

**MICHIGAN WORKS! SOUTHEAST
WORKFORCE DEVELOPMENT BOARD MEETING
June 10, 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 May 13, 2020 Michigan Works! Southeast Workforce Development Board meeting minutes** 5 - 7
7. **Approval of Consent Agenda** 9 - 15
 - a. **WDB RESOLUTION 18-73 MODIFICATION**
A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH HARTLAND CONSOLIDATED SCHOOLS
 - b. **WDB RESOLUTION 19-34**
A RESOLUTION APPROVING ONE-STOP OPERATOR SERVICE CONTRACT EXTENSION WITH THOMAS P. MILLER AND ASSOCIATES
 - c. **WDB RESOLUTION 19-35**
A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2020 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$56,824
8. **Resolutions for Consideration of the Workforce Development Board (WDB)** 16 - 34
 - a. **WDB RESOLUTION 19-32**
A RESOLUTION APPROVING THE SEPTEMBER 1, 2020 THROUGH JUNE 30, 2024 (FY 2020 THROUGH FY 2023) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL AND LOCAL PLANS
 - b. **WDB RESOLUTION 19-33**
A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SECTION 107 ADULT EDUCATION CAREER TECHNICAL PROGRAM

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

c. WDB RESOLUTION 19-36

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH MICHIGAN CHAMBER OF COMMERCE-MICHIGAN ENERGY WORKFORCE DEVELOPMENT CONSORTIUM PROGRAM YEAR 2020

d. WDB RESOLUTION 19-37

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH GREATER ANN ARBOR REGION FOR PROGRAM YEAR 2020

e. WDB RESOLUTION 19-38

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH SMALL BUSINESS DEVELOPMENT CENTER – WASHTENAW COMMUNITY COLLEGE FOR PROGRAM YEAR 2020

f. WDB RESOLUTION 19-39

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH KEY OPPORTUNITIES FOR PROGRAM YEAR 2020

g. WDB RESOLUTION 19-40

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH LIVINGSTON EDUCATIONAL SERVICE AGENCY FOR THE YEAR 2020

h. WDB RESOLUTION 19-41

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH WORK SKILLS CORPORATION FOR THE YEAR 2020

9. Presentations 36 - 39

a. **Rich Chang – Summary of Discussion: May 22, 2020 Business Engagement Post-COVID: Restart, Recovery, Resilience**

b. **Bill Sleight – Workforce Innovation and Opportunity Act Regional and Local Plan for the period September 1, 2020 through June 30, 2024**

10. Committee Reports 41 - 54

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 – June 3, 2020

11. Other Items 56 - 63

a. Chair Update – Marcus James Chair

b. Director's Update (written report) – Bill Sleight

12. Adjourn

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



Topic: WFD Board Meeting

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

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

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6. Approval of May 13, 2020 Michigan Works! Southeast Workforce Development Board meeting minutes

Michigan Works! Southeast Workforce Development Board Meeting Minutes
May 13, 2020, 10 a.m. – 12:00 noon
Zoom Meeting

Michigan Works! Southeast Workforce Development Board of Directors Present

Shantalita Bailey	Michigan Rehabilitation Services, DHHS	
Marie Birkett	Wacker Chemical Corporation	
Rich Chang	NewFoundry	
Sean Duval	Golden Limousine International	
Lee Graham	Operating Engineers 324	
Donald Germann	County National Bank	
Steven Gulick	Huron Valley Area Labor Federation	
Marcus James, Chair	StableInc LLC	
Tina Matz	Jackson College	alternate for Jeremy Frew
Lynn Matzen	Matrix Systems LLC	
Sharon Miller, Vice Chair	Consumers Energy	
Deb Polich	The Arts Alliance	
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	
Phil Santer	Ann Arbor SPARK	
Grace Trudell	IBEW 58	
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.	
Richard Currie	Hitachi	
Dr. Rose Bellanca	Washtenaw ISD	alternate Brandon Tucker attended
Jeremy Frew	Jackson College	alternate Tina Matz attended
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
James Hogan	Thai Summit	
Dr. Scott Menzel	Washtenaw ISD	
Kevin Oxley	Jackson County ISD	
Shawn Planko	Expedia	
Ambrose Wilbanks	Washtenaw CVB	

Staff:

William Sleight, Director	Director	MWSE
Shamar Herron, Deputy Director	Deputy Director	MWSE
Robin Aldrich	IT Manager	MWSE
Justin Al-Igoe	Policy & Operations Manager	MWSE
Dawn Awrey	Service Center Manager	MWSE
Nicole Bell	Communications Manager	MWSE
Dan Childs	Systems/Network Administrator	MWSE
Johnny Epps	Service Center Manager	MWSE
Maggie Flaherty	Administrative Services Manager	MWSE
Cordelia Gonzalez	Fiscal Manager	MWSE
Lisa McAllister	HR Manager	MWSE
Janet Myers	Service Center Manager	MWSE

Misty Shulters
Sandy Vallance

Service Center Manager
Program Manager

MWSE
MWSE

1. Call to order
Marcus James, Chair called the meeting to order at 10:03 am
2. Roll Call
Quorum Present
3. Introductions
4. Call to the Public
Marcus James call to the Public. No Public Comment.
5. Approval of the Agenda
Marcus James call for a motion to approve the Agenda.
Marcus James request to move agenda item 12. b Directors Report to before 9. Round Table Discussion.
MOTION: Sharon Miller moved to approve the amended Agenda.
SUPPORT: Lee Graham
MOTION CARRIED
6. Approval of March 11, 2020 Michigan Works! Southeast Workforce Development Board (WDB) and Southeast Michigan Consortium Joint meeting minutes
Marcus James call for a motion to approve minutes for the March 11, 2020 joint meeting of WDB and Consortium.
MOTION: Bill Rayl moved to approve the March 11, 2020 WDB/Consortium joint meeting minutes
SUPPORT: Sharon Miller
MOTION CARRIED
7. Approval of Consent Agenda
Marcus James ask if a consent agenda item requires action under Resolutions for Consideration.
No request.
Marcus James call for motion to approve the Consent Agenda.
MOTION: Sharon Miller moved to approve the Consent Agenda
SUPPORT: Brandon Tucker
MOTION CARRIED
 - 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)
 - a. 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: Sharon Miller moved approve to WDB Resolution 19-31 the Business Ethics Policy
SUPPORT: Brandon Tucker
Bill Sleight reviewed. Discussion.
Request change on Page 7 of 7 under **Disciplinary Action**
*Employee who violate this Business Ethics Policy **will may** be subject to disciplinary action*

up to and including termination of employment.

MOTION CARRIED AS AMENDED

9. Directors Report

Bill Sleight reviewed his written report. Discussion.

10. Round Table discussion regarding how has COVID impacted your organization regards staffing, operations and future outlook. Also, how can the public workforce system support our job seekers employers and community partners in this new reality. Follow-up by scheduling a Zoom meeting to discuss how can the Michigan Works! Southeast Workforce Development Board, together with our partners, encourage business engagement to address critical workforce issues as we emerge from the COVID 19 crisis.

11. Committee Reports

- a. Employer Services - Richard Currie, Chair
Reviewed April 22, 2020 committee meeting notes. Discussion.
- b. Job Seeker Services – Rose Bellanca and Rich Chang – Co-Chairs
No meeting held. No update.
- c. Career and Educational Advisory Council (CEAC) – Kevin Oxley, Co-Chair
No meeting held. No update.
- d. Strategic and Operations – Lynn Matzen, Chair
Reviewed notes. Many of the topics in notes were reported by Bill Sleight during Directors report.
- e. Business Resource Networks
- f. Executive Committee - April 1, 2020 and May 6, 2020
Marcus James commented topics contained in minutes were discussed during meeting.

12. Discussion Items

- a. Establish Review Committees for Specialized Business Services and Specialized Youth Services Proposals. Request for volunteers. Bill Sleight seeking board members for proposal review committees. Discussion.
- b. The state changed submittal date for WIOA 4-year Regional and Local Plan to August 31, 2020.

13. Other Items

- a. Chair Update – Marcus James Chair
Chair topics reported during meeting

14. Public Comment.

Marcus James offered public comment. No Public Comment.
Additional comments followed by board and staff.

15. Adjourn

Meeting adjourned at 12:12 pm.

7. Approval of Consent Agenda**a. WDB RESOLUTION 18-73 MODIFICATION**

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT EXTENSION WITH HARTLAND CONSOLIDATED SCHOOLS

b. WDB RESOLUTION 19-34

A RESOLUTION APPROVING ONE-STOP OPERATOR SERVICE CONTRACT EXTENSION WITH THOMAS P. MILLER AND ASSOCIATES

c. WDB RESOLUTION 19-35

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2020 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$56,824

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 3, 2020

Subject: Specialized Youth Services Contract extension for Hartland Consolidated Schools

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a contract extension with Hartland Consolidated Schools for specialized youth services for the period July 1, 2020 to September 30, 2020 (total contract from July 1, 2018 through September 30, 2020).

Discussion

In May of 2019, The Workforce Development Board approved a WIOA Specialized Youth Services contract extension with Hartland Consolidated Schools in the amount of \$37,000 for the time period July 1, 2019 through June 30, 2020. Hartland is in the process of winding down its WIOA programs and this no cost, three-month extension will allow for completion of some students still finishing up in the program due to COVID-19 delays.

Staff are also requesting permission to have the Board Chair sign no-cost extensions on contracts for up to three-months when the WDB has previously approved the agreement. The Board will be informed of these occurrences.

Approval of the contract extension is contingent on approval from the Michigan Works! Southeast Workforce Development Board.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**RESOLUTION 18-73 MODIFICATION 1****RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT
EXTENSION WITH HARTLAND CONSOLIDATED SCHOOLS**

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, 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, In May of 2019, a WIOA Specialized Youth Services contract extension was awarded to Hartland Consolidated Schools for the time period July 1, 2019 through June 30, 2020; and

WHEREAS, Hartland Consolidated Schools is requesting a three-month extension through September 30, 2020 to help with program completion of some students, and

WHEREAS, The new contract will be in the same amount of \$37,000 for the time period July 1, 2019 through September 30, 2020.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a WIOA Specialized Youth services contract extension with Hartland Consolidated in an amount not to exceed \$37,000 for period July 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED that staff is authorized to negotiate terms of the contract and that Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts

BE IT FURTHER RESOLVED that staff may request the Board Chair to sign contract extensions for up to three-months if there is no increase in contract amount and the contract has been previously approved by the Workforce Development Board.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 3, 2020

Subject: Contract extension to Thomas P. Miller and Associates to continue as the agency's One-Stop Operator

Board Action Requested

It is requested that Michigan Works! Southeast Workforce Development Board approve a contract with Thomas P. Miller and Associates to serve as the One-Stop Operator for the Southeast Michigan Consortium in an amount not to exceed \$39,600 from July 1, 2020 through June 30, 2021.

Background

The Workforce Innovation and Opportunity Act (WIOA) requires that One-Stop Operators be competitively procured for each Workforce area. The Department of Labor and Economic Opportunity (LEO) and U.S. Department of Labor has provided guidance on the expected roles of One-Stop Operators.

Discussion

A request for proposal (RFP) was released in 2017 to procure a One-Stop Operator and Thomas P. Miller and Associates was awarded a contract. The RFP has two, one-year extension options and the current agreement expires on June 30, 2020. This would be the last extension option.

Thomas P. Miller and Associates has worked well with Michigan Works! Southeast. Besides organizing quarterly meetings with partner agencies, they have provided feedback on interviews with staff and provided guidance on improving internal processes and procedures. Staff would like to extend their contract and keep them as the One-Stop Operator for another year.

Approval of the One-Stop Operator contract extension with Thomas P. Miller and associates is contingent upon approval by the Southeast Michigan Consortium Board and Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**Michigan Works! Southeast Workforce Development Board
RESOLUTION 19-34**

RESOLUTION APPROVING ONE-STOP OPERATOR SERVICE CONTRACT EXTENSION WITH THOMAS P. MILLER AND ASSOCIATES

- 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 Michigan 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, A contract (and extension) to serve as the One-Stop Operator for Michigan Works! Southeast was awarded to Thomas P. Miller and Associates for the time period July 1, 2017 through June 30, 2020; and
- WHEREAS, Based on satisfactory performance, staff would like to exercise the option in the Request for Proposal extending the contract for one year through June 30, 2021; and
- WHEREAS, The contract extension for Thomas P. Miller and Associates will be from July 1, 2020 through June 30, 2021 at a cost not to exceed \$39,600; and

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a One-Stop Operator contract extension with Thomas P. Miller and Associates through June 30, 2021.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contract, as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 3, 2020

Subject: FY 2020 Capacity Building and Professional Development funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Chair's signature on the approval request form and accept funding for the Capacity Building and Professional Development grant for the period of July 1, 2020 through June 30, 2021 in the amount of up to \$56,824.

Background

Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) has identified funding for local Michigan Works! Agencies to use for Capacity Building and Professional Development. These funds are targeted to be used for supporting state and local partnerships, enhancing system capacity to provide opportunities for individuals with barriers to employment to enter in-demand industry sectors or occupations and nontraditional occupations, developing and improving local program performance and goals, and assisting ongoing system development and proficiency, including professional development and technical assistance

Discussion

In the past, Michigan Works! Southeast has used these funds for support of partnerships such as the Michigan Works! Association and the Workforce Intelligence Network.

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-35**

**A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2020 CAPACITY
BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$56,824**

- 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 Michigan 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, Planning allocations for the FY 2020 Capacity Building and Professional Development grant have been released by the Michigan Department of Labor and Economic Opportunity (LEO); and
- WHEREAS, In the past, this funding has been used to support partnerships such as those with the Michigan Works! Association and the Workforce Intelligence Network.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of FY 2020 Capacity Building and Professional Development funds.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said approval request for submission to the Michigan Department of Labor and Economic Opportunity (LEO).

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

a. WDB RESOLUTION 19-32

A RESOLUTION APPROVING THE SEPTEMBER 1, 2020 THROUGH JUNE 30, 2024 (FY 2020 THROUGH FY 2023) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL AND LOCAL PLANS

b. WDB RESOLUTION 19-33

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

c. WDB RESOLUTION 19-36

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH MICHIGAN CHAMBER OF COMMERCE-MICHIGAN ENERGY WORKFORCE DEVELOPMENT CONSORTIUM PROGRAM YEAR 2020

d. WDB RESOLUTION 19-37

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH GREATER ANN ARBOR REGION FOR PROGRAM YEAR 2020

e. WDB RESOLUTION 19-38

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH SMALL BUSINESS DEVELOPMENT CENTER – WASHTENAW COMMUNITY COLLEGE FOR PROGRAM YEAR 2020

f. WDB RESOLUTION 19-39

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH KEY OPPORTUNITIES FOR PROGRAM YEAR 2020

g. WDB RESOLUTION 19-40

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH LIVINGSTON EDUCATIONAL SERVICE AGENCY FOR THE YEAR 2020

h. WDB RESOLUTION 19-41

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH WORK SKILLS CORPORATION FOR THE YEAR 2020

MEMORANDUM

To: Michigan Works! Southeast Michigan Workforce Development Board

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

Date: June 3, 2020

Subject: FY 2020 through FY 2023 Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plans

Board Action Requested

It is requested that the Michigan Works! Southeast Michigan Workforce Development Board approve submission of the FY 2020 through FY 2023 Workforce Innovation and Opportunity Act Regional and Local plan modification for the period September 1, 2020 through June 30, 2024 (FY 2016 through FY 2020).

Background

The WIOA, requires two, four-year working plan that focus on the local area (specific Michigan Works! Agency) and the regional area (potentially multi-MWA regions as designated by the Governor). The five counties of Michigan Works! Southeast are designated as a "workforce region" so a combined local and regional plan is allowed.

Discussion

As with the first regional WIOA plan originally developed in 2016, Michigan Works! Southeast staff have been working with other MWAs in southeast Michigan (Regions 6 and 10) to identify and define the projects, initiatives and coordinated efforts across the region. The Workforce Intelligence Network (WIN) is helping with the gathering of data and the creation of surveys for local and regional partners. The Regional Plan is more data driven and aims to capture information on partnerships across the geographic region.

The WIOA local plan focuses more on specific services, policies and local initiatives either in place or in planning over the next few years. The local plan is more detailed and asks in-depth questions about local partner engagement, collaborative efforts, Board-approved policies and programmatic needs.

The current WIOA plan, originally set to expire on 6/30/2020, has been extended through August 31, 2020 due to COVID-19 concerns.

RESOLUTION APPROVED BY: None

Approval of the September 1, 2020 through June 30, 2024 (FY 2020 through FY 2023) Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plans is contingent upon approval by the Consortium Board and the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-32**

**RESOLUTION APPROVING THE SEPTEMBER 1, 2020 THROUGH JUNE 30, 2024
(FY 2020 THROUGH FY 2023) WORKFORCE INNOVATION AND OPPORTUNITY
ACT (WIOA) REGIONAL AND LOCAL PLANS**

- 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, The September 1, 2020 through June 30, 2024 (FY 2020 through FY 2023) Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plans aim to describe the workforce development services across our workforce region, as well as efforts to coordinate services with bordering workforce regions; and
- WHEREAS, Both the Regional and Local plan will require updates during the next two years and modifications as the need arises; and
- WHEREAS, Approval of the submission of these plans require approval from the Southeast Michigan Consortium Board and the Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves submission of the September 1, 2020 through June 30, 2024 (FY 2020 Through FY 2023) Workforce Innovation and Opportunity Act (WIOA) Regional and Local Plans

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary agreements, as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 3, 2020

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

Board Action Requested

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

Discussion

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

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

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

This Sec. 107 partnership has been in place for many years and does not require any financial commitment from Michigan Works! Southeast. Staff are requesting approval to have the Board Chair sign this specific partnership MOU for future years as long as there are no financial contributions from MWSE and the partner agencies stay the same.

RESOLUTION APPROVED BY: None

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-33**

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

- WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Department of Labor and Economic Opportunity (LEO)- Workforce Development, to provide employment training and placement services; and
- WHEREAS, The Southeast Michigan Consortium Board has two elected officials from each of the five counties in the Consortium and serves as the "Local Elected Official" Board for Workforce Development activities; and
- WHEREAS, The Michigan Works! Southeast Workforce Development Board has been appointed to oversee the operations, grants and coordination of Workforce Development activities in the counties covered by the Consortium; and
- WHEREAS, A group of agencies in led by the Lenawee Intermediate School District, will be implementing an Adult Education program with Section 107 funding; and
- WHEREAS, Michigan Works! Southeast has been asked to be a part of this project to support with job placement services and other workforce development services as needed and appropriate; and
- WHEREAS, The MOU agreement will run from July 1, 2020 to June 30, 2021; and
- WHEREAS, This MOU requires approval from the Michigan Works! Southeast Workforce Development Board.

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

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

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the current proposed MOU and any future versions of this MOU as long as the partner organizations do not change and there are no financial commitments from MWSE.

MEMORANDUM

WDB Resolution 19-36, 19-37 and 19-38

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 10, 2020

Subject: Specialized Business Services Contracts for Program Year 2020

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve contracts with the following organizations for the period July 1, 2020 to June 30, 2021, with an option to extend a year based on satisfactory performance.

- Michigan Chamber of Commerce-Michigan Energy Workforce Development Consortium in an amount not to exceed \$12,100
- Greater Ann Arbor Region (as the lead agency for the Greater Ann Arbor Region) in an amount not to exceed \$250,000
- Small Business Development Center – Washtenaw Community College, in an amount not to exceed \$100,000.

Background

To support outreach to employers and expand the reach of Michigan Works! Southeast's Business Services, a Request for Proposal was released requesting bids to provide WIOA Specialized Business Services. The focus of these bids were to be around the following goals:

- Expanding the Services provided to employers through Michigan Works! Southeast
- Increase Business engagement with the Michigan Works! system
- Increase Business engagement with the local school systems, especially secondary and post-secondary schools
- Assist businesses with locating/developing training to increase job retention and decrease turnover

Discussion

A review committee of Workforce Board members reviewed proposals from Best Feed Food, the Small Business Development Center at Washtenaw Community College and Greater Ann Arbor Region and Michigan Chamber of Commerce-Michigan Energy Workforce Development Consortium. After much discussion, the review committee recommended awarding contracts to the Small Business Development Center and Greater Ann Arbor Region. A summary of the review committee recommendations is attached. The committee also believed the proposal from Best Feed Food had merit but not recommended due to budget constraints. It was suggested that staff meet with the bidder to determine if other funding options could be pursued. The Executive Committee agreed with the recommendations of the review committee and further recommended that staff negotiate with the three ranked bidders.

Approval of these contracts is contingent upon approval by the Workforce Development Board. Resolutions 19-37 and 19-38 are attached for your consideration.

Specialized Business Services Proposal Scoring Summaries

Best Food Feed (\$330,400)	Staff and Administrative capability (25 points maximum)	Program Design (40 points maximum)	Performance Outcomes (15 points maximum)	Budget and costs (20 points maximum)	TOTAL	Rank
Reviewer 1	20	30	10	0	60	4
Reviewer 2	25	35	15	20	95	1
Reviewer 3	10	15	10	0	35	4
Total Score	55	80	35	20	190	
Average Score	18.3	26.7	11.7	6.7	63.3	4

COMMENTS AND RECOMMENDATION: First time bidder, goal is to improve connections with restaurants; proposes to connect MWSE to 299 businesses and create 1,000 jobs, and 3,000 credentials. Recommend not funding at this time due to budget constraints, but ask staff to meet with bidder to find alternative ways to engage with the restaurant and hospitality industry. Also may reconsider if we receive additional stimulus funding.

Michigan Chamber of Commerce - Michigan Energy Workforce Development Consortium (\$12.100)	Staff and Administrative capability (25 points maximum)	Program Design (40 points maximum)	Performance Outcomes (15 points maximum)	Budget and costs (20 points maximum)	TOTAL	Rank
Reviewer 1	20	30	10	15	75	3
Reviewer 2	20	15	10	20	65	4
Reviewer 3	20	24	15	15	74	3
Total Score	60	69	35	50	214	10
Average Score	20.0	23.0	11.7	16.7	71.3	3

COMMENTS AND RECOMMENDATION: First time bidder, goal is to improve connections to energy sector businesses and increase awareness of high school students in variety of pipeline development activities. Clear benchmarks and deliverables. Recommend funding at proposed level.

Specialized Business Services Proposal Scoring Summaries

Greater Ann Arbor Region (\$282,479)	Staff and Administrative capability (25 points maximum)	Program Design (40 points maximum)	Performance Outcomes (15 points maximum)	Budget and costs (20 points maximum)	TOTAL	Rank
Reviewer 1	25	35	10	20	90	1
Reviewer 2	25	30	10	20	85	2
Reviewer 3	25	32	15	20	92	1
Total Score	75	97	35	60	267	
Average Score	25.0	32.3	11.7	20.0	89.0	1

COMMENTS AND RECOMMENDATION: Current provider. Goal is to help MWSE expand connections to businesses and educational institutions by partnering with existing economic development partners through retention calls, employer outreach, talent initiatives and coordination and linkages with outside organizations. Recommend funding at a level not to exceed \$250,000 with clear benchmarks tied to MWSE strategic objectives.

Washtenaw Community College (\$200,310)	Staff and Administrative capability (25 points maximum)	Program Design (40 points maximum)	Performance Outcomes (15 points maximum)	Budget and costs (20 points maximum)	TOTAL	Rank
Reviewer 1	25	35	10	10	80	2
Reviewer 2	25	30	10	20	85	2
Reviewer 3	25	32	10	20	87	2
Total Score	75	97	30	50	252	
Average Score	25.0	32.3	10.0	16.7	84.0	2

COMMENTS AND RECOMMENDATION: Current provider. Goal is to support the creation and development of small businesses in the region and connect them with MWSE services. New component adds a career counselor to support MWSE participants at WCC. Bidder proposes to help MWSE expand connections to businesses and educational institutions by partnering with existing economic development partners through retention calls, employer outreach, talent initiatives and coordination and linkages with outside organizations. The bidder also proposes to develop connections between secondary students and MWSE. Recommend funding SBDC activities only at a level not to exceed \$100,000. Will consider career counselor position at a later date if we receive additional funding through Gov. Whitmer's MI Reconnect Program, or through additional federal stimulus funding.

Summary Recommendation:

Approve GAAR proposal at a level not to exceed \$250,000

Approve WCC proposal for SBDC only at a level not to exceed \$100,000

Approve Michigan Chamber of Commerce proposal at requested amount

Committee Members: Marcus James, Rick Currie, Bill Rayl

Staff: Bill Sleight, Shamar Herron, Tom Robinson

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-36**

**RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH MICHIGAN CHAMBER
OF COMMERCE-MICHIGAN ENERGY WORKFORCE DEVELOPMENT CONSORTIUM PROGRAM YEAR 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 Michigan Dept. 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, A Request for Proposals (RFP) was released seeking bids to provide WIOA Specialized Business Services to Michigan Works! Southeast; and
- WHEREAS, The Michigan Chamber of Commerce-Michigan Energy Workforce Development Board Consortium submitted a proposal in response to the RFP and this proposal was reviewed by a review committee of Workforce Development Board members, and
- WHEREAS, Based on the strength of their proposal, the review committee recommends approval of the Michigan Chamber of Commerce-Michigan Energy Workforce Development Board Consortium, and
- WHEREAS, The Executive Committee concurs with this recommendation pending negotiations between the bidder and staff over budget, performance metrics and other issues, and

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a WIOA Specialized Business services contract with the Michigan Chamber of Commerce-Michigan Energy Workforce Development Consortium in an amount not to exceed \$12,100 for the period July 1, 2020 through June 30, 2021, with the option to extend another year based on satisfactory performance.

BE IT FURTHER RESOLVED that staff is authorized to negotiate the terms of the contract and that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts, pending contract format review by Civil Counsel.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-37**

**RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH GREATER ANN ARBOR
REGION FOR PROGRAM YEAR 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 Michigan 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, A Request for Proposals (RFP) was released seeking bids to provide WIOA Specialized Business Services to Michigan Works! Southeast; and
- WHEREAS, The Greater Ann Arbor Region submitted a proposal in response to the RFP and this proposal was reviewed by a review committee of Workforce Development Board members, and
- WHEREAS, Based on the strength of their proposal, the review committee recommends approval of the Greater Ann Arbor Region, and
- WHEREAS, The Executive Committee concurs with this recommendation pending negotiations between the bidder and staff over budget, performance metrics and other issues, and

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a WIOA Specialized Business services contract with the Greater Ann Arbor Region in an amount not to exceed \$250,000 for the period July 1, 2020 through June 30, 2021, with the option to extend another year based on satisfactory performance.

BE IT FURTHER RESOLVED that staff is authorized to negotiate the terms of the contract and that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts, pending contract format review by Civil Counsel.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-38**

**RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT WITH SMALL BUSINESS
DEVELOPMENT CENTER – WASHTENAW COMMUNITY COLLEGE FOR PROGRAM YEAR 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 Michigan 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, A Request for Proposals (RFP) was released seeking bids to provide WIOA Specialized Business Services to Michigan Works! Southeast; and
- WHEREAS, The Small Business Development Center – Washtenaw Community College submitted a proposal in response to the RFP and this proposal was reviewed by a review committee of Workforce Development Board members, and
- WHEREAS, Based on the strength of their proposal, the review committee recommends approval of SBDC – WCC proposal, and
- WHEREAS, The Executive Committee concurs with this recommendation pending negotiations between the bidder and staff over budget, performance metrics and other issues, and

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves a WIOA Specialized Business services contract with the Small Business Development Center-- Washtenaw Community College in an amount not to exceed \$100,000 for the period July 1, 2020 through June 30, 2021, with the option to extend another year based on satisfactory performance.

BE IT FURTHER RESOLVED that staff is authorized to negotiate the terms of the contract and that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts, pending contract format review by Civil Counsel.

MEMORANDUM

WDB Resolution 19-39, 19-40 and 19-41

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 10, 2020

Subject: Specialized Youth Services Contracts for Program Year 2020

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve contracts with the following organizations for the period July 1, 2020 to June 30, 2021, with an option to extend a year based on satisfactory performance.

- Key Opportunities in an amount not to exceed \$77,640
- Livingston Educational Service Agency in an amount not to exceed \$58,771
- Work Skills Corporation in an amount not to exceed \$115,029

Background

To support further reach of Michigan Works! Southeast's Youth Services, a Request for Proposal was released in March requesting bids to provide WIOA Specialized Youth Services. The focus of these bids were to be around the following goals:

- Provide WIOA approved Youth Services in an in-school setting, including alternative school settings
- Provide WIOA approved Youth Services in locations where eligible youth are gathered (with a youth-serving organization)

Discussion

A review committee of Workforce Board members reviewed proposals from Diverse Note, Key Opportunities, Livingston Educational Service Agency and Work Skills Corporation. After much discussion, the review committee recommended awarding contracts to Key Opportunities, Livingston Educational Service Agency and Work Skills Corporation. A summary of the review committee recommendations is attached. The Executive Committee agreed with the recommendations of the review committee and further recommended that staff negotiate with the three ranked bidders.

Approval of these contracts is contingent upon approval by the Workforce Development Board. Resolutions 19-40 and 19-41 are attached for your consideration.

Specialized Youth Services Proposal Review Summaries

Diverse Note (\$400,000; 500 participants)	Introduction (10 points maximum)	Staff and Administrative capability (30 points maximum)	Program Design (30 points maximum)	Performance Outcomes (10 points maximum)	Budget and costs (20 points maximum)	TOTAL	Rank
Reviewer 1	10	20	15	10	10	65	4
Reviewer 2	5	18	12	8	0	43	4
Reviewer 3	9	28	29	9	19	94	4
Total Score	24	66	56	27	29	202	
Average Score	8	22	18.7	9.0	9.7	67.3	4

Comments and Recommendations: New bidder; Targets 70% out-of-school and 30% in schools. Training is primarily virtual; participants given access to array of online tools. Contract supports 6 FTE and 40 instructors. Recommend not funding at this time due to cost and issues with program design and unclear elements in proposal. Based on the design, it seems unlikely that bidder can effectively deliver all required components of the WIOA youth program and meet WIOA performance goals. Also reviewers noted that the budget supports 50% of the CEO's salary, which seems excessive.

Key Opportunities (\$77,640; 20 participants)	Introduction (10 points maximum)	Staff and Administrative capability (30 points maximum)	Program Design (30 points maximum)	Performance Outcomes (10 points maximum)	Budget and costs (20 points maximum)	TOTAL	Rank
Reviewer 1	10	25	25	8	20	88	2
Reviewer 2	10	24	30	10	20	94	2
Reviewer 3	10	28	29	9	20	96	3
Total Score	30	77	84	27	60	278	
Average Score	10	25.7	28	9	20	92.7	3

Comments and Recommendations: Existing bidder works with at risk students enrolled in Hillsdale Schools; Provides full range of required WIOA youth services. Recommend funding at proposed level.

Specialized Youth Services Proposal Review Summaries

LESA (58,721; enrollment goals not stated)	Introduction (10 points maximum)	Staff and Administrative capability (30 points maximum)	Program Design (30 points maximum)	Performance Outcomes (10 points maximum)	Budget and costs (20 points maximum)	TOTAL	Rank
Reviewer 1	10	28	25	8	20	91	1
Reviewer 2	10	30	30	10	20	100	1
Reviewer 3	10	30	30	10	20	100	1
Total Score	30	88	85	28	60	291	
Average Score	10	29.3	28.3	9.3	20.0	97.0	1

Comments and Recommendations: Existing bidder works with at risk students enrolled in Livingston Schools. Provides full range of required WIOA youth services. Six current participants and 4 applicants; will recruit additional participants. Recommend funding at proposed level.

Work Skills Corporation (\$115,029; planned number to be served not specified)	Introduction (10 points maximum)	Staff and Administrative capability (30 points maximum)	Program Design (30 points maximum)	Performance Outcomes (10 points maximum)	Budget and costs (20 points maximum)	TOTAL	Rank
Reviewer 1	10	25	30	5	20	90	2
Reviewer 2	10	24	30	10	10	84	2
Reviewer 3	10	29	30	10	20	99	2
Total Score	30	78	90	25	50	273	
Average Score	10	26	30	8.3	16.7	91.0	2

Comments and Recommendations: Existing bidder works with students enrolled in bidder's charter school in Washtenaw County. Provides full range of required WIOA youth services. Recommend funding at proposed level

Summary of Recommendations:

Recommend approval of three existing youth contractors at proposed levels.

Review Committee: Sharon Miller, Bill Rayl, Grace Trudell

Staff: Bill Sleight, Shamar Herron, Pam Gosla

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-39
RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH KEY OPPORTUNITIES
FOR PROGRAM YEAR 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 Michigan Dept. 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, A Request for Proposals (RFP) was released seeking bids to provide WIOA Specialized Youth Services to Michigan Works! Southeast; and
- WHEREAS, Key Opportunities submitted a proposal in response to the RFP and this proposal was reviewed by a review committee of Workforce Development Board members, and
- WHEREAS, Based on the strength of their proposal, the review committee recommends approval of the Key Opportunities, and
- WHEREAS, The Executive Committee concurs with this recommendation pending negotiations between the bidder and staff over budget, performance metrics and other issues, and

IT IS THEREFORE RESOLVED the approves a WIOA Specialized Youth Services contract with Key Opportunities in an amount not to exceed \$77,640 for the period July 1, 2020 through June 30, 2021, with the option to extend another year based on satisfactory performance.

BE IT FURTHER RESOLVED that staff is authorized to negotiate the terms of the contract and that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts, pending contract format review by Civil Counsel.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-40
RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH LIVINGSTON
EDUCATIONAL SERVICE AGENCY FOR THE YEAR 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 Michigan Dept. 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, A Request for Proposals (RFP) was released seeking bids to provide WIOA Specialized Youth Services to Michigan Works! Southeast; and
- WHEREAS, Livingston Educational Service Agency submitted a proposal in response to the RFP and this proposal was reviewed by a review committee of Workforce Development Board members, and
- WHEREAS, Based on the strength of their proposal, the review committee recommends approval of the Livingston Educational Service Agency, and
- WHEREAS, The Executive Committee concurs with this recommendation pending negotiations between the bidder and staff over budget, performance metrics and other issues, and

IT IS THEREFORE RESOLVED the approves a WIOA Specialized Youth Services contract with Livingston Educational Service Agency in an amount not to exceed \$58,721 for the period July 1, 2020 through June 30, 2021, with the option to extend another year based on satisfactory performance.

BE IT FURTHER RESOLVED that staff is authorized to negotiate the terms of the contract and that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts, pending contract format review by Civil Counsel.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 19-41
RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT WITH WORK SKILLS
CORPORATION FOR THE YEAR 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 Michigan Dept. 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, A Request for Proposals (RFP) was released seeking bids to provide WIOA Specialized Youth Services to Michigan Works! Southeast; and
- WHEREAS, Work Skills Corporation submitted a proposal in response to the RFP and this proposal was reviewed by a review committee of Workforce Development Board members, and
- WHEREAS, Based on the strength of their proposal, the review committee recommends approval of the Work Skills Corporation, and
- WHEREAS, The Executive Committee concurs with this recommendation pending negotiations between the bidder and staff over budget, performance metrics and other issues, and

IT IS THEREFORE RESOLVED the approves a WIOA Specialized Youth Services contract with Work Skills Corporation in an amount not to exceed \$115,029 for the period July 1, 2020 through June 30, 2021, with the option to extend another year based on satisfactory performance.

BE IT FURTHER RESOLVED that staff is authorized to negotiate the terms of the contract and that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign the negotiated contracts, pending contract format review by Civil Counsel.

9. Presentations

- a. **Rich Chang – Summary of Discussion: May 22, 2020 Business Engagement Post-COVID: Restart, Recovery, Resilience**
- b. **Bill Sleight – Workforce Innovation and Opportunity Act Regional and Local Plan for the period September 1, 2020 through June 30, 2024**

Rich Chang

Business Engagement Post-COVID: Restart, Recovery, Resilience

- Info
 - Before COVID-19, we were already experiencing an urgent need to re-imagine and rebuild pathways to economic opportunity.
 - Creative Industries
 - 1.6 million people affected
 - cut off of all funding streams
 - 18 to 24 months for return to normal - minimum
 - Businesses don't have a seat at the solutions discussion table. Either by choice or they are not invited.
 - We cannot expect that a quick revival of main street businesses will be driven by millions of individual small businesses acting on their own
- Goals
 - Short Term (2-6 months):
 - Be willing to focus on local
 - Break the chain NOW
 - Private sector need to be the driver of this
 - Make sure we are not solving the surface problem. Need to do a deeper dive.
 - Stop perpetuating bad business habits
 - Education efforts for incumbents and job-seekers at Community Colleges
 - Provide Safety/PPE training for employers/employees/job seekers
 - Understand what business needs are in the short-term
 - Provide financial counseling for small businesses -- how to financially survive the short-term issues
 - Provide "partnership" management -- assist by coordinating support services being offered in region
 - Provide Turnaround Services (use IWT funds and engage TA service professionals)
 - Determine: "Hierarchy of Needs" for:
 - Employers
 - For-profit
 - Non-profit
 - Small vs. Larger Main St vs. Rural Arts vs Manufacturing
 - Employees
 - Don't forget: Gig workers
 - After determining the Hierarchy of needs for each of those:
 - What are the systemic needs at those different levels of needs
 - What are the systemic issues at those different levels of needs
 - What is the infrastructure for supporting resilient business

- How to best serve the "hard-to-serve" during this time and not leave them behind once again
 - This is particularly critical for MWSE
- Provide venue/opportunities to have "all the right people" at the table to address this issue (Convener)
- How to serve dislocated workers
- We should have folks enrolling (not de-enrolling) in community colleges, like WCC. Businesses should invest in that!
- Can larger businesses help small businesses? business to business mentoring
- What is it that we want to disrupt
- What is it that we need to do to help those affected the hardest (reduce friction)
- Long Term (year+)
 - Businesses need to be "camels"
 - Assist local businesses with building resiliency / business reliability
 - Can be independent
 - Strong foundation that is built to last
 - Can still grow exponentially, and they don't avoid growth at all
 - Can steel themselves for tough times.
 - Adapt to multiple climates, survive without sustenance for months, and withstand harsh conditions. They are real, and they are resilient.
 - Provide financial counseling for small businesses
 - We need aggressive action to both preserve and reimagine what is special about our communities, as well as to prevent these worst-case outcomes.
 - Business to business mentoring (e.g. form networks to assist especially smaller businesses)
 - Develop recognition/support of Creative Industry employees/businesses
 - More focus going forward on small businesses in the region
 - Must convince society that they must be willing to pay (small) businesses for services at a true value (instead of always trying to get things basically for free) -- this affects the entire economic development and sustainability circle
 - Need to also look at corporate greed
 - Businesses need to better manage what they do with profit margins
 - Coordinated community
 - Be proactive

- Expressed Issues/Concerns
 - Do we have the right businesses at the table? Not a lot of the private sector represented.
 - We need to be flexible especially moving towards re-engagement
 - Financial acumen of business leaders/owners is low (affects ability to participate in financial incentive programs)
 - Fear of reprisals
 - Fear of financial recovery
 - Older workers are fearful
 - Need safety training for returning workers
 - PPP works / EIDL not working
 - How to continue existing programs
 - WCC
 - Summer programs
 - How to keep programs alive
 - Transportation issues (esp. mass transit)
 - Internet availability
 - How to effectively reopen union halls - virtual opportunities?
 - "Hands-on" training will be difficult
 - no training facilities (no access if facilities are closed due to COVID)
 - lack of capacity
 - Work-Keys issues
 - We are divided in so many ways but need to work together as one
 - Government
 - For profit businesses
 - Non-profit businesses
 - Individuals - including gig-workers and self-employed
 - Businesses need to be able to create "savings" (aka: rainy day fund)
 - Budget line items to cover unexpected
 - Financial firms and their effect on (small) businesses (often times restrictive and high risk for businesses)
 - Banks do not want to provide loans to small businesses in their time of need for fear of loan defaulting. Not helpful.
 - Do we really know what needs businesses have and are struggling with? Let Community Colleges know that info.
 - Common goal
 - Community colleges are/can/have to play a huge role
 - We should have folks enrolling (not de-enrolling) in community colleges, like WCC. Businesses should invest in that!
- Opportunities
 - Childcare
 - more opportunity for virtual workers / virtual services

- Part-time employment vs layoffs
- Determine Partnerships
 - Utilize orgs such as OE 324 and their connections to associations
 - WCC and Resourcing Opportunity
 - city and town governments, anchor corporations, hospitals and universities, community development finance institutions, banks
 - urban land banks, philanthropies and other patient investors, redevelopment authorities, historic preservation societies
 - community colleges and skills providers, arts and culture associations
- MWSE
 - At a board level we need to consider a longer game. The way we have been operating needs to be up for discussion. Is it successful and progressive?
 - We can learn from how we learn from businesses
 - Large businesses can and should give back
- Approach
 - CULTURE: "I want us all to succeed"
 - Move away from blame and fault and shame
 - Ecosystem view

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 – June 3, 2020

-Strategy and Operations Committee (formerly CFO) Meeting Minutes
June 1, 2020 2:00 pm –via ZOOM

Board members attending

Lynn Matzen, Committee Co-Chair

Marcus James, WDB Board Chair

Staff Attending

Bill Sleight, Director

Shamar Herron, Deputy Director

Cordelia Gonzalez, Fiscal Manager

1. Reviewed notes from April 27th. No Corrections
2. **Compliance-** Upcoming Monitoring/Program Review
 - **Cycle 2- State Monitoring-** The state conducts three fiscal and administrative reviews of fiscal and administrative functions each year. In Cycle 2, the monitor reviews one of our service provider contractors. Washtenaw Community College, our largest contractor will be reviewed the week of June 8th.
 - **Trade Programmatic review–** Will take place the end of June.
3. **Finance-**
Reviewed the Non- Profit Bank report. Current Balance as of May 31, 2020 is \$94,853.84. Total Revenue for FY19-20 consist of funding from Summer 19 grant, Expungement Program grants, and Sponsors. Expenses included Summer 19 program, Expungement fairs/fees and Mi Career Quest.

Reviewed Budget Revision for 2019-2020. Adjusted budget to reflect decrease in expenses due to Covid 19. State funding was reduced.

Reviewed Budget for 2020-2019 – Reflected increase in Salaries and Fringes due to hiring Merit staff and reducing Service Provider Contract expenses. Funding levels are very conservative due to the uncertainty of State appropriations.

4. Operations

Shamar reviewed the Re-Opening of the Service Center plans. Bill and Shamar emphasized that safety was the number #1 priority. Here are the highlights:

Staff committee led by Shamar Herron is developing our Return to Workplace Playbook; Anticipate some customers in Centers around July 1 if conditions warrant; monitoring partners

such as DHHS, UIA, bordering Michigan Works! regions and community organizations to coordinate timing of limited in-person services.

DHHS referrals and re-engagement of existing customers begins July 1; Food Assistance referrals also begins then.

Post emergency; UIA claimants will need to begin work search, may be required to report in some fashion to MW after the emergency order is lifted. Our concern is how to serve customers with no/limited access to computers or technology. We expect increased job seeker activity in August when \$600 PUA payments end.

We are completing assessment of workplaces and potential risks;

- Physical distancing – Continue to promote work from home; establish policies and protocols for social distancing in the workplace; fewer computers in public access areas; no sharing of workspace by staff at reception areas; review lunch rooms, meeting rooms, restrooms, lobbies and other public spaces, etc. Limit physical meetings, workshops etc. including daily custodial services to CDC standards and deep cleaning when verified exposure to COVID 19. Some work has been completed, the rest in progress.

- Engineering and environmental

We will develop cleaning and sanitizing protocols for all buildings; physical distancing protocols and tools such as floor markers, and traffic control indicators. We have rules on when masks are required and are developing systems to minimize access to public areas; copy machines, other equipment and supplies, etc.

- PPE Needs – We have ordered masks, visors, gloves, sanitizer, wipes; etc. We are developing protocols for cleaning and sanitizing during the day. Support improved hygiene practices

- Administrative Processes and Programmatic and service changes;

Initially appointment only; continue virtual services whenever possible, staff still mostly at home, no in-person meetings or workshops; screening of all staff and visitors before entering building; security presence at all buildings to screen visitors and staff, possibly including temperature check. We will train staff on all processes and change HR policies if necessary.

Phased approach –

- Initial Return - Appointment only, limited staff in buildings
- Limited capacity walk-in services for job seekers; limited visits by community and business partners; greater staff presence in offices

although many staff still work at home at least part-time; continue sanitizing and cleaning protocols; continued PPE

- Increased traffic in centers, including workshops and meetings for small groups where social distancing can be maintained; continue screening; continue sanitizing and cleaning protocols; continue PPE. Maintain virtual services to limit traffic; most staff back to workplace.
- Full access as conditions improve (vaccine and/or no or low number of active cases in community), relaxed screening, optional PPE, continued sanitation and cleaning; maintain ability to deliver virtual services as needed.

5. Employee Recognition- Bill and the Management team would like to recognize staff that are on the front lines helping with Unemployment and other essential roles during this stressful time. Discussion on a onetime bonus to all the employees.

Southeast Michigan Consortium

Proposed Budget For July 1, 2020 to June 30, 2021

<u>Revenues</u>					
Federal Grant	\$ 12,350,217	\$ 11,798,803	\$ (551,414)		Assumes no funding for Going Pro Talent Fund or JMG
State Grant	\$ 1,314,388	\$ 750,000	\$ (564,388)		Increased operating costs will be included in partner reimbursements
Local Grant	\$ 15,000	\$ 15,000	\$ -		
Infrastructure Finance Agreements	\$ 87,459	\$ 156,197	\$ 68,738		
Contract Revenue	\$ 40,000	\$ 30,000	\$ (10,000)		
Miscellaneous Revenue Transfer In/(Out)					
Total Revenues	13,807,064	12,750,000	(1,057,064)		
<u>Expenses</u>					
Salaries	\$ 3,825,440	\$ 4,559,669	\$ 734,229		Include hiring ES Contractor staff.
Fringe Benefits	\$ 926,200	\$ 929,697	\$ 3,497		Include hiring ES Contractor staff.
E&T Contractors	\$ 2,253,466	\$ 770,000	\$ (1,483,466)		elimination of ES Contracts
SEMCA Professional Services	\$ 233,891	\$ -	\$ (233,891)		Contract ended
Other Professional Fees	\$ 409,476	\$ 280,000	\$ (129,476)		
Travel	\$ 85,000	\$ 75,000	\$ (10,000)		Lower costs due to COVID

Southeast Michigan Consortium

Proposed Budget For July 1, 2020 to June 30, 2021

Conferences/Training (Staff)	\$	60,000	\$	35,000	\$	(25,000)	Lower costs due to COVID
Utilities	\$	50,000	\$	60,000	\$	10,000	Includes additional costs due to Covid
Office Supplies	\$	60,000	\$	100,000	\$	40,000	Increase in Rent and Covid upgrades
Insurance - Liability	\$	48,683	\$	50,000	\$	1,317	include additional costs due to Covid
Facility Rental/Upgrades	\$	640,056	\$	759,860	\$	119,804	
Technology	\$	350,000	\$	350,000	\$	-	
Maintenance	\$	56,688	\$	85,000	\$	28,312	
Meetings Costs	\$	22,000	\$	25,000	\$	3,000	
Equipment	\$	145,000	\$	150,000	\$	5,000	
Subscription/Memberships	\$	125,000	\$	125,000	\$	-	
Advertising/Sponsorships	\$	91,820	\$	100,000	\$	8,180	
Participant Training & Support	\$	4,424,344	\$	4,295,774	\$	(128,570)	
Total Expenses	\$	13,807,064	\$	12,750,000	\$	(1,057,064)	

Southeast Michigan Consortium				
Budget Amendment #3 - FY July 1, 2019 to June 30, 2020				
	March 2020 YTD Actual	Annual Budget - Revised 2/2020	Revised Budget June 2020	Difference
Revenues				
Federal Grant	\$ 8,040,974	\$ 11,469,503	\$ 12,350,217	\$ 880,714
State Grant	\$ 2,219,430	2,583,848	\$ 1,314,388	\$ (1,269,460)
Local Grant	\$ 13,290	10,000	\$ 15,000	\$ 5,000
IFA Revenue	\$ 40,999	87,459	\$ 87,459	\$ -
Contract Revenue	\$ 10,592	32,092	\$ 40,000	\$ 7,908
Miscellaneous Revenue				
Transfer In/(Out)	\$ -			
Total Revenues	10,325,284	14,182,902	13,807,064	(375,838)
Expenses				
Salaries	\$ 2,855,440	\$4,022,388	\$3,825,440	Several vacancies were unfilled due to the pandemic
Fringe Benefits	\$ 694,650	\$1,031,591	\$926,200	- \$196,948 to the pandemic - \$105,391
E&T Contractors	\$ 1,644,325	\$2,253,466	\$2,253,466	\$0
SEMCA Professional Services	\$ 206,276	\$233,891	\$233,891	\$0
Other Professional Fees	\$ 189,156	\$129,911	\$409,476	Additional consulting services were used to help with the fiscal and HR transitions; also reflects proper classification of costs that were reported in other line items.
Travel	\$ 76,659	\$115,716	\$85,000	Limited staff travel currently due to pandemic

Southeast Michigan Consortium					
Budget Amendment #3 - FY July 1, 2019 to June 30, 2020					
	March 2020 YTD Actual	Annual Budget - Revised 2/2020	Revised Budget June 2020	Difference	Comments
Conferences/Training (Staff)	\$ 51,632	\$66,830	\$60,000	-\$6,830	Spring conferences have been cancelled
Utilities	\$ 35,727	\$72,800	\$50,000	-\$22,800	Reflects actual billings
Office Supplies	\$ 43,658	\$79,161	\$60,000	-\$19,161	Reflects actual usage; copying costs reduced due to pandemic
Insurance - Liability	\$ 31,346	\$48,683	\$48,683	\$0	
Facility Rental/Upgrades	\$ 478,460	\$640,056	\$640,056	\$0	
Technology	\$ 256,237	\$222,369	\$350,000	\$127,631	Increased technology costs due to pandemic; also reflects proper classification of costs that were reported in other line items.
Maintenance	\$ 41,189	\$56,688	\$56,688	\$0	
Meetings Costs	\$ 19,819	\$18,855	\$22,000	\$3,145	In person meetings cancelled due to pandemic
Equipment	\$ 108,128	\$74,522	\$145,000	\$70,478	to pandemic Reflects actual billings
Subscription/Memberships	\$ 114,326	\$104,502	\$125,000	\$20,498	Reflects actual billings
Advertising/Sponsorships	\$ 70,149	\$91,820	\$91,820	\$0	
Participant Training & Support	\$ 3,318,258	\$4,919,654	\$4,424,344	-\$495,310	Reflects decline in training and support due to pandemic
Total Expenses	\$ 10,235,436	\$ 14,182,903	\$ 13,807,064	\$ (375,839)	
Net Income/ (Loss)	\$ 89,848	\$ (1)			

Workforce Development Board
Executive Committee Meeting Minutes
June 3, 2020, 2:00pm – 4:00pm
Zoom Meeting

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

Absent: Jeremiah Hodshire

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

1. Call to Order

Marcus James, Chair called the meeting to order at 2:00 pm

2. Roll Call

Quorum Present

Marcus James announced the following:

a. Governor Whitmer created the Michigan Workforce Development Board (MWDB). Sharon and Marcus are not appointed to the MWDB. Marcus and Sharon Miller served on previous state boards the Michigan Future Talent Council and the Governor's Talent Investment Board state boards.

b. Scott Menzel retiring from Washtenaw Intermediate School District. Scott has accepted a superintendent position with Scottsdale Unified School District, Scottsdale, Arizona.

c. Bill Sleight announced his retirement. Exact date not set, likely mid to late October.

3. Approval of Agenda

Marcus James call for a motion to approve the Agenda

MOTION: Rich Chang moved to approve the Agenda

SUPPORT: Sharon Miller

4. Consent Agenda – No items

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

a. WDB RESOLUTION 18-73 MODIFICATION

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICE CONTRACT
EXTENSION WITH HARTLAND CONSOLIDATED SCHOOLS

Marcus James call for a motion to approve WDB Resolution Modification 18-73

MOTION: Scott Menzel moved to approve the WIOA Specialized Youth Contract
extension with Hartland Consolidated Schools

SUPPORT: Grace Trudell

Bill Sleight reviewed. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 19-32

A RESOLUTION APPROVING THE SEPTEMBER 1, 2020 THROUGH JUNE 30, 2024 (FY 2020 THROUGH FY 2023) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) REGIONAL AND LOCAL PLANS

Marcus James call for a motion to approve WDB 19-32.

MOTION: Lynn Matzen moved to approve WDB Resolution 19-32 the September 1, 2020 through June 30, 2024 (FY 2020 through FY 2023) WIOA Regional and Local Plans

SUPPORT: Richard Currie

Bill Sleight reviewed. Discussion.

Bill plans to review the Regional and Local Plans during the June 10, 2020 WDB meeting

MOTION CARRIED

c. WDB RESOLUTION 19-33

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

Marcus James call for a motion to approve WDB Resolution 19-33.

MOTION: Rich Chang moved to approve WDB Resolution 19-33 the MOU with the Section 107 Adult Education Career Technical Program

SUPPORT Lynn Matzen

Bill Sleight reviewed. Discussion.

Abstain: Scott Menzel

MOTION CARRIED

d. WDB RESOLUTION 19-34

A RESOLUTION APPROVING ONE-STOP OPERATOR SERVICE CONTRACT EXTENSION WITH THOMAS P. MILLER AND ASSOCIATES

Marcus James call for a motion to approve WDB Resolution 19-34.

MOTION: Sharon Miller moved to approve WDB Resolution 19-34 the One-Stop Operator Service Contract extension with Thomas P. Miller and Associates

SUPPORT: Rich Chang

Bill Sleight reviewed. Discussion.

MOTION CARRIED

e. WDB RESOLUTION 19-35

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FY 2020 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT IN THE AMOUNT OF \$56,824

Marcus James call for a motion to approve WDB Resolution 19-35.

MOTION: Sharon Miller moved to approve WDB Resolution 19-35 the receipt of funds for FY 2020 Capacity Building and Professional Development Grant in the amount of \$56,824

SUPPORT: Grace Trudell

Bill Sleight reviewed. Discussion.

MOTION CARRIED

6. Committee Reports

a. Proposal Review Committee - Specialized Youth Services

Bill Sleight reviewed the Youth Services Proposals Summaries compiled from the proposal review committee scores. Discussion.

Marcus James call for a motion regards award of contracts.

MOTION: Sharon Miller moved to recommend to the Workforce Development Board to contract with Key Opportunities, Livingston Educational Services Agency and Works Skills Corporation beginning July 1, 2020.

SUPPORT: Rich Chang

MOTION CARRIED

b. Proposal Review Committee – Specialized Business Services

Bill Sleight reviewed the Specialized Business Services Summaries compiled from the review committee scores. Discussion.

Marcus call for a motion regards award of contracts.

MOTION: Lynn Matzen moved to recommend to the Workforce Development Board to contract with Michigan Chamber of Commerce-Michigan Energy Workforce Development Consortium, Greater Ann Arbor Region and Washtenaw Community College beginning July 1, 2020.

SUPPORT: Rich Chang

ABSTAIN: Donald Germann, Sharon Miller

MOTION CARRIED

c. Employer Services - Richard Currie, Chair

No update

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

No update

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

No update

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

Lynn Matzen reviewed the June 1, 2020 meeting notes.

Discussion regarding essential worker appreciation incentive.

Marcus James call for a motion regards essential worker appreciation incentive.

MOTION: Rich Chang moved to authorize staff to recommend what is the proposed incentive for essential worker appreciation at a later date

SUPPORT: Scott Menzel

MOTION CARRIED

Bill Sleight reviewed the proposed 2020/2021 Budget. Discussion.

Marcus James call for a motion regards recommending approval of the proposed 2020/2021 Budget to the Consortium Board

MOTION: Lynn Matzen moved to recommend to the Consortium Board approval of the proposed 2020/2021 Budget

SUPPORT: Sharon Miller

MOTION CARRIED

g. Business Resource Networks (BRN) – No update

7. Chair Report

a. Rich Chang reviewed his summary discussion during the May 22, 2020 Business Engagement Post-COVID session. Rich Chang presenting summary during the June 10, 2020 WDB meeting.

8. Directors Report
 - a. Summer Employment
 - b. Summary of Policy Changes:
 - i. Work-based training Policy
 - ii. Deletion from OSMIS Policy
 - iii. Support Services Policy – Stipend and Incentive
9. Reviewed the June 10, 2020 Agenda for Michigan Works! Southeast Workforce Development Board Zoom meeting
10. Public Comment

Marcus James offered public comment. No public comment.
Marcus James reported a sub-committee of Executive Committee will meet to discuss process to select Director replacement.
Additional comments from committee members followed.
11. Adjournment

Scott Menzel moved to adjourn.
Meeting adjourned at 4:04 pm.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: June 3, 2020

Subject: Summary of Policy Changes

The following changes to Board-approved policies have been made:

Policy that is updated:

1. "Work-based training Policy"
 - On-the-Job training (OJT) requires that a business not have had recent layoffs in the occupation of the OJT trainee. With the COVID-19 shutdowns, nearly all occupations will reflect a "recent layoff." To make sure no one is potentially displaced, a sign-off form for the employers confirming that all laid-off employees have been offered their position back, before start of the OJT, has been put in place to document that no one is being displaced despite the "recent layoff."
2. "Deletion from OSMIS Policy"
 - A minor correction that the Business Services Manager, rather than the Policy and Operations Manager, will give final approval on the deletion of Incumbent Workers from the One-Stop Management Information system.
3. "Support Services Policy"
 - Due to the Summer youth programs going to a virtual arrangement, stipends will be added as an option since wages are not available. Specific criteria on the amount, frequency and requirements for stipends will be detailed in an Operations letter.

Original Date: July 1, 2016
Modified: June 10, 2020
To: Career Advisors and Management Team

SUBJECT Stipends and Incentives for Youth Programs

Programs Affected: WIOA, Jobs For Michigan Graduates, Summer Young Professionals, Summer Jobs Programs

The Workforce Innovation and Opportunity Act allows payments of stipends and incentives to participants as part of the Workforce Development Board's approved support services policy. These payments will be provided to youth participants for the completion of certain activities as described below. Stipends and incentives are not guaranteed and are subject to budgetary constraints. The following programs/activities will allow for youth stipends and incentives:

1. All Youth programs- Stipends and incentives will be available for youth participating in either a Michigan Works! Southeast (MWSE) or MWSE contractor's in person or virtual (distance) training and learning activities program. Depending on its design, a program could feature incentives only, stipends only, a combination of stipends and incentives, or no payments of incentives and stipends.
 - a. For programs offering stipends, the stipend will be based on the current minimum wage in Michigan (\$9.65/hour for the year 2020). Participants will be paid the stipend for each hour of documented participation in a virtual or in-person classroom activity. The payment schedule and procedures will be approved by the director prior to program implementation. Participants must be provided with a written copy of the the payment schedule and processes prior to enrollment in the program.
 - b. For programs offering incentive payments, the incentives will be paid upon achievement of program benchmarks. Incentive payments may vary based on program design, and must be

**Supportive Services Policy
Youth program stipends and incentives**

approved by the Director prior to implementation. Participants must be provided with a written copy of the benchmarks and associated incentive payments prior to enrollment in the program.

- c. In order to receive stipends or incentives, the Youth participant must be enrolled in a program in which stipends and incentives are an allowable expenditure.
- d. While the source of these payments may come from multiple grants, no participant can receive more than one payment for the same activity or benchmark.

Stipends and incentives will be processed as a "support service" using the standard procedures.

Actions: Staff will implement the directives of this letter.

Inquiries: Questions regarding this directive should be directed to Justin Al-lgoe at jaligoe@mwse.org

11. Other Items

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



TO: Workforce Development Board and Consortium Board
FROM: Bill Sleight
RE: Director's Report
DATE: June 4, 2020

Retirement

At the June 3 Executive Committee meeting, Marcus James announced that I will be retiring later this year, probably in mid to late October. This was a difficult decision for me, as I have enjoyed my 42+ career in workforce development and the last four years as director of Michigan Works! Southeast. I especially value the support of our staff, the Workforce Board and the Consortium Board in these formative years for the agency. But, all good things do end, and this timing is best for me and my family. The talented and dedicated staff at MWSE will continue to ensure that MWSE is the workforce leader in this region, and I am confident that the Workforce Board will choose a new director who will drive the strategic vision of the board.

UIA Project

Last month I reported that our staff is helping the Unemployment Insurance Agency (UIA) by helping claimants resolve some of the more common issues related to their claims. We now have nearly three dozen staff who have access to the UIA's data base and have been trained to help with some issues. There are about 400 Michigan Works! volunteers across the state on this project. We are still receiving about 2,500 calls per week related to UIA issues. Most recently, the UIA reported that an international criminal syndicate was filing false unemployment claims throughout the country. In response, the UIA is now requiring additional identify verification before making payments. Our staff has been trained to help with customers verify their identify and upload documentation to UIA. Most calls are now related to this issue. Thanks in part to the efforts of Michigan Works! staff, the backlog of unprocessed claims has been reduced significantly, and we are hopeful that we will soon be able to again focus on our core mission.

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



Referrals from Michigan Dept. of Health and Human Services to Resume

The Michigan Dept. of Health and Human Services will begin referring applicants and participants in the Partnership, Accountability, Training and Hope (PATH) program beginning July 1. Referrals will also begin for some food assistance recipients. During the Governor's Emergency order, work search and participation requirements were waived for applicants and participants of these programs. There is now a backlog of hundreds of recipients in our region who must now re-engage with job search, job training and related activities. We expect to continue delivering these services virtually wherever possible. We also expect that sometime in the near future, work search requirements will be reinstated for unemployment insurance claimants.

Return of Customers to Service Center

We are continuing to plan for a return of visitors to our service centers. We hope to be able to begin serving the public by appointment only beginning around July 1, to coincide with the state beginning to make referrals for participants in the Path and Food Assistance programs. While we will continue to deliver most services virtually, we do know that some of our customers do not have the technology or ability to benefit from virtual services. Our staff "Looking Forward" committee is finalizing our return to the workplace playbook to ensure a safe environment for staff and the public. As conditions improve, we will expand the numbers and types of public engagements in our centers.

Michigan Works! Conference

Due to the COVID-19 pandemic, the 2020 Michigan Works! Annual Conference will be moving to a virtual platform. The Association is in the process of redesigning the Annual Conference with the goal of offering an event that includes virtual learning pre- and post-event as well as education and virtual networking opportunities that demonstrate best practices in meetings post-COVID-19. As more information becomes available, we will forward it to the board so you have the opportunity to attend.

Business Resource Networks

The Dept. of Labor and Economic Opportunity announced that spending authority for our Business Resource Network grants will be extended to Sept. 30, 2021. While there is no additional funding appropriated, the state will redistribute fund from areas with excess funds to areas like ours who are running out of money. This should help us continue helping member companies retain their employees.

Summer Youth Program

Our virtual summer youth program will begin next month. Staff is working with partners to offer programs in all five counties. Because of our partnership with the University of Michigan and Washtenaw County, the program in that county will be more robust than in our other four counties. We are planning an 8 week program in Washtenaw County, with a handful of participants involved in a telecommuting job. Most youth, however, will participate in a variety of online career awareness and employability readiness activities. Programs in the other four counties will target our participants in our current youth programs, and will be three weeks in length. All youth will receive incentive payments to encourage them to participate and to complete program assignments.

Governor's Workforce Council

Last week Gov. Whitmer signed an executive order creating the Michigan Workforce Development Board to replace the Michigan Future Talent Council established by former Governor Snyder. The federal Workforce Innovation and Opportunity Act requires the governor to establish a state workforce development board. The Board is responsible for the development and continuous improvement of the workforce development system in Michigan. Three individuals from our region were appointed to the Council: Ari Weinzwieg, CEO of Zingerman's in Ann Arbor, Patti Poppe, CEO of CMS Energy in Jackson, and WDB member Lee Graham from the Operating Engineers Local 324. A copy of the press release containing the complete membership is attached.

ES Transition

We have extended offer letters to those staff who will be transition from our two employment services contracts that end on June 30. As you may recall, these service must be provided by a public, merit based employer to comply with federal laws. Once we become the official employer of record for our employees on January 1, we qualified as a public employer and it became possible for us to cancel these contracts and bring staff onto our payroll. As of July 1, all staff in our service centers, except for some state employees, will be directly employed by MWSE. We are grateful for our two long term contractors, Washtenaw Community College and Community Mental Health of Livingston County for their work over the years.

Program Performance Reports

Tables 1 and 2 below show our performance data for the period July 1 2019 to May 30, 2020. We are seeing modest increases in enrollments and placements from last month, but we are well below our projected enrollments for the year due to the pandemic. Just a reminder that board members can view our dashboards on our website at any time. Simply go to MWSE.org and scroll down to bottom right and click on the Board Portal. The password is *board2017*.

Table 1 - Enrollments and Outcomes by Program – July 1, 2018 to June 30, 2019

Program	Number Enrolled	Number Exited	Exited to Employment	Placement rate	Average wage at Placement
WIOA Adult	517	266	239	90%	\$16.67
WIOA Dislocated	199	93	84	90%	\$18.67
WIOA Youth	417	101	78	77%	\$12.33
Trade Act	45	24	15	63%	\$16.84
PATH	838	642	479	75%	\$11.03
Food Stamps	319	235	49	21%	\$11.19
Totals	2,335	1,361	944	69%	\$13.35

Table 2 - Enrollments and Outcomes by County — July 1, 2018 to June 30, 2019

County	Number Enrolled	Number Exited	Exited to Employment	Placement rate	Average Wage at Placement
Hillsdale	272	143	117	82%	\$14.00
Jackson	534	340	253	74%	\$12.00
Lenawee	461	270	210	78%	\$12.51
Livingston	271	136	88	65%	\$15.64
Washtenaw	797	472	276	58%	\$14.21
Total	2,335	1,361	944	69%	\$13.35

THE OFFICE OF

GOVERNOR GRETCHEN WHITMER

WHITMER / NEWS



Governor Whitmer Signs Executive Order Creating the Michigan Workforce Development Board

FOR IMMEDIATE RELEASE

May 29, 2020

Contact: press@michigan.gov

Governor Whitmer Signs Executive Order Creating the Michigan Workforce Development Board

LANSING, Mich. – Governor Gretchen Whitmer today signed Executive Order 2020-107 creating the Michigan Workforce Development Board.

“Here in Michigan, the birthplace of the middle class, we must all work together to ensure paths to opportunity for everyone. This board will be vital in continuing our efforts to grow both our workforce and our economy,” said **Governor Whitmer**. “This group of leaders will be instrumental in bringing together efforts and partners from key industries to expand our workforce, economy and educational attainment efforts.”

“Preparing the State’s workforce for jobs of the future and making sure that Michigan wins on talent will be incredibly important as we work to recover from the COVID-19 pandemic. We look forward to working with these key industry, labor and community leaders, utilizing their diverse perspectives as we build a stronger Michigan together,” said **Jeff Donofrio**, Director of the Department of Labor and Economic Opportunity.

Last year, Governor Whitmer committed Michigan to reaching 60% postsecondary educational attainment by 2030. The new Workforce Development Board will be an essential part of this effort as they work to ensure Michiganders can acquire the skills and credentials they need to secure and advance in jobs with family-sustaining wages, as well as give Michigan’s job providers the access they need to skilled workers so they can continue to succeed in a global economy.

The federal Workforce Innovation and Opportunity Act requires the governor to establish a state workforce development board. Executive Order 2020-107 abolishes the current workforce development board, the Michigan Future Talent Council, and creates the Michigan Workforce Development Board. Changes in the structure and operation of Michigan's workforce development board are necessary to reflect the current organizational structure of state government, to comply with federal law, and to better address the employment and skills needs of Michigan's workers and job providers.

The Board is responsible for the development and continuous improvement of the workforce development system in Michigan. The Board will act as an advisory body and will assist the Governor with the development, implementation, and modification of Michigan's four-year state plan pursuant to the Workforce Innovation and Opportunity Act and advance the Governor's 60 by 30 goal of helping 60% of our workforce achieve a post secondary degree or certification by 2030

The Board will consist of the Governor or her designee, the director of the Department of Labor and Economic Opportunity or his designee, and the following members appointed by the Governor:

Steve Claywell, of Battle Creek, is the president of the Michigan Building and Construction Trades Council. Mr. Claywell is appointed to represent the workforce and general labor in Michigan for a term commencing May 29, 2020 and expiring May 29, 2024.

Awenate Cobbina, of Detroit, is the vice president of business affairs for Palace Sports and Entertainment and the chair of the MEDC Executive Committee. Mr. Cobbina is appointed to represent businesses and the Michigan Economic Development Corporation Board for a term commencing May 29, 2020 and expiring May 29, 2024.

Robert Davies, Ph.D., of Mount Pleasant, is the president of Central Michigan University. Dr. Davies is appointed to represent a president of an institution of higher education described in or established pursuant to section 5 or 6 of article 8 of the Michigan Constitution of 1963, for a term commencing May 29, 2020 and expiring May 29, 2023.

Mike Duggan, of Detroit, is the mayor of the City of Detroit. Mayor Duggan is appointed to represent a chief elected official of a city or county in this state for a term commencing May 29, 2020 and expiring May 29, 2023.

Jennifer A. Geno, of Bay City, is the executive director of career and technical education for the Saginaw Intermediate School District. Ms. Geno is appointed to represent a director of a Michigan high school career and technical education program for a term commencing May 29, 2020 and expiring May 29, 2024.

Lee Graham, of Holly, is the executive director of Operating Engineers 324's Labor Management Education Committee. Mr. Graham is appointed to represent an apprenticeship coordinator of a joint labor-management apprenticeship program for a term commencing May 29, 2020 and expiring May 29, 2022.

Peter T. Hungerford, of Grand Rapids, is the chief operating officer of ADAC Automotive. Mr. Hungerford is appointed to represent manufacturing business enterprises for a term commencing May 29, 2020 and expiring May 29, 2021.

Russ Kavalhuna, of Dearborn, is the president of Henry Ford College. Mr. Kavalhuna is appointed to represent a president of a community college district organized under the Community College Act of 1966, for a term commencing May 29, 2020 and expiring May 29, 2024.

Leigh A. Kegerreis, of Monroe, is an administrative assistant to the president of the UAW. Ms. Kegerreis is appointed to represent the workforce and general labor in Michigan for a term commencing May 29, 2020 and expiring May 29, 2023.

Birgit M. Klohs, of Grand Rapids, is president and CEO of The Right Place, Inc. Ms. Klohs is appointed to represent businesses for a term commencing May 29, 2020 and expiring May 29, 2022.

Rachel E. Lutz, of Detroit, is the owner of the Peacock Room Boutique, Yama, and Frida clothing stores. Ms. Lutz is appointed to represent small business owners for a term commencing May 29, 2020 and expiring May 29, 2023.

Dave Meador, of Bloomfield Hills, is vice chairman and chief administrative officer of DTE Energy. Mr. Meador is appointed to represent business enterprises employing veterans, returning citizens, or persons with disabilities, for a term commencing May 29, 2020 and expiring May 29, 2022.

Cindy Pasky, of Detroit, is the president and CEO of Strategic Staffing Solutions. Ms. Pasky is appointed to represent female-owned business enterprises for a term commencing May 29, 2020 and expiring May 29, 2023. The Governor has designated Ms. Pasky to serve as Chairperson of the Board.

Patti Poppe, of Grass Lake, is the president and CEO of CMS Energy and Consumers Energy. Mrs. Poppe is appointed to represent businesses for a term commencing May 29, 2020 and expiring May 29, 2022.

Tony Retaskie, of Marquette, is the executive director of the Upper Peninsula Construction Council. Mr. Retaskie is appointed to represent the workforce and general labor in Michigan for a term commencing May 29, 2020 and expiring May 29, 2024.

Jessica L. Robinson, of Detroit, is the co-founder of the Detroit Mobility Lab and Michigan Mobility Institute and the co-founder and partner of Assembly Ventures. Ms. Robinson is appointed to represent mobility business enterprises for a term commencing May 29, 2020 and expiring May 29, 2022.

Ari Weinzwieg, of Ann Arbor, is the co-founder and CEO of Zingerman's Community of Businesses. Mr. Weinzwieg is appointed to represent businesses for a term commencing May 29, 2020 and expiring May 29, 2021.

Matthew J. Wesaw, of Lansing, is the tribal council chairman of the Pokagon Band of Potawatomi Indians and the chairman and CEO of the Pokagon Gaming Authority Board. Mr. Wesaw is appointed to represent businesses for a term commencing May 29, 2020 and expiring May 29, 2021.

George Wilkinson, of Grand Blanc, is the president of NorthGate and a pastor at Word of Life Christian Church. Pastor Wilkinson is appointed to represent minority-owned business enterprises for a term commencing May 29, 2020 and expiring May 29, 2021.

Martha Zehnder Kaczynski, of Frankenmuth, is the vice president of the Frankenmuth Bavarian Inn Corp., Bavarian Inn Lodge, and the Frankenmuth Cheese Haus. Mrs. Kaczynski is appointed to represent businesses for a term commencing May 29, 2020 and expiring May 29, 2021.

The Board will also include a member of the Michigan Senate nominated by the Senate Majority Leader, a member of the House of Representatives nominated by the Speaker of the House, a non-voting member of the Senate nominated by the Senate Minority Leader, and a non-voting member of the House nominated by the House Minority Leader.

Appointments to the Michigan Workforce Development Board are not subject to advice and consent of the Senate.

To view Executive Order 2020-107, click the link below: