

MINUTES APPROVED ON JUNE 10, 2020

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: Brandan 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.

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.