has been providing TANF Refugee Program (TRP) and English as a Second Language (ESL) services for the Consortium since January 1, 2017; and
- WHEREAS, The State of Michigan has selected JFS as an organization to provide such services to refugees across the State of Michigan; and
- WHEREAS, Based on satisfactory performance and the "sole source" nature of the program's procurement, staff are recommending an extension of the contract through June 30, 2021.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a contract extension for the TRP and ESL program contract with Jewish Family Services for the time period July 1, 2020 through June 30, 2021 in the amount of \$360,000.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary negotiated contracts for monetary and contract language adjustments, pending approval from Civil Counsel.

8. Resolutions for Consideration of the Workforce Development Board (WDB)**a. WDB RESOLUTION 19-31**

A RESOLUTION REQUESTING APPROVAL OF THE BUSINESS ETHICS POLICY

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: May 6, 2020

Subject: Business Ethics Policy

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Business Ethics Policy.

Discussion

Previously, the Workforce Development Board approved the policy name change of the "Code of Conduct, Conflict of Interest and Gift" policy to the "Business Ethics" policy. However, several additional items have been added and the new version of the policy will require approval.

In addition to a Code of Conduct, Conflict of Interest and Gift acceptance guidance, additional items on handling confidential information, outside business ventures and representing the Consortium have been added.

This new policy requires approval by the Workforce Development Board.



Business Ethics Policy

Purpose

To define the professional and personal expectations of employees of Michigan Works! Southeast (MWSE). This policy encompasses both MWSE work-related and MWSE non-work-related activities, and requirements for disclosing those activities.

Scope

Applies to all employees and contractor staff of the Southeast Michigan Consortium/Michigan Works! Southeast.

Policy

Employees of Michigan Works! Southeast (MWSE) have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification of issues related to the subject of acceptable standards of operation.

Employees involved in procurement/purchasing of services and products have an even greater obligation to exercise discretion in their day to day activities.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of MWSE may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to a supplier or contractor, regardless of the nature of the employment, while employed with MWSE
- Hiring or supervising family members or closely related persons



Business Ethics Policy

- Serving as a board member for an outside commercial company or organization
- Owning or having a substantial interest in a supplier or contractor
- Accepting gifts, discounts, favors or services from a customer/potential customer, supplier or contractor unless equally available to all company employees

PARTICIPATION IN OTHER BUSINESS VENTURES

In general, employees have the right to be employed outside of MWSE and to have financial or managerial interest in outside companies. However, these outside interests must not conflict with MWSE's interest or with the employee's duties and responsibilities to MWSE. Employees are not permitted to be employed by, or to have an interest in, a business that is in direct competition with MWSE or its subsidiaries. A conflict of interest, or the appearance of a conflict in this area, can be avoided by adherence to the following:

Private Work by Employees

- Employees seeking to hold employment outside of MWSE are responsible for assuring that: such employment does not interfere with their job performance at MWSE, including working overtime as required; there is no conflict with or reflection upon MWSE's services; and clients and the public clearly understand that MWSE is not involved or responsible for the work or services performed. Employees considering outside work should consult their supervisor.
- Employees must not accept money or other reimbursement for advice or work done for customers if such service is normally supplied by MWSE.

INTERESTS WITH OUTSIDE BUSINESSES/ORGANIZATIONS

- Employees must disclose to the Director when they or a family member own a "significant" financial interest in any organization that does, or

Business Ethics Policy

seeks to do, business with, or competes against MWSE. The Director will determine whether a potential conflict of interest exists.

- Family members include spouse, children, stepchildren, parents, stepparents, stepbrothers, stepsisters, half-brothers, half-sisters, brothers, sisters, grandparents, grandchildren, in-laws, aunts, uncles, nieces, nephews, first cousins, or any person living in the same household.
- As a minimum standard, a "significant" financial interest is an aggregate interest of all family members of more than:
 - 1% of any class of the outstanding securities of a firm or corporation, or 10% interest in a partnership or association.
- In certain circumstances, an employee may not have knowledge of the holdings of family members. In this case, employees are required to use "best efforts" to determine what interest family members do hold to determine if a business conflict exists.
- If, after disclosure of a significant financial interest, MWSE determines there is or may be a conflict of interest, MWSE may require that the employee attempt, in good faith, to have the family member divest himself/herself of those interest which MWSE determines to be in conflict. If the employee is unable to convince the family member of the need to divest himself/herself of the conflicting interest, MWSE will take appropriate protective action. This could result in the transfer or discharge of the employee.
- Employees shall not serve as an officer, director, partner, consultant, technician, manager or sales representative in an organization, which does business with or competes with MWSE without making prior written application through the organization, to the Director.

POLITICAL CONTRIBUTIONS

Federal and state laws prohibit MWSE contributions (funds or services) to any federal, state, or local election for public office. Prohibited contributions include but are not limited to, direct or indirect, payments, loans, advances, deposits,

Business Ethics Policy

gifts or services, purchase of goods or services, such as tickets for special interest or other fund raising events, that will be reimbursed by MWSE. MWSE and its properly authorized employees may use funds to communicate with elected officials on matters related to MWSE activities or to administer or solicit contributions for separate, segregated funds with prior approval from the Board of Directors.

BRIBES and KICKBACKS

Employees are prohibited from making or approving direct or indirect sensitive payments with MWSE funds. Sensitive payments are those to federal, state, local, or foreign officials or personnel and include bribes, kickbacks, and any other payment or transfer of value for this purpose. Employees solicited for such payments are to immediately report the details to the Director.

ACCEPTANCE OF PUBLIC OFFICE

Any employee wishing to run for public office must obtain approval from the Director prior to becoming a candidate or accepting appointment.

CONTACTING PUBLIC OFFICIALS- "Business contacts"

Federal and state laws severely limit business related contacts with public officials, especially lobbying efforts, by imposing a complex regulatory framework over such contacts. Employees must notify and must register with the Director before making such contacts.

Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from Human Resources.

GIFTS

A vital part of conducting business is developing and maintaining ethical and objective relations with suppliers, customers and contractors. Accepting gratuities from suppliers, customers or contractors may impair objectivity.

Employees are prohibited from:

Business Ethics Policy

- Accepting or seeking gifts, services or favors, business, vacation or pleasure trips, loans, payments or consideration of any kind from suppliers, customers or contractors doing, or seeking to do, business with MWSE. **Non-cash gifts of nominal value used for promotional purposes (i.e., pens, calendars, etc.) are excluded from this policy.**
- Accepting or seeking free samples or free services from suppliers, customers or contractors. In limited circumstances, free samples and services may be accepted on behalf of MWSE, but only when the service is for legitimate business purposes (i.e., service submitted for testing or trial use); MWSE does not become obligated to the supplier or customer by accepting the services, testing will be done on MWSE premises under its direction and approval is received from the Director or designee.
- Seeking discounts on personal purchases from suppliers, customers or contractors because they do business, or as a condition of doing business with MWSE. Employees may accept discounts if the suppliers, customers or contractors makes the discount available to all MWSE employees.
- Accepting meals or entertainment paid for by suppliers, customers or contractors unless legitimate MWSE business is conducted.
- Attending evening and weekend activities paid for by suppliers, customers, contractors (i.e., meals, sporting and theater events, entertainment, etc.) When justified by necessary business considerations, the employee having cause to participate shall notify the Director prior to the event.

Employees shall not realize personal financial gain from suppliers, customers, or contractors when representing MWSE for speaking engagement, conducting seminars, etc. Employees may not solicit or accept fees, gifts, commissions, honorariums or other compensation for such engagements. If employees do receive any such reimbursement, they are to notify the Director and return it with an explanation.

USE OF CONFIDENTIAL INFORMATION

An employee shall not divulge to an unauthorized person confidential information acquired in the course of their employment at MWSE. Copying and/or retaining MWSE documents, including confidential information, for



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personal use (or use by others) is strictly forbidden. Taking advantage of information acquired in the course of employment, including confidential information for personal, family or third party gain, is strictly forbidden.

Confidential information is protected from unauthorized disclosure and is maintained in accordance with applicable State and Federal regulations. Confidential information is not to be read, disclosed, or accessed, copied or discussed by personnel other than in the course of MWSE business. An authorization that meets applicable State and Federal laws is required for this purpose.

SOCIAL SECURITY NUMBER PRIVACY POLICY

Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

MWSE takes reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy will be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. MWSE will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains uses or discloses Social Security numbers through MWSE for unlawful purposes.

PUBLIC RELATIONS

Employees must take care to separate their personal roles from MWSE roles when communicating on matters not involving MWSE business. Employees must not use MWSE identification, stationery, supplies, and equipment for personal or political matters.

All media requests for interviews, stories, articles, quotations, etc. related to Michigan Works! Southeast and its programs, activities, staff and governing boards, must be forwarded to the Communications Manager. The Communications Manager will consult with the Director to determine how such





Business Ethics Policy

requests will be handled. All press releases related to MWSE business must be issued by the Communications Manager or Director.

When communicating publicly on matters that involve MWSE business, employees must not presume to speak for MWSE on any topic, unless they are expressing views contained in official policies or documents, or unless they have consulted with the Communications Manager or Director.

The Communications Manager and/or Director should be consulted on all written communications that represent the views of MWSE prior to public dissemination. No such materials should be distributed without approval of the Communications Manager or Director.

QUESTIONABLE SITUATIONS

Many situations occur which may not appear to be clearly right or wrong. When questionable or unfamiliar matters arise, employees should consult their supervisor for guidance. Employees who have information about known or suspected violations of MWSE policies are encouraged to report that information to the Director.

DISCIPLINARY ACTION

Employees who violate this Business Ethics Policy will be subject to disciplinary action up to and including termination of employment.

Approved by:

By: _____
William S. Sleight, Director

Date: _____



**SOUTHEAST MICHIGAN WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-31**

A RESOLUTION REQUESTING APPROVAL OF THE BUSINESS ETHICS POLICY

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), 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, Staff would like approval of the "Business Ethics" policy; and

WHEREAS, This policy provide guidance on code of conduct, conflicts of interest, gifts, outside business ventures, etc... for staff to follow; and

WHEREAS, The Policy require approval from the Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Business Ethics Policy as presented.

BE IT FURTHER RESOLVED that staff are directed to create proper forms and Operational Principles Letters to meet the requirements of the Official policy.

10. Committee Reports

- 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. Strategic and Operations – Lynn Matzen, Chair
- e. Business Resource Networks
- f. Executive Committee - April 1, 2020 and May 6, 2020

Employer Services Committee

Meeting called by: Shamar Herron

Type of meeting: Committee Meeting

Facilitator: Rick Currie

Note taker: Marsha Meadows

Attendees: Rick Currie, Bill Sleight, Don Germann, Shamar Herron, Tom Robinson, Phil Santer, Deb Polich, Sally Clark and Marsha Meadows,
Absent: Deb Polich, Amby Wilbanks, JJ Hodshire, Steven Gulick

Agenda item:

- Introductions
- Overview of the Employer Services Committee
- IWT Review
- Business Services Update
- Open Item Discussion

Discussion:

Introductions

Tom Robinson, the new Business Services Manager, introduced himself and gave background on his career. Sally Clark, the new Business Services, Customer Service Assistant introduced herself and gave background information on her positions.

Overview of the Employer Services Committee

Rick advised of the structure of the committee and its sub committees and stated their function was as an oversight for board business as well as making recommendations and approving IWT grants.

The purpose is to support the staff of the department, by streamlining process and procedures not to cause more work for them. To engage the executive board members in the initiatives and strategic input from other communities and brainstorm ideas for improvement.

Moving forward committees will have more ad-hoc committees and subcommittees from the Workforce Development groups.

Discussion on developing a plan to assist employers in return to work programs such as virtual workshops. A playbook of start-up tips and ways to keep employees safe while rejoining the workforce along with a plan if a business has to reclose due to COVID- 19 for the second round of shutdowns

The plan was to resume regular meeting by May 2020; with the current world events this is not going to happen.

IWT Approval Review

Jackson County – Summit Orthodontics \$1500.00 1 person; Aligner Fellowship, Phil asked for a copy of the Application. Rick advised that we should not be authorizing grants to cover the cost of doing business; they are to increase skills. There will be further discussion with the Employer and the Business Services Coordinator, Amber Collins on bringing back an employee for training or training while the employee is on furlough. Management is looking into other grants and other ways to assist this employer. Tom Bill and Shamar to review and develop guidelines.

Business Service Update

Tom spoke of the delivery of Business Services and the current projects. A COVID-19 Resource Library containing important and critical information is being maintained weekly by a Business Services Coordinator, Steven Billington. A virtual remote process for handling Rapid Responses and Worker Orientations has been implemented.

Open Discussion:

Don went off the agenda to discuss the impact of COVID-19 on the Banking business and the loan assistance offered.

Deb spoke of the impact on the Arts and the psychological impact on the return to normal being of slow progress.

NEXT MEETING:

TBD.

Strategy and Operations Committee Meeting Notes
March 30, 2020 2:00 pm –Conference Call

Board members attending

Lynn Matzen, Committee Co-Chair

Marcus James, WDB Board Chair

Staff Attending

Bill Sleight, Director
Shamar Herron, Deputy Director
Justin Al-Igoe, Policy and Operations Manager
Cordelia Gonzalez, Fiscal Manager

1. Reviewed notes from January. No Corrections
2. **Compliance-** Justin provided updates on recent state monitoring.
 - **Cycle 1-** First of three formal state monitoring reviews. This review focuses on fiscal systems such as budgeting, financial reporting, cost allocation, and audit resolution. We are still waiting for the written report, but initial response was positive with no significant issues.
 - **WIOA Programmatic review-** This review examined whether we are complying with programmatic policies and regulations in our adult, dislocated worker and youth programs. The review went well and we do not expect any significant findings. Several of our operating procedures were identified as best practices by the review team. We are still waiting for the written report.
 - **Business Services Programmatic Review** - Shamar indicated the Business Services monitoring went well. The state examined our business services processes, including how we operate the Going Pro Talent Fund. Business Services Coordinator Colleen Mallory was very instrumental in this review process, because of her knowledge and expertise. We have not yet received the written report.
3. **Finance-** The committee reviewed the FY July 2019-February 2020 Non Profit statement. Balance as of 2/29/2020 is \$ 70,663.60. Revenues consists of Expungement Grants, Summer 2019 Grant and Sponsors. Expenses consisted of DTE –Tree Cutting program, Summer 2019, and MI Career Quest.

Reviewed the Budget & Expenses through February 2020. Expenses should be about 67% and we are about 64%. Participant expenses will slow down the remaining of the year due to COVID 19. Technology costs will increase due to conversion to virtual and remote services that MWSE will offer.

There will be another Budget Amendment in May.

Operations

Bill updated the committee on how operations have changed as a result of COVID 19. Highlights include:

- There is no public access to our centers, although we are serving customers by phone, e-mail and other virtual methods. About half the staff is working from home now; this will increase to more than 75% soon. We will maintain a small number of staff in each center to handle phone calls and maintain essential support services such as IT.
- Nearly all our work with job seekers is helping them with unemployment insurance questions. UI phone lines and internet systems are slow, and frequently crash. People are calling us for help but there is little we can do. UI has already processed more claims in the last three weeks than they did all of last year, and their systems are simply not set up for this volume.
- The Unemployment Insurance Agency will be granting Michigan Works! staff access to their database so we can help UI applicants with some issues. This may relieve some of the pressure on their system. The Federal "CARES" Act will increase claims activity significantly, as 1099 employees and business owners can now apply for Unemployment Insurance.
- We are working with employers to help them as they are laying off workers. We have developed a virtual "rapid response" worker orientation webinar which will be available this week.
- Work search requirements and other participation requirements are waived for those applying for or receiving unemployment insurance, cash assistance through the Michigan Dept. of Health and Human Services, or food assistance.
- We are working with the state to identify a virtual job fair platform which can be deployed throughout the Michigan Works! system, as all in person hiring and career events have been cancelled. A number of employers, such as Amazon, Meijer and Kroger
- We will soon be delivering workshops through Zoom. The schedule will be on our website.
- We do have contingency plans for handling positive COVID-19 tests for staff or others who enter our facilities. Several staff are currently in self-quarantine, either because they have travelled, or are living with family members who have travelled.
- All board and committee meetings will be virtual until further notice. We have cancelled scheduled March meetings of the Job Seeker, Employer Services or CEAC committees. No decision has been made for meetings in April or May.

Shamar updated members on plans for the Summer Intern program. We are still planning for the program, although recruitment of both employers and youth participants is on hold. Staff is developing soft skills training which can be delivered virtually.

The committee also discussed the Director's Balanced Scorecard. Given the disruption caused by COVID-19, most performance targets are now unattainable. It may be necessary to revisit the targets.

4. The Committee adjourned at 3:07 pm

Southeast Michigan Consortium
Consolidated Income Statement
For Period Ending , February 29, 2020

			% of Budget
	February 2020 YTD	Annual Budget - Revised 2/2020	Expended S/B ~67%
Revenues			
Federal Grant	\$ 6,915,974	\$ 11,469,503	60.30%
State Grant	\$ 2,129,430	2,583,848	82.41%
Local Grant	\$ 13,290	10,000	132.90%
IFA Revenue	\$ 40,989	87,459	46.87%
Contract Revenue	\$ 10,592	22,500	47.08%
Professional Services	\$ -		
Miscellaneous Revenue	\$ 9,592	9,592	100.00%
Transfer In/(Out)	\$ -		
Total Revenues	9,119,866	14,182,902	64.30%
Expenses			
Salaries	\$ 2,577,121	4,022,388	64.07%
Fringe Benefits	\$ 702,411	1,031,591	68.09%
	\$ -		
E&T Contractors	\$ 1,528,776	2,253,466	67.84%
SEMCA Professional Services	\$ 204,626	233,891	87.49%
Other Professional Fees	\$ 128,172	129,911	98.66%
Travel	\$ 70,979	115,716	61.34%
Conferences/Training (Staff)	\$ 51,684	66,830	77.34%
Utilities	\$ 26,198	72,800	35.99%
Office Supplies	\$ 39,557	79,161	49.97%
Insurance - Liability	\$ 27,522	48,683	56.53%
Facility Rental/Upgrades	\$ 425,616	640,056	66.50%
Technology	\$ 236,525	222,369	106.37%
Maintenance	\$ 38,571	56,688	68.04%
Meetings Costs	\$ 18,615	18,855	98.73%
Equipment	\$ 91,456	74,522	122.72%
Subscription/Memberships	\$ 114,221	104,502	109.30%
Advertising/Sponsorships	\$ 62,655	91,820	68.24%
Participant Training & Support	\$ 2,789,943	4,919,654	56.71%
Total Expenses	\$ 9,134,646	\$ 14,182,903	64.41%
Net Income/ (Loss)	\$ (14,780)	\$ (1)	

WORKFORCE DEVELOPMENT BOARD - 501(C)(3)
 FINANCIAL STATEMENTS
 FOR THE PERIOD July 1, 2019-February 29,2020

BALANCE SHEET

CASH 2/29/2020	\$ 70,663.60
BALANCE July 1, 2019	\$ 151,337.73
REVENUES	\$ 42,375.39
EXPENSES	<u><u>(\$123,049.52)</u></u>
FUND EQUITY	\$ 70,663.60

INCOME AND EXPENSE STATEMENT

INTEREST INCOME	\$ 2.39	
EXPUNGEMENT GRANT	\$ 11,373.00	
SUMMER 2019 GRANT	\$ 30,000.00	
SPONSOR	\$ 1,000.00	
TOTAL REVENUE	<u>42,375.39</u>	\$ 42,375.39
EXPENDITURES		
EXPUNGEMENT FAIR	\$ (12,191.00)	
SUMMER 19 PARTICIPANT EXPENSES	(15,112.74)	
DTE GRANT EXPENSE	(77,782.55)	
MI CAREER QUEST	(17,049.17)	
MISCELLANEOUS	<u>\$ (914.06)</u>	
TOTAL EXPENDITURES		\$ (123,049.52)
REVENUES IN EXCESS OF EXPENDITURES		<u><u>\$ (80,674.13)</u></u>

-Strategy and Operations Committee (formerly CFO) Meeting Minutes
April 27, 2020 2:00 pm –via ZOOM

Board members attending

Lynn Matzen, Committee Co-Chair

Marcus James, WDB Board Chair

Staff Attending

Bill Sleight, Director

Justin Al-Igoe, Policy and Operations Manager

Cordelia Gonzalez, Fiscal Manager
Kimberly Bilko, Fiscal Analyst

1. Reviewed notes from March. No Corrections
2. **Compliance-** Justin updates on monitoring-
 - **Cycle 1- State Monitoring-** The state conducts three fiscal and administrative reviews of fiscal and administrative functions each year. In Cycle 1, the monitors review our accounting systems, budgeting systems, financial reporting, and audit resolution. The only finding was related to our review of contractor audits. One contractor did not submit their audit to us on time. No further action is required.
 - **WIOA Programmatic review–** The state review our implementation of Workforce Innovation and Opportunity Act programs. There were three 3 findings.
 - o One participant was enrolled as a youth participant, but was only eligible for the Adult program. We transferred all associated costs for this participant to the proper program.
 - o Several participant files did not indicate any recent activity in the case notes. Participants who are not active in a workforce activity for more than 90 days should be exited. These files have been updated and file review procedures have been modified to prevent this from occurring.
 - o Similar to the above finding, there was a file where the participant's service strategy was not updated to reflect the current situation. We have corrected the error.

In addition to the findings, the state made five recommendations for improvement which are being implemented, and they noted two Best Practices.

3. **Finance-**
Reviewed the Income Statement through March 2020. Expenses should be about 75% and we are about 72%. Expenses will slow down the remaining of the year due to

COVID 19. Technology costs will increase due to conversion to virtual and remote services that MWSE will offer. Reviewed the Grant Budget and Expense report. Many of the State Grants are subject to rescission because of COVID 19 and the State Budget. Currently, funding for Going Pro and JMG have been eliminated. Other grant revenue is in pretty good shape as of now. Bill indicated in the past, stimulus funding packages included Workforce dollars, so he is anticipating that will affect us in the coming months which will increase our activities and work load.

There will be another Budget amendment for the current year for board approval at the next meeting. Also, once the appropriations for next year are released, there will be a preliminary budget presented for approval.

5. Operations

Bill reviewed the current operations of the service center. Here are highlights

- All service centers are locked and closed to the public.
- Most staff working from home; skeleton crews of front line staff are in each office to answer main phone lines and access files. Each center has two rotating teams so that if a team member is infected or exposed to COVID, the second team could staff the center while the first team is in quarantine.
- All customer contact is virtual. Staff either have MWSE laptops, or can access their work computer through VPN. Calls are forwarded to staff cell phones, and if staff is using their personal cell, the outgoing number is blocked, and the caller only sees the staff person's work number. We purchased a Zoom license for meetings, workshops and customer contacts. We also have software that allows staff to text customers from their computer.
- Most of our work now is related to unemployment insurance. Customers call us because they can't reach the Unemployment Insurance Agency. Nearly 400 Michigan Works! staff across the state, and 28 from MWSE have been trained to provide some assistance to claimants. We can help file a claim, and can help with some log-in issues such as resetting passwords. These were the most common issues last month, but now people are calling mostly because there are issues with their claims that are preventing payments from being released. We cannot help with those issues. Across our five service centers we are seeing up to 2,000 calls per day. Other Michigan Works! programs in the state are also reporting similar call levels.
- Staff remain in touch with currently enrolled customers, but most are not actively seeking work, and most training is suspended or conducted by distance learning only. We have funded a few new on-the-job training opportunities, and have provided tuition assistance to a handful of participants in critical occupations such as certified nursing assistants and truck drivers. Our Adult Education students

are continuing their work on line, some have graduated and others are ready to take their HS equivalency but testing centers are closed.

- Our Business Services team is contacting companies who submit Worker Adjustment and Retraining Notices (WARN) for mass layoffs. We offer a virtual orientation program for newly laid off workers 4 days a week. So far these have been sparsely attended. We are also working with partners to offer guidance on reopening businesses; possibly through a webinar.
- Our communications team have instituted a number of changes to our website and social media platforms. Our website features extensive COVID 19 information for job seekers and employers, as well as a chat feature that allows customers to communicate directly with a career advisor. There is also a link to schedule a virtual appointments. We continue to provide information about job openings on our social media platforms, as well as COVID information and
- We have established a staff workgroup under the leadership of Shamar Herron to plan for the time when customers can return to the centers. The workgroup will create a "playbook" for safe return to more normal operations. We are looking at a phased approach where we will initially provide public access only through appointments, and will permit walk-ins, workshops, and other in-person services only when conditions are safe.
- The Summer Youth program will be delivered as a virtual program. While we are exploring whether some youth may be able to have a virtual paid work experience position, we are designing a program where most, if not all youth, will have a structured virtual experience of pre-employment skills, career exploration, and mentoring. They will receive a stipend for participating.
- We are also looking at how our service model will change now that we have record levels of unemployment. In past recessions, funding to the public workforce system increased significantly, and legislation has been introduced in both houses of Congress to provide \$15 billion in additional workforce funding in the next stimulus package. Currently, the funding for US Dept. of Labor workforce programs is about \$3.6 billion.

Marcus James discussed the need to modify the Director's Balanced Scorecard to reflect the changing conditions that will make it impossible to achieve many of the performance goals. He suggested that some goals be lowered to 60% of the original goal to reflect expected performance through February 2020, and that there be some recognition of the changing workload due to COVID 19. One the proposed modifications are finalized, they will be presented to the Executive Committee for approval.

**Southeast Michigan Consortium
Consolidated Income Statement
For Period Ending , March 31, 2020**

		March 2020	Annual Budget -	% of Budget
		YTD	Revised 2/2020	Expended
Revenues	March 2020			S/B ~75%
Federal Grant	\$ 1,125,000	\$ 8,040,974	\$ 11,469,503	70.11%
State Grant	\$ 90,000	\$ 2,219,430	2,583,848	85.90%
Local Grant	-	\$ 13,290	10,000	132.90%
IFA Revenue	-	\$ 40,999	87,459	46.88%
Contract Revenue	-	\$ 10,592	32,092	33.01%
Miscellaneous Revenue	-			
Transfer In/(Out)		\$ -		
Total Revenues	1,215,000	10,325,284	14,182,902	72.80%
Expenses				
Salaries	278,320	\$ 2,855,440	4,022,388	70.99%
Fringe Benefits	(7,761)	\$ 694,650	1,031,591	67.34%
E&T Contractors	115,549	\$ 1,644,325	2,253,466	72.97%
SEMCA Professional Services	1,650	\$ 206,276	233,891	88.19%
Other Professional Fees	60,985	\$ 189,156	129,911	145.60%
Travel	5,680	\$ 76,659	115,716	66.25%
Conferences/Training (Staff)	52	\$ 51,632	66,830	77.26%
Utilities	9,528	\$ 35,727	72,800	49.07%
Office Supplies	4,102	\$ 43,658	79,161	55.15%
Insurance - Liability	3,824	\$ 31,346	48,683	64.39%
Facility Rental/Upgrades	52,844	\$ 478,460	640,056	74.75%
Technology	19,712	\$ 256,237	222,369	115.23%
Maintenance	2,618	\$ 41,189	56,688	72.66%
Meetings Costs	1,204	\$ 19,819	18,855	105.11%
Equipment	16,672	\$ 108,128	74,522	145.10%
Subscription/Memberships	105	\$ 114,326	104,502	109.40%
Advertising/Sponsorships	7,495	\$ 70,149	91,820	76.40%
Participant Training & Support	528,315	\$ 3,318,258	4,919,654	67.45%
Total Expenses	\$ 1,100,894	\$ 10,235,436	\$ 14,182,903	72.17%
Net Income/ (Loss)		\$ 89,848	\$ (1)	

July 1, 2019-March 31, 2020 Expenses

Program	Estimated Program Budget	Expenses 7/1/2019-3/31/2020	Budget Remaining/Adjustment
320 - Food Assistance - Program	\$137,491.00	\$98,206.47	\$39,284.53
321 - Food Assistance - Support	\$17,321.00	\$9,342.22	\$7,978.78
324 - SWA- Employer Engagement	\$20,000.00	\$20,000.00	\$0.00
325 - IFA Agreements	\$100,000.00	\$27,780.75	\$72,219.25
326 - SWA- Career Event	\$14,344.20	\$14,344.20	\$0.00
329 - America's Promise	\$300,000.00	\$106,965.95	\$193,034.05
330 - PATH (JET/TANF)	\$3,198,133.00	\$2,708,116.18	\$490,016.82
332 - Healthy Michigan Program - Medical	\$0.00	\$15,074.87	(\$15,074.87)
335 - State GF/GP	\$490,826.00	\$270,000.00	\$220,826.00
336 - GF/GP Refugee	\$50,000.00	\$43,500.05	\$6,499.95
340 - Trade	\$375,000.00	\$262,072.81	\$112,927.19
348 - Community Ventures	\$723,404.00	\$473,562.41	\$249,841.59
350 - RESEA	\$146,258.00	\$119,346.58	\$26,911.42
360 - Wagner Peyser	\$956,045.00	\$975,925.49	(\$19,880.49)
363 - Dislocated Worker Retail	\$110,000.00	\$13,186.16	\$96,813.84
365 - Going Pro Talent Fund	\$2,500,000.00	\$1,237,444.82	\$1,262,555.18
370 - WIOA Administration	\$421,213.00	\$327,297.60	\$93,915.40
371 - WIOA Adult	\$958,356.00	\$945,572.08	\$12,783.92
372 - WIOA DLW	\$1,041,197.00	\$729,510.50	\$311,686.50
373 - WIOA Youth	\$1,281,167.00	\$1,342,753.98	(\$61,586.98)
377 - Statewide-Activities-CRM	\$9,810.00	\$9,810.00	\$0.00
378 - SWA- Apprenticeship Coordinator	\$35,095.00	\$2,228.78	\$32,866.22
379 - SWA- Capacity Building	\$57,446.00	\$57,446.00	\$0.00
380 - SWA Service Center	\$259,249.00	\$99,927.00	\$159,322.00
383 - Vocational Village	\$100,000.00	\$19,762.86	\$80,237.14
386 - Jobs for Michigan Graduates (JMG)	\$115,000.00	\$126,128.14	(\$11,128.14)
394 - Community Corrections	\$10,000.00	\$11,099.21	(\$1,099.21)
395 - Title II Curriculum (Adult Ed)	\$90,000.00	\$49,017.27	\$40,982.73
396 - Families Forward	\$500,443.00	\$16,081.61	\$484,361.39
	\$14,017,798.20	\$10,131,503.99	\$3,886,294.21

Michigan Works! Southeast
Workforce Development Board
Executive Committee Meeting
April 1, 2020, 2:00pm – 4:00pm
Zoom Meeting

Present: Rich Chang
Richard Currie
Donald Germann
Marcus James, Chair
Scott Menzel
Lynn Matzen
Sharon Miller, Vice Chair
Grace Trudell

Absent: Jeremiah JJ Hodshire

Staff: Bill Sleight
Shamar Herron
Robin Aldrich
Justin Al-Igoe
Maggie Flaherty
Tim Pielack
Tom Robinson

1. Call to order
Marcus James called the meeting to order at 2:00pm.
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: Richard Currie
MOTION CARRIED
4. Consent Agenda. No agenda items.
5. Resolutions for Consideration by the Workforce Development Board (WDB)
No Resolutions.
6. Committee Reports
Comment until we get through Covid-19 meeting limitations no update on restructuring the Employment Services and Job Seeker Services Committees.
 - a. Employer Services (ES) - Richard Currie, Chair,
No update.
 - b. Job Seeker Services (JSS) – Rich Chang, Co-Chair
No update. Meetings on hold.
 - c. Career and Educational Advisory Council (CEAC)–Scott Menzel, Co-Chair
No update. Next meeting scheduled April 20, 2020. Determine if meeting is held via zoom or canceled.

- d. Strategy and Operations – Lynn Matzen, Co-Chair
Lynn Matzen reviewed March 30 Committee notes. Justin Al-Igoe provided update on the state Cycle 1 monitoring. Shamar Herron provided update on Business Services monitoring. Discussion.
- e. Business Resource Networks (BRN)
Bill Sleight provided update. Discussion.
- 7. Chair Report
No report.
- 8. Directors Report
 - a. COVID 19 Response and Update. Bill Sleight provided update. Discussion
 - i. Changes in operating procedures
 - ii. Job Seeker Services
 - iii. Business Services
 - iv. Going Pro Talent Fund
 - b. WIOA Four Year Regional and Local Plan Process. Expect due date for plans submission extension to August 31, 2020.
 - c. Summer Employment. Shamar Herron provided update. Discussed virtual summer program.
 - e. Summary of Policy Changes – WIOA Eligibility Policy Reviewed.
 - f. Other
Discussed Virtual Rapid Response process.
- 9. Public Comment
Marcus James offered public comment. No public comment.
- 10. Adjournment
Meeting Adjourned at 3:06pm

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: April 1, 2020

Subject: Summary of Policy Changes

Policy that is updated:

"WIOA Eligibility Policy"

Changes/updates with reasoning:

Based on recent discussions with staff from the Department of Labor and Economic Opportunity (LEO), some requested additions to local definitions have been made:

1. WIOA Youth "Requires Additional Assistance" – additional criteria such as "Have never held a job" and "has been fired from a job within the last 12 months" added as allowed by LEO's WIOA manual
2. WIOA Youth "Other Responsible Adult"- Clarification added that in extreme circumstances, a participant's Career Advisor may sign if no other "responsible adult" is available.

Workforce Development Board
Executive Committee Meeting Minutes
May 6, 2020, 2:00pm – 4:00pm
Zoom Meeting

Present: Rich Chang
Richard Currie
Marcus James, Chair
Scott Menzel
Lynn Matzen
Sharon Miller, Vice Chair
Grace Trudell

Absent: Donald German
Jeremiah JJ Hodshire

Staff: Bill Sleight
Shamar Herron
Dan Childs
Maggie Flaherty
Tom Robinson

1. Call to order
Marcus James called the meeting to order at 2:00 p.m.
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: Grace Trudell
MOTION CARRIED
4. Approve April 1, 2020 Executive Committee meeting minutes
Marcus James call for a motion to approve the April 1, 2020 Executive Committee meeting minutes.
MOTION: Lynn Matzen moved to approve the April 1, 2020 Executive Committee meeting minutes.
SUPPORT: Scott Menzel
MOTION CARRIED
5. Consent Agenda-No items
6. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 19-29
A RESOLUTION APPROVING A CONTRACT EXTENSION WITH
ROBERT TEBO AND ASSOCIATES FOR FY 2020
Marcus James call for a motion to approve WDB Resolution 19-29
MOTION: Lynn Matzen moved to approve WDB Resolution 19-29 the
contract extension with Robert Tebo and Associates for FY 2020
SUPPORT: Grace Trudell

Bill Sleight reviewed. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 19-30

A RESOLUTION APPROVING THE TANF REFUGEE PROGRAM (TRP)
AND ENGLISH AS A SECOND LANGUAGE (ESL) CONTRACT EXTENSION
WITH JEWISH FAMILY SERVICES THROUGH JUNE 30, 2021

Marcus James call for a motion to approve WDB Resolution 19-30

MOTION: Scott Menzel moved to approve WDB 19-30 the TRP and ESL
Contract Extension with Jewish Family Services through June 30, 2021

SUPPORT: Lynn Matzen

Bill Sleight reviewed. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 19-31

A RESOLUTION REQUESTING APPROVAL OF THE BUSINESS ETHICS POLICY

Marcus James call for a motion to approve WDB Resolution 19-31

MOTION: Grace Trudell moved to approve WDB Resolution 19-31 the
request for the Business Ethics Policy

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion

MOTION CARRIED

7. Committee Reports

a. Employer Services - Richard Currie, Chair

Richard Currie and Tom Robinson reviewed committee notes with
updates. Discussion.

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

No meeting held no updates. Plan to reconvene meetings.

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

No updates.

d. Strategic and Operations – Lynn Matzen, Co-Chair

Lynn Matzen reviewed April 27, 2020 meeting notes. Under Operations
Bill Sleight reviewed meeting notes for current operations in the service
center regards Covid 19/Governor's Executive Order. Updates included
Reopening Plans/Workgroup and Mid/long term planning. Discussion.

e. Business Resource Networks (BRN)

8. Chair Report

Discussed the need to modify the Director's Balanced Scorecard due to changes
in operations, programs and administration because of Covid-19.

9. Directors Report

a. WIOA Four Year Regional and Local Plan Process.

Bill Sleight reported the state changed submittal to August 31,
2020 for plans. WIN providing Labor data. Approval of plans scheduled
at the June board meeting.

b. MI CareerQuest South

Bill Sleight reported possible partnership with MiCareerQuest Southeast.
MiCareerQuest Southeast plans a November 2020 virtual event.
Discussion.

- c. Summer Employment
Shamar Herron reported program will be delivered as a virtual program. Plan a virtual experience with pre-employment skills, career exploration, and mentoring. Discussion.
 - d. Summary of Policy Changes: WIOA Eligibility Policy/Support Services Policy. Bill Sleight reviewed.
- 10. Review May 13, 2020 Agenda for Michigan Works! Southeast Workforce Development Board meeting
Discussed agenda topics.
- 11. Public Comment
Marcus James offered public comment. No public Comment
Follow-up comments by committee members.
- 12. Adjournment
Lynn Matzen moved to adjourn.
Meeting adjourned at 4:00 p.m.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: May 6, 2020

Subject: Summary of Policy Changes

Based on recent discussions with staff from the Department of Labor and Economic Opportunity (LEO), some requested additions to local definitions have been made:

Policy that is updated:

1. "WIOA Eligibility Policy"
 - WIOA "Self Sufficiency" definition- MWSE will still tie "self-sufficiency" to United Way ALICE reports, but will provide an explicit chart, by County, for Career Advisors to reference. Career Advisors will need to use Labor Market Information to determine if training will meet the stated wages.
2. "Support Services Policy"
 - Due to COVID-19 shutdown and an increasing move towards virtual/on-line training, the purchase of computers and internet services will be allowed with program funds. Considerations such as free offers from companies, partner resources, length of training program and funds available will be considered when making decisions.