

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

Others Present

Dan Furton	Bureau of Blind Services
Michele Ureste	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
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Diversified Engineering and Plastics	Not to exceed \$16,815
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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

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.