

**Michigan Works! Southeast
Workforce Development Board Meeting
November 18, 2020, 10am – 12noon
Via Zoom**

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Pages

Agenda

- 1. **Call to Order**
- 2. **Roll Call**
- 3. **Introductions**
- 4. **Call to the Public**
- 5. **Approval of Agenda**
- 6. **Approval of September 9, 2020 Joint Meeting Minutes for the Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium** 5 - 11
- 7. **Election of Officers and Executive Committee for Calendar Year 2021**
- 8. **Consent Agenda** 12 - 27
 - a. **WDB RESOLUTION 20-07**
A RESOLUTION APPROVING THE FISCAL YEAR 2021 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

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

b. WDB RESOLUTION 20-08

A RESOLUTION APPROVING THE FISCAL YEAR 2021 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM

c. WDB RESOLUTION 20-09

A RESOLUTION APPROVING THE RECEIPT OF FUNDS AND APPROVAL OF THE PLAN FOR THE MICHIGAN DISASTER RECOVERY NATIONAL DISLOCATED WORKER GRANT (DWG) – COVID 19 RECOVERY PROJECT FROM THE DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY FOR THE PERIOD MAY 6, 2020 TO JUNE 30, 2022

d. WDB RESOLUTION 20-10

A RESOLUTION APPROVING THE FY 20 UNEMPLOYMENT INSURANCE CLAIMS ASSISTANCE GRANT FOR THE PERIOD 3-15-2020 THROUGH 09-30-2020.

e. WDB RESOLUTION 20-11

A RESOLUTION APPROVING THE CLEAN SLATE PROGRAM PLAN AND FUNDING BEGINNING APPROXIMATELY DECEMBER 1, 2020 THROUGH JUNE 30, 2022 IN THE AMOUNT OF \$258,510

f. WDB RESOLUTION 20-12

A RESOLUTION APPROVING THE PY 2020 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR COMFORT INN & SUITES ADRIAN

9. Resolutions for Consideration of the Workforce Development Board (WDB) 29 - 30

a. WDB RESOLUTION 20-13

A RESOLUTION APPROVING APPOINTMENT OF LEE GRAHAM AS MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD REPRESENTATIVE AND APPOINTMENT OF SHAMAR HERRON AS MICHIGAN WORKS! SOUTHEAST CHIEF ADMINISTRATIVE STAFF PERSON TO SERVE ON THE MICHIGAN WORKS! ASSOCIATION BOARD

10. Presentation – Overview of Net Promoter Score (NPS)

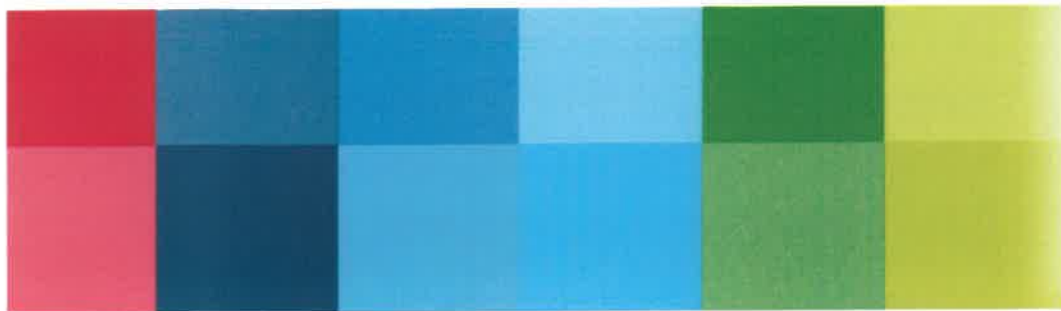
Nicole Bell, Michigan Works! Southeast; Kathleen Wolf, the Purpose Partners; Brittany Dougherty, Thomas P. Miller & Associates

11. Committee Reports 32 - 41

a. Career and Education Advisory Council (CEAC) – Kevin Oxley, Chair

b. Executive Committee – October 7, 2020; November 4, 2020, Marcus James, Chair

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



	Pages
12. On-going Business	43 - 55
a. Executive Director Report-Presentation	
i. Work-based training policy update	
b. Chair Report - Time to have board members introduce themselves and what they are looking for from the board and what they plan to contribute to the board	
13. Other	
a. 2021 Schedule of Meetings for Workforce Development Board and Executive Committee	57
14. Call to the Public	
15. Adjournment	

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



6. **Approval of September 9, 2020 Joint Meeting Minutes for the Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium**

Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium
 Joint Meeting Minutes
 September 9, 2020, 10:00 a.m. – 12:00 noon
 Via Zoom

Michigan Works! Southeast Workforce Development Board of Directors Present

Shantalita Bailey	Michigan Rehabilitation Services, DHHS	
Marie Birkett	Wacker Chemical Corporation	
Sean Duval	Golden Limousine International	
Rich Chang	NewFoundry	
Richard Currie	Hitachi Automotive Systems Americas, Inc.	
Donald Germann	County National Bank	
Lee Graham	Operating Engineers 324	
Steven Gulick	Huron Valley Area Labor Federation	
Craig Hatch	Jackson County Chamber of Commerce	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
James Hogan	Thai Summit	
Marcus James, Chair	StableInc LLC	
Tina Matz	Jackson College	alternate for Jeremy Frew
Lynn Matzen	Matrix Systems LLC	
Sharon Miller, Vice Chair	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Shawn Planko	DUO	
Deb Polich	The Arts Alliance	
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	
Anne Rennie	Livingston County United Way	
Phil Santer	Ann Arbor SPARK	
Brandon Tucker	Washtenaw Community College	alternate for Dr. Rose Bellanca
James Van Doren	Lenawee Now	

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.	
Dr. Rose Bellanca	Washtenaw ISD	alternate Brandon Tucker attended
Molly Coy	DTE Energy	
Jeremy Frew	Jackson College	alternate Tina Matz attended
Ambrose Wilbanks	Washtenaw CVB	

Southeast Michigan Consortium Present

Shannon Beeman	Washtenaw County Commissioner
Robert Bezotte	Livingston County Commissioner
Karol KZ Bolton, Chair	Lenawee County Commissioner
Ruth Brown	Hillsdale County Commissioner
Ruth Ann Jamnick	Washtenaw County Commissioner
Sue Shink (alternate)	Washtenaw County Commissioner
Darius Williams	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner

Southeast Michigan Consortium Absent

Julie Games, Vice Chair	Hillsdale County Commissioner
William Green	Livingston County Commissioner
Daniel Mahoney	Jackson County Commissioner

Staff Present

Bill Sleight, Director
 Shamar Herron, Deputy Director
 Robin Aldrich, IT Manager
 Dawn Awrey, Service Center Manager
 Nicole Bell, Communications Manager
 Johnny Epps, Service Center Manager
 Dan Childs, Systems/Network Administrator
 Maggie Flaherty, Administrative Services Manager
 Cordelia Gonzalez, Fiscal Manager
 Pam Gosla, Research and Education Manager
 Joshua Rose, Communications Assistant
 Lisa McAllister, Human Resources Manager
 Misty Shulters, Service Center Manager
 Sandy Vallance, Service Center Manager
 Angela Watkins, Service Center Manager
Others Present
 Kristopher Subler

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Thomas P. Miller & Associates

1. Call to order – Southeast Michigan Consortium
 Karol KZ Bolton, Chair called the Southeast Michigan Consortium Board to order at 10:00am
2. Call to order Michigan Works! Southeast Workforce Development Board
 Marcus James, Chair called the Michigan Works! Southeast at 10:00am
3. Roll Call for Southeast Michigan Consortium,
 Quorum Present
4. Roll Call for Michigan Works! Southeast Workforce Development Board,
 Quorum Present
5. Introductions
 Bill Sleight stated recognized newly named board members Craig Hatch, President, Jackson County Chamber of Commerce; Molly Coy, DTE, Regional Manager; Anne Rennie, Executive Director, Livingston County Chamber of Commerce.
6. Call to the Public KZ Bolton call to the public. Call to the public. Call to the public.
 No public comment.
7. Approval of the Agenda
 Marcus James request to move agenda item 17.b Directors Report to prior to agenda item 16. Committee Reports.
16. Committee Reports.
 - a. Consortium
 KZ Bolton call for a motion for Consortium to approve the Agenda as amended.
 MOTION: Darius Williams moved to approve the Agenda amended.
 SUPPORT: Chris Wittenbach
 MOTION CARRIED
 - b. Workforce Development Board (WDB)
 Marcus James call for a motion for WDB to approve the Agenda as amended.
 MOTION: Sean Duval moved to approve the Agenda as amended.
 SUPPORT: Phil Santer
 MOTION CARRIED
8. Approval of Minutes

- a. KZ Bolton call for a motion for Consortium to approve the June 23, 2020 Southeast Michigan Consortium meeting minutes

MOTION: Ruth Brown moved to approve the June 23, 2020 Consortium meeting minutes.

SUPPORT: Chris Wittenbach

MOTION CARRIED

- b. Marcus James call for a motion to approve the June 10, 2020 Michigan Works! Southeast Workforce Development Board meeting minutes

MOTION: James Van Doren moved to approve the June 10, 2020 WDB meeting minutes

SUPPORT: Lee Graham

MOTION CARRIED

9. Michigan Works! Southeast Workforce Development Board (WDB) member vacancy

KZ Bolton reviewed the nominations for WDB vacancies.

- Nominate: Craig Hatch, President, Jackson County Chamber of Commerce/Experience Jackson (fill vacancy due to resignation of Mindy Bradish-Orta). Nomination approval by: Adrian Area Chamber of Commerce, Howell Area Chamber of Commerce, Ann Arbor/Ypsilanti Regional Chamber of Commerce
- Nominate: Molly Coy, Regional Manager, DTE (fill vacancy due to resignation of Derek Kirchner) Nomination approval by: Adrian Area Chamber of Commerce, Howell Area Chamber of Commerce, Ann Arbor/Ypsilanti Regional Chamber of Commerce
- Nominate: Anne Rennie, Executive Director, Livingston County United Way (fill vacancy due to resignation of Angela Parth) Nomination approval by: Livingston County United Way, United Way of Jackson County

KZ call for a motion to approve the nominations to fill the WDB vacancies.

MOTION: Ruth Brown moved to approve Craig Hatch, President, Jackson County Chamber of Commerce; Molly Coy, Regional Manager, DTE and Annie Rennie, Executive Director, Livingston County United Way to fill the WDB vacancies.

SUPPORT: Robert Bezotte

MOTION CARRIED

10. Report of the Michigan Works! Southeast Director Selection Committee (both boards)

Marcus James and KZ Bolton reported the Selection Committee recommends Shamar Herron as the Michigan Works! Southeast Director. Marcus James stated the Executive Committee approved the recommendation of the Selection Committee.

WDB

Marcus James call for a motion by the WDB to recommend to the Southeast Michigan Consortium the selection of Shamar Herron as the Michigan Works! Southeast Director.

MOTION: Sharon Miller moved to recommend to the Southeast Michigan Consortium the selection of Shamar Herron as the Michigan Works! Southeast Director.

SUPPORT: Jeremiah JJ Hodshire

MOTION CARRIED

Consortium

KZ Bolton call for a motion by the Consortium to approve the recommendation of the WDB to select Shamar Herron as the Michigan Works! Southeast Director.

MOTION: Ruth Brown moved to approve the recommendation of the WDB to select Shamar Herron as the Michigan Works Southeast Director.

SUPPORT: Darius Williams

MOTION CARRIED

Comments followed by board members, Shamar Herron and Bill Sleight.

11. Presentations:

- a. Michigan Works! Southeast Website Redesign Launch reviewed by Nicole Bell, Communications Manager and Joshua Rose, Communications Assistant.
Discussion.
- b. "Futures for Frontliners" the Governors new program reviewed by Pam Gosla, Education and Research Manager.
Discussion.
- c. Michigan Works! Association Legislative Agenda reviewed by Bill Sleight.
Discussion.

12. Consent Agenda - Workforce Development Board

Marcus James ask if any of the IWT companies required consideration by the WDB. None.

a. Workforce Development Board (WDB) RESOLUTION 20-05

A RESOLUTION APPROVING FY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR VARIOUS COMPANIES

Acme Mills, LLC	\$2,985.00
TEC Electric, LLC	\$4,426.66
Dexter	\$4,490.00

Marcus James call for a motion to approve the WDB Consent Agenda.

MOTION: Brandon Tucker moved to approve the Consent Agenda.

SUPPORT: Kevin Oxley

MOTION CARRIED

13. Resolutions for Consideration of the Workforce Development Board - None

14. Resolutions for Consideration of the Southeast Michigan Consortium

a. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 20-01

A RESOLUTION AUTHORIZING EXTENSION OF AN AGREEMENT WITH MERIT NETWORK, INC. TO PROVIDE INTERNET SERVICES TO MICHIGAN WORKS! SOUTHEAST

KZ Bolton call for a motion to approve CB Resolution 20-01

MOTION: Ruth Brown moved to approve CB Resolution 20-01 authorizing the extension of an agreement with Merit Network, Inc. to provide internet services to Michigan Works! Southeast

SUPPORT: Sue Shink

Bill Sleight reviewed. Discussion.

MOTION CARRIED

- b. SOUTHEAST MICHIGAN CONSORTIUM BOARD (CB) RESOLUTION 20-02
A RESOLUTION APPROVING SUPPLEMENTAL PAY FOR
NON-MANAGEMENT EMPLOYEES
KZ Bolton call for a motion to approve CB Resolution 20-02
MOTION: Robert Bezotte moved to approve CB Resolution 20-02 approving the
supplemental pay for non-management employees
Bill Sleight reviewed. Discussion.
MOTION CARRIED

15. Resolutions for Consideration by both Workforce Development Board and Consortium

- a. MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD (WDB)
RESOLUTION 20-06
A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2021 FOOD ASSISTANCE
EMPLOYMENT & TRAINING (FAE&T) PLAN
Marcus James call to approve WDB Resolution 20-06.
MOTION: Richard Currie moved to approve WDB Resolution 20-06 the FY 2021 Food
Assistance Employment & Training (FAE&T) Plan
SUPPORT: Lynn Matzen
Bill Sleight reviewed. Discussion.
- b. SOUTHEAST MICHIGAN CONSORTIUM (CB) RESOLUTION 20-03
A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2021 FOOD ASSISTANCE
EMPLOYMENT & TRAINING (FAE&T) PLAN
KZ Bolton call for a motion to approve CB Resolution 20-03
MOTION: Robert Bezotte moved to approve the FY 2021 Food Assistance
Employment & Training (FAE&T) Plan
SUPPORT: Chris Wittenbach
MOTION CARRIED

17. Other Items

- b. Bill Sleight reviewed his written Directors Report. Discussion. Comments by board
members during report.

16. Committee Reports – Workforce Development Board

Marcus James stated the Employer Services, Job Seeker Services, CEAC and Business
Resource Network Committees have not met.

- a. Employer Services - Richard Currie, Chair
- b. Job Seeker Services – Rich Chang, Co-Chair and Dr. Rose Bellanca, Co-Chair
- c. Career and Educational Advisory Council (CEAC)– Kevin Oxley, Chair
- d. Strategic and Operations notes reviewed by Lynn Matzen, Chair. Discussion.
- e. Business Resource Networks (BRN)
- f. Executive Committee Report, Marcus James, Chair reported topics in the meeting
discussed during today's meeting.

17. Other Items

- a. Comments from Chair
Marcus James stated Sean Duval (former WDB Chair, Executive Committee Chair) will
coordinate a committee to provide the 2021 slate of officers/executive committee
members for election during the November 18, 2020 Workforce Development Board
meeting.

Marcus reported that Lynn Matzen is resigning from the WDB and Executive Committee. Comments from Ruth Ann Jamnick and Sharon Miller.

Marcus reported the Strategic Plan Committee has met with Thomas P. Miller and Associates coordinating with the committee to update the Michigan Works! Strategic Plan.

Marcus and KZ Bolton noted the death of Christine Quinn former president of South Central Michigan Works.

KZ thanked Lynn Matzen for years of service.

KZ thanked Bill for outstanding leadership.

KZ congratulated Shamar Herron as newly named director of MWSE.

18. Public Comment offered by KZ Bolton. No Public Comment.

19. Comments followed by board members.

20. Call to adjourn Southeast Michigan Consortium by KZ Bolton.

MOTION: Chris Wittenbach moved to adjourn the Consortium meeting

SUPPORT: Ruth Brown

MOTION CARRIED

21. Call to Adjourn Michigan Works! Southeast Workforce Development Board by Marcus James

MOTION: Sharon Miller moved to adjourn the WDB meeting

SUPPORT: James Van Doren

MOTION CARRIED

The Joint Meeting of the Southeast Michigan Consortium and the Michigan Works!
Southeast Workforce Development Board adjourned at 12:10 pm

8. Consent Agenda

a. WDB RESOLUTION 20-07

A RESOLUTION APPROVING THE FISCAL YEAR 2021 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

b. WDB RESOLUTION 20-08

A RESOLUTION APPROVING THE FISCAL YEAR 2021 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM

c. WDB RESOLUTION 20-09

A RESOLUTION APPROVING THE RECEIPT OF FUNDS AND APPROVAL OF THE PLAN FOR THE MICHIGAN DISASTER RECOVERY NATIONAL DISLOCATED WORKER GRANT (DWG) – COVID 19 RECOVERY PROJECT FROM THE DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY FOR THE PERIOD MAY 6, 2020 TO JUNE 30, 2022

d. WDB RESOLUTION 20-10

A RESOLUTION APPROVING THE FY 20 UNEMPLOYMENT INSURANCE CLAIMS ASSISTANCE GRANT FOR THE PERIOD 3-15-2020 THROUGH 09-30-2020.

e. WDB RESOLUTION 20-11

A RESOLUTION APPROVING THE CLEAN SLATE PROGRAM PLAN AND FUNDING BEGINNING APPROXIMATELY DECEMBER 1, 2020 THROUGH JUNE 30, 2022 IN THE AMOUNT OF \$258,510

f. WDB RESOLUTION 20-12

A RESOLUTION APPROVING THE PY 2020 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR COMFORT INN & SUITES ADRIAN

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: October 7, 2020

Subject: FY 2021 Partnership, Accountability, Training and Hope (PATH) program plan

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) program from the Department of Labor and Economic Opportunity- Workforce Development (LEO) (WD) for the period of October 1, 2020 through September 30, 2021 in the amount of up to \$3,799,699

Temporary Assistance for Needy Families	\$ 3,259,032
State Penalty and Interest Appropriation (P&I)	\$ 540,667
TOTAL	\$ 3,799,699

Background

The Partnership, Accountability, Training and Hope (PATH) program is the current Welfare Reform program in the State of Michigan. The goal of PATH is to assist welfare applicants/recipients and low-wage workers succeed in the labor market. PATH places a strong emphasis on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, learn job skills and advance in their professions rather than only emphasizing initial placement.

Discussion

The PATH Program is a partnership between Michigan Works Agencies (MWAs) and the Michigan Department of Health and Human Services (DHHS) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses.

The State of Michigan has implemented a 21-day Application Eligibility Period (AEP) which would require participants to participate in the PATH program for 21 days before their cases are processed. The goal of this

approach is to provide Michigan Works! agencies with more time to evaluate, assess and prepare participants to attain employment and meet Federal Work Participation requirements.

LEO WD requires that MWAs and local DHHS offices develop plans to address PATH activities for the period October 1, 2020 through September 30, 2021. The initial FY 2021 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State Penalty and Interest Appropriation (P&I) funds.

Reviewed by: None

The FY 2021 PATH Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 20-07**

RESOLUTION APPROVING THE FISCAL YEAR 2021 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM

WHEREAS, The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market; and

WHEREAS, The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and

WHEREAS, The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Health and Human Services (DHHS), and the Department of Labor and Economic Opportunity-Workforce Development (LEO), Workforce Development (WD) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and

WHEREAS, The WD requires that MWAs develop plans for submission to WD to address PATH activities for the period October 1, 2020, through September 30, 2021; and

WHEREAS, The estimated plan budget amount for the Southeast Michigan Consortium is \$3,799,699; and

WHEREAS, The WD requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the local PATH plan.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2021 PATH Plan in the amount of \$3,799,699 for the period of October 1, 2020 to September 30, 2021.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said plan for submission to the Department of Labor and Economic Opportunity-Workforce Development 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: October 7, 2020

Subject: FY 2021 Trade Adjustment Assistance (TAA) allocation

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2021 Trade Adjustment Assistance (TAA) program from the Department of Labor and Economic Opportunity (LEO) Workforce Development (WDA) for the period of October 1, 2020 through September 30, 2021 in the amount of up to \$454,979.

Program Award	\$ 281,654
Administrative Funds	\$ 14,082
Case Management Award	\$ 159,243
TOTAL	\$ 454,979

Background

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

Discussion

The TAA program originated in 1974 as a program to assist workers who are laid-off due to foreign competition. Companies that are facing a significant lay-off event may submit a petition to the U.S. Department of Labor for consideration for this program. A group of three or more workers, their union, or other duly authorized representative may also submit a petition. If approved, further information on the "impact" date of the layoff/wage reduction and a list of affected workers is needed.

TAA funds are subject to Merit-Based staffing requirements, just like the Wagner-Peyser Employment Service program.

LEO requires that MWAs address TAA activities for the period October 1, 2020, through September 30, 2021. The funding for the FY 2021 TAA program is funded into different categories: Program Award funds, Administrative Funds and Case Management Award funds.

RESOLUTION APPROVED BY: None

The FY 2021 TAA Plan must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 20-08**

RESOLUTION APPROVING THE FISCAL YEAR 2021 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FUNDING

- 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- Workforce Development (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 Consortium operates as the "Michigan Works! Southeast" agency; and
- WHEREAS, The TAA is a federal program that assists U.S. workers who have lost their jobs or whose hours of work and wages are reduced as a result of increased imports/foreign trade; and
- WHEREAS, Merit-Based staffing is required for the TAA program; and
- WHEREAS, The total grant allocation for the Michigan Works! Southeast is \$454,979 for use during the October 1, 2020 through September 30, 2021 time period; and
- WHEREAS, LEO requires that the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board approve the TAA grant.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2021 (October 1, 2020 through September 30, 2021) TAA Plan and accepts funding in the amount of \$454,979.

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

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board
Executive Committee

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

Date: October 1, 2020

Subject: Disaster Recovery National Dislocated Worker Grant

Board Action Requested

Staff requests that the Executive Committee accept funding and approve the plan for the Michigan Disaster Recovery National Dislocated Worker Grant (DWG) – COVID 19 Recovery Project from the Department of Labor and Economic Opportunity for the period May 6, 2020 to June 30, 2022 in the amount of up to \$228,000

Background

Disaster Recovery Grants are awarded by the Secretary of Labor to provide employment-related services for dislocated workers impacted by emergencies or disasters. The Michigan Dept. of Labor and Economic Opportunity submitted a grant application to the U.S. Dept. of Labor this summer and was awarded \$3.3 million. LEO is distributing these funds to Michigan Works! Agencies to support Disaster Relief Employment, Career Training and Services and technology upgrades. Michigan Works! Southeast was awarded \$228,000. The allocation formula was based in part on the number of COVID cases in our region at the time the grant was submitted to USDOL. Our plan for these funds include:

- **Disaster Relief Employment** - We will work with local health departments to subsidize seven contact tracers to facilitate contact identification, contact listing and contact follow-up to limit the community spread of COVID. Approximately \$14,400 is allocated for each position. Hillsdale, Washtenaw and Lenawee Counties have requested positions under this program. Livingston and Jackson Counties did not request positions.
- **Employment and Training Services** – We will allocate \$82,200 to provide training services, career services and support services to workers laid off as a result of COVID 19. These funds will supplement the funding that is available in our regular dislocated worker program.

- **Technology Upgrades** – We are allocating \$45,000 for technology upgrades. About \$25,000 will be used to upgrade our Virtual Private Network (VPN) to provide a more secure and reliable connection for staff who are working from home. The balance will be used to technology related support services to program participants. This could include purchasing computers or tablets so participants can attend virtual classes, providing or upgrading Internet connectivity for participants, and similar technology services to help participants succeed in training or employment in a virtual environment.

Discussion

This project must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 20-09**

RESOLUTION APPROVING THE RECEIPT OF FUNDS AND APPROVE THE PLAN FOR THE MICHIGAN DISASTER RECOVERY NATIONAL DISLOCATED WORKER GRANT (DWG) – COVID 19 RECOVERY PROJECT FROM THE DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY FOR THE PERIOD MAY 6, 2020 TO JUNE 30, 2022 IN THE AMOUNT OF UP TO \$228,000

- 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, The Disaster Recovery Grants are awarded by the Secretary of Labor to provide employment-related services for dislocated workers impacted by emergencies or disasters.
- WHEREAS, The Michigan Works! Southeast is awarded \$228,000. The allocation formula was based in part on the number of COVID cases in our region at the time the grant was submitted to USDOL.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the funds and approve the plan for the Michigan Disaster Recovery National Dislocated Worker Grant (DWG) – Covid 19 recovery project from the Department of Labor and Economic Opportunity for the period May 6, 2020 to June 30, 2022 in the amount of up to \$228,000

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),

MEMORANDUM

To: Southeast Michigan Consortium Board

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

Date: October 2, 2020

Subject: FY 2020 Unemployment Insurance Claims Assistance Grant

Board Action Requested

Staff requests that the Executive Committee of the Workforce Development Board accept funding and approve the plan for the for the period March 15, 2020 to September 30, 2020 in the amount of \$408,606.

Background

As you know, MWSE staff have been helping the Unemployment Insurance Agency deal with the unprecedented volume of claims filed as a result of the pandemic. More than three dozen MWSE staff members have been trained to help claimants navigate the online UI system, and to resolve many of the common problems claimants are having with their claims. To date, staff have fielded more than 40,000 calls from claimants and have resolved more than 12,000 issues. Statewide, Michigan Works! agencies have fielded hundreds of thousands of calls. The Michigan Dept. of Labor and Economic Opportunity has identified \$6 million in Unemployment Insurance funding to support these efforts. The funding awarded allows Michigan Works! Agencies to reclassify costs previously allocated to other grants. We will need to document these transfers as they will be subject to audit. As a result of this ability to reclassify costs, more funding will be available to provide training and support to eligible participants.

Discussion

This grant application must be approved by both the Southeast Michigan Consortium Board and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**SOUTHEAST MICHIGAN CONSORTIUM BOARD
RESOLUTION 20-10**

RESOLUTION APPROVING THE FISCAL YEAR 2020 UNEMPLOYMENT INSURANCE CLAIMS ASSISTANCE GRANT.

- 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 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, Michigan Works! Southeast provided extensive assistance to the Unemployment Insurance Agency to assist claimants during the pandemic, and
- WHEREAS, The Michigan Dept. of Labor and Economic Opportunity (LEO) has identified Unemployment Insurance funding to support these efforts, and
- WHEREAS, This funding will allow Michigan Works! agencies to reclassify costs previously charged to other grants and thereby increase the amount of funding available for training and support to job seekers and businesses, and
- WHEREAS, The allocation for the Southeast Michigan Consortium is \$408,606 for the period March 15, 2020 to September 30, 2020
- WHEREAS, LEO requires that MWAs submit a Grant Approval Form and Budget Summary signed by the Workforce Development Board and the Southeast Michigan Consortium Board.

NOW THEREFORE BE IT RESOLVED that the Southeast Michigan Workforce Development Board hereby approves the FY 2020 Unemployment Insurance Claims Assistance Grant in the amount of \$408,606 for the period of March 15, 2020 to September 30, 2020.

BE IT FURTHER RESOLVED that the Chair of the Workforce Development Board is authorized to sign said plan for submission to LEO as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

From: Shamar Herron, Executive Director, Michigan Works!
Southeast

Date: November 4, 2020

Subject: Clean Slate Pilot Program

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Clean Slate Pilot Program beginning approximately December 1, 2020 through June 30, 2022 in the amount of up to \$258,510.

Initial Allocation	\$125,000
Formula Allocation	\$133,510
TOTAL	\$258,510

Background

To coordinate with, and in support of, the recently enacted Clean Slate laws in Michigan, the Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) has implemented the CSP Program to assist Returning Citizens in expunging eligible convictions from their criminal record to aid them in their pursuit of full-time, self-sufficient employment. This pilot will also expand the pool of potential employees to employers that are restricted on who they can hire based on criminal record.

Discussion

Setting aside a conviction (sometimes called getting an expungement) will remove a specific conviction from a public criminal record. If Returning Citizens get an order setting aside their conviction, they can legally state on any job or school application that they have never been convicted of or arrested for that crime. They will also be able to state on any applications for public benefits, housing, or employment that they have not been convicted of that crime.

The reasons potentially eligible individuals do not seek criminal record expungement include:

- Lack of information about the availability of relief.
- Administrative problems and time constraints.
- The average cost of retaining a private attorney for the expungement process.
- Distrust and fear of the criminal justice system.
- Lack of access to counsel.
- Insufficient understanding of the benefits of expungement.

The basic expungement process program steps include

- Individual signs the application to set aside the conviction and visits the local police department to be finger-printed.
- MWA orders court records and attorney reviews to confirm eligibility.
- The MWA files the application with the court.
- Copies to the local Prosecutor, Attorney General (AG) and the Michigan State Police (MSP).
- MSP runs a criminal history report and forwards to all parties. This report is the basis for AG support or opposition.
- Individual attorney attends court hearing where the conviction occurred.
- Court sends expungement order to MSP to seal the record.

Reviewed by: None

The Clean Slate Pilot Program Plan and funding must be approved by both the Michigan Works! Southeast Workforce Development Board and the Michigan Works! Southeast Consortium. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 20-11**

RESOLUTION APPROVING THE CLEAN SLATE PILOT PROGRAM PLAN AND FUNDING BEGINNING APPROXIMATELY DECEMBER 1, 2020 THROUGH JUNE 30, 2022 IN THE AMOUNT UP TO \$258,510.

- WHEREAS, The emphasis is to coordinate with, and in support of, the recently enacted Clean Slate laws in Michigan, the Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) has implemented the CSP Program to assist Returning Citizens in expunging eligible convictions from their criminal record to aid them in their pursuit of full-time, self-sufficient employment, and;
- WHEREAS, This pilot will also expand the pool of potential employees to employers that are restricted on who they can hire based on criminal record.
- WHEREAS, The WD requires that MWAs develop plans for submission to WD to address the CSP for the period approximately December 1, 2020, through June 30, 2022; and
- WHEREAS, The plan budget amount for the Michigan Works! Southeast Consortium is \$258,510; and
- WHEREAS, The WD requires that the Michigan Works! Southeast Workforce Development Board and the Michigan Works! Southeast Consortium Board approve the Clean Slate Pilot Program plan.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves the Clean Slate Pilot Program in the amount of \$258,510 for the period beginning approximately December 1, 2020 to June 30, 2022.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said plan for submission to the Department of Labor and Economic Opportunity-Workforce Development as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

From: Shamar Herron, Executive Director, Michigan Works! Southeast

Date: November 4, 2020

Subject: PY 2020 WIOA Incumbent Worker contract approval

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve Incumbent Worker contract for the following company:

Background

PY 2020 WIOA Incumbent Worker (7/1/2020 through 6/30/21) training contracts are an important part of the Business Services run in the five counties of the Michigan Works! Southeast Consortium WIOA expands the funding available for Incumbent Worker funds (up to 20% of WIOA Adult and up to 20% of WIOA Dislocated Worker funds). Incumbent Worker funds are used to train currently employed workers to help avoid layoffs, learn new, necessary skills and/or help keep the company competitive. The training is usually for short term class or certificate training, although On-the-Job Training is allowed. Companies must provide information on why training is needed, who will be trained, what training will be provided and the total training cost (including employer match). Applications for Incumbent Worker funding are accepted on a rolling-basis, pending availability of funds and merit of training requested by employers.

Discussion

The Employer Services Committee has reviewed them and approved the application. Below is a summary of the application.

PY 2020 Incumbent Worker contracts for approval

Company Name	Grant Award	# to be trained and area	County
Comfort Inn & Suites Adrian (d/b/a Lenawee Hospitality LLC)	Not to exceed \$1,395	1/Operational Manager Certification Training	Lenawee

Approval of Incumbent Worker grant contracts is needed from the Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 20-12**

**A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR
COMFORT INN & SUITES ADRIAN (D/B/A LENAWEE HOSPITALITY LLC)**

- WHEREAS, The Michigan Works! Southeast 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 Michigan Works! Southeast Consortium is funded by the United States Department of Labor (USDOL) and Michigan Department of Labor and Economic Opportunity (LEO), to provide employment training and placement services; and
- WHEREAS, The Michigan Works! Southeast Consortium 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, Michigan Works! staff have received Incumbent Worker (IW) training request from a company as described in the attached Memorandum; and
- WHEREAS, Incumbent Worker training provides currently employed workers updated skills to help avoid layoffs and keep their employer competitive; and
- WHEREAS, The applications have been reviewed and approved by the Employer Services Committee; and
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training applications listed above and as approved by the Employer Services Committee.

BE IT FURTHER RESOLVED that staff are authorized to negotiate a contract with the above employer, and, as necessary, with training providers selected by the employer.

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

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

a. WDB RESOLUTION 20-13

A RESOLUTION APPROVING APPOINTMENT OF LEE GRAHAM AS MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD REPRESENTATIVE AND APPOINTMENT OF SHAMAR HERRON AS MICHIGAN WORKS! SOUTHEAST CHIEF ADMINISTRATIVE STAFF PERSON TO SERVE ON THE MICHIGAN WORKS! ASSOCIATION BOARD

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

From: Shamar Herron, Executive Director, Michigan Works! Southeast

Date: November 18, 2020

Subject: Michigan Works! Southeast Workforce Development Member Appointment and Chief Administrative Staff Person Appointment to Serve on the Michigan Works! Association Board

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve appointments of two representatives to the expanded Michigan Works! Association Board.

Background

The Michigan Works! Association, founded in 1987, has a long-standing, highly reputable history of supporting the Michigan Works! system and workforce development efforts throughout the state. Historically governed by an innovative Board of Directors representing business, local elected officials, and Michigan Works! Directors, the Association is restructuring its Board of Directors in 2021.

The Michigan Works! Association Board will transition from eleven members representing the private sector, local elected officials, and three Michigan Works! Director's Council Officers to a 37-member board representing private sector, all Michigan Works! Directors, and other strategic workforce partners. Each local workforce development board/Michigan Works! Agency will appoint one (1) representative and its chief administrative staff person to serve on the Michigan Works! Association Board of Directors.

Discussion

Recommend that the Michigan Works! Southeast Workforce Development Board: Appoints, effective January 1, 2021, the following individuals to represent the Michigan Works! Southeast Workforce Development Board as board's representatives on the Michigan Works! Association Board of Directors:

Representative	Sector	Organization
Mr. Lee Graham	Labor	Executive Director Labor-Management Education Committee Operating Engineers 324

Chief Administrative Staff Person	Title	Organization
Mr. Shamar Herron	Executive Director	Michigan Works! Southeast

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 20-13**

A RESOLUTION APPROVING APPOINTMENT OF LEE GRAHAM AS MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD REPRESENTATIVE AND APPOINTMENT OF SHAMAR HERRON AS MICHIGAN WORKS! SOUTHEAST CHIEF ADMINISTRATIVE STAFF PERSON TO SERVE ON THE MICHIGAN WORKS! ASSOCIATION BOARD OF DIRECTORS

- WHEREAS, The Michigan Works! Southeast 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 Michigan Works! Southeast Consortium is funded by the United States Department of Labor (USDOL) and Michigan Department of Labor and Economic Opportunity (LEO), to provide employment training and placement services; and
- WHEREAS, The Michigan Works! Southeast Consortium 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, Approval of the appointment of representatives is required by the Michigan Works! Southeast Workforce Development Board: one Workforce Development Board Member and one Chief Administrative Staff person to the Michigan Works! Association Board of Directors
- IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the appointments to the Michigan Works! Association Board of Directors.

BE IT FURTHER RESOLVED that the Michigan Works! Southeast Executive Director is authorized to inform the Michigan Works! Association the names of the Workforce Development Board member and Chief Administrative Staff to serve on the Michigan Works! Association Board.

11. Committee Reports

- a. Career and Education Advisory Council (CEAC) – Kevin Oxley, Chair
- b. Executive Committee – October 7, 2020; November 4, 2020, Marcus James, Chair

CEAC Meeting | MINUTES

Date **10/19/20** | Time **1:30 – 3:30pm** | Location **Virtual Zoom Session**

Meeting called by:	CEAC Committee	Attendees: CEAC Members
Type of meeting:	Scheduled Meeting	Vincent D'Ettorre, Ryan Rowe, Kevin Beaufait Upton, Pam Gosla, FrewJeremyR, kevin.oxley, D. Scott Heister, Karen Eisley, Heather Robidoux, Jenny Heath, Nicole Bell, jack.townsley, Shamar Herron, Jamie- Hillsdale ISD, Bill Sleight, Kim Svacha, Naomi Norman, Matthew T Shane, Michelle Radcliffe, Grace Trudell, Bill Rayl, Marcus James, Sharon Miller, Troy Reehl
Chair:	Kevin Oxley	
Minutes recorded by:	Vincent D'Ettorre	
Meeting called to order:	1:30 PM	
Meeting adjourned:	2:45 PM	

AGENDA TOPICS

Agenda topic *Introductions* | Presenter *Kevin Oxley*

Introduction of new members.

Action items	Person responsible	Deadline
n/a		

Agenda topic *MI STEM Region2 Update* | Presenter *Scott Heister*

Recap of MI STEM programing since the start of Covid-19. Overview of attached PDF link below.

chrome-extension://gphandlahdpffmccakmbngmbjnjiahp/file:///C:/Users/vd'ettorre/Downloads/MISTEM%2520Region%25202%2520CEAC%2520Update%25209_24_20.pdf

Action items	Person responsible	Deadline
Available for review		

Agenda topic *MI Career Quest & Future for Frontliners* | Presenter *MWSE Staff*

Open discussion on whether to continue with MI Career Quest. Designing a virtual platform to implement event. Review of Futures for Frontliners, who's eligible, how to enroll, marketing, and navigating the enrollment site. Enrollment window is open until Midnight December 31st.

Action items	Person responsible	Deadline
Market and enroll prospective candidates into the Future for Frontliners program.	All Participants	

Agenda topic 61b Strategic Plan | Presenter Kevin Oxley

Review of 61b strategic plan. Call for signatures and submission of changes.

Action items	Person responsible	Deadline
Have all submissions signed by the appropriate members.		

Agenda topic Other Updates | Presenter Group Discussion

Jobs for Michigan's Graduates/MWSE Youth Internship program, Review and discussion.

Action items	Person responsible	Deadline
n/a		

Special Notes

- All CEAC materials, PDFS, Minutes, and recordings will be available on our CEAC Microsoft One Drive. Please Contact Vincent D'Ettorre at: vdettorre@mwse.org to access any files or troubleshoot navigation.
- Virtual platform worked well and will be continue to meet via Zoom for the foreseeable future.

Zoom Link:

<https://us02web.zoom.us/j/85300240760?pwd=dnITTXdxcURnbmRrUVNoM09HN0gwQT09>

Audio recording of meeting here:

<https://us02web.zoom.us/rec/play/-kYttBKRTfhmVjWVoOqF9KMfplrkAFoVINAXcgEC3IJ7wkVbuo1oCx2WrNt928sxhsMjxZ0b9teVtZbh.9AwRqgb-IZ0JOqli>

Next meeting:

January 11th, 2021 at 1:30. Via Zoom Link

Workforce Development Board
Executive Committee Meeting Minutes
October 7, 2020, 2020, 2:00pm – 4:00pm
Zoom Meeting

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

Absent: Jeremiah JJ Hodshire
Grace Trudell

Staff: Bill Sleight
Shamar Herron
Dan Childs
Maggie Flaherty

Others: Kristen Barry TPMA
Brittany Dougherty TPMA

1. Call to order
Marcus James called the meeting to order at 2:00pm.
2. Roll Call
Quorum present.
3. Approval of Agenda
Marcus James call to approve the Agenda.
MOTION: Rich Chang moved to approve the Agenda.
SUPPORT: Richard Currie
MOTION CARRIED
4. Consent Agenda- No items.
5. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 20-07
A RESOLUTION APPROVING THE FISCAL YEAR 2021 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN THE SOUTHEAST MICHIGAN CONSORTIUM
Marcus James call for a motion to approve WDB Resolution 20-07
MOTION: Lynn Matzen moved to approve WDB Resolution 20-07 approving the FY 2021 PATH Plan for the delivery of Job Training Services to public assistance participants in the Southeast Michigan Consortium
SUPPORT: Rich Chang
Bill Sleight reviewed. Discussion.
MOTION CARRIED
 - b. WDB RESOLUTION 20-08
A RESOLUTION APPROVING THE FISCAL YEAR 2021 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM

Marcus James call for a motion to approve WDB Resolution 20-08
 MOTION: Lynn Matzen moved to approve the FY 2021 TAA Program.
 SUPPORT: Donald Germann
 Bill Sleight reviewed. Discussion
 MOTION CARRIED

c. WDB RESOLUTION 20-09
 A RESOLUTION APPROVING THE RECEIPT OF FUNDS AND APPROVAL OF
 THE PLAN FOR THE MICHIGAN DISASTER RECOVERY NATIONAL DISLOCATED
 WORKER GRANT (DWG) – COVID 19 RECOVERY PROJECT FROM THE
 DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY FOR THE PERIOD
 MAY 6, 2020 TO JUNE 30, 2022

Marcus James call for a motion to approve WDB Resolution 20-09
 MOTION: Richard Currie moved to approve the receipt of funds and approval of
 the plan for the Michigan Disaster Recovery National Dislocated Worker Grant
 (DWG) – COVID Recovery Project from the Department of Labor and Economic
 Opportunity for the period May 6, 2020 to June 30, 2020.
 SUPPORT: Rich Chang
 Bill Sleight reviewed. Discussion.
 MOTION CARRIED

d. WDB RESOLUTION 20-10
 A RESOLUTION APPROVING THE FY 20 UNEMPLOYMENT INSURANCE CLAIMS
 ASSISTANCE GRANT FOR THE PERIOD 3-15-2020 THROUGH 09-30-2020
 Marcus James call for a motion to approve WDB Resolution 20-10
 MOTION: Lynn Matzen moved to approve FY 20 Unemployment Insurance Claims
 Assistance Grant for the Period 2-15-2020 through 9-30-2020
 SUPPORT: Richard Currie
 Bill Sleight reviewed. Discussion.
 MOTION APPROVED UNANIMOUSLY

Marcus James acknowledged and thanked Lynn Matzen who is retiring/resigning from
 the WDB, Executive Committee and Strategy and Operations Committee. Lynn has
 been involved 20 plus years first with South Central Michigan Works! (Chair) and now
 with Michigan Works! Southeast. Comments by committee members followed.

Marcus James request for Executive Committee to approve Performance Goals
 Scoring of the Executive Director for the 2019-2020 Balanced Scorecard. Marcus sent
 the scores to the committee members for review and comment.
 MOTION: Lynn Matzen moved to approve the Performance Goals Scoring of the
 Executive Director for the 2019-2020 Balanced Scorecard.
 SUPPORT: Rich Chang
 MOTION CARRIED

6. Committee Reports

- a. Strategic Plan Update
 Review of Strategic Plan Committee updates by Brittany Dougherty and Kristen

Barry, TPMA. Discussion

Marcus James reported the Employer Service, Job Seeker Services, CEAC and Business Resource Network Committees have not met.

- b. Employer Services - Richard Currie, Chair
- c. Job Seeker Services – Rich Chang, Co-Chair
- d. Career and Educational Advisory Council (CEAC)

Next meeting is October 19, 2020.

- e. Strategic and Operations

Lynn Matzen, Co-Chair reviewed committee notes. Discussion.

- f. Business Resource Networks (BRN)
- g. Nominating Committee

Marcus James reported Sean Duval will present the 2021 slate of officers/executive committee members for election during the November 18, 2020 Workforce Development Board meeting

7. Chair Report

- a. Business Engagement planned to be part of the updated Strategic Plan.
- b. Executive Committee Vacancy

Follow-up discussion regards vacancy on Executive Committee and WDB due to resignation of Scott Menzel – Education Sector. Troy Reehl, Superintendent, Hillsdale ISD is willing to serve on the WDB. Also, comments from committee members agree there is no problem for a newly appointed board member to serve on the Executive Committee. Marcus James to connect with Troy Reehl regards serving on the Executive Committee. The Michigan Works! Southeast Consortium (governing board) meets on October 12, 2020 to review and approve Troy Reehl serving on the WDB.

- c. Director Transition discussion followed.

8. Directors Report

- a. Michigan Works! Association – Change in composition of the Board of Directors reported by Bill Sleight.
- b. Going Pro Talent Fund update by reported by Shamar Herron.
- c. Virtual Job Fair update reported by Shamar Herron.
- d. Future for Frontliners update reported by Bill Sleight.
- e. MI Reconnect update date by Bill Sleight.
- f. UIA Project Update discussed during meeting
- g. State/Federal update provided by Bill Sleight and Shamar Herron
- h. Audit Preparations underway with Plante Moran updated provided by Bill and Shamar.
- i. Other – Shamar Herron thanked Bill Sleight for outstanding leadership and years of service Comments by committee members.

9. 2021 Meeting Schedule Dates Draft for WDB/ Executive Committee

Reviewed. Discussion. Meeting Schedule to be approved during November 4 Executive Committee meeting with full board approval during the November 18, 2020 WDB meeting.

10. Public Comment

Marcus James offered public comment. No public comment.

11. Adjournment

Meeting adjourned at 3:50pm.

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

Present: Rich Chang
Richard Currie
Donald Germann
Jeremiah JJ Hodshire
Marcus James, Chair
Sharon Miller, Vice Chair
Troy Reehl
Grace Trudell

Strategic Plan
Committee
Members: Maria Birkett
Bill Rayl

Staff: Shamar Herron
Misty Shulters
Dan Childs
Maggie Flaherty

Others: Kristen Barry, TPMA

1. Call to order
Marcus James called the meeting to order at 2:01 pm.
2. Roll Call
Quorum present.
3. Approval of Agenda
Marcus James call to approve the Agenda.
MOTION: Sharon Miller moved to approve the Agenda.
SUPPORT: Richard Currie
MOTION CARRIED
4. Approval of October 7, 2020 Executive Committee meeting minutes.
MOTION: Jeremiah JJ Hodshire moved to approve October 7, 2020 Executive Committee meeting minutes.
SUPPORT: Troy Reehl
MOTION CARRIED
5. Strategic Plan Framework presentation by Thomas P. Miller and Associates.
Discussion.

Shamar Herron introduced Misty Shulters newly named Deputy Director. Misty was the former Lenawee County Service Center Manager

6. Consent Agenda- No items.

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

a. WDB RESOLUTION 20-11

A RESOLUTION APPROVING THE CLEAN SLATE PROGRAM PLAN AND FUNDING BEGINNING APPROXIMATELY DECEMBER 1, 2020 THROUGH JUNE 30, 2022 IN THE AMOUNT OF \$258,510

Marcus James call for a motion to approve WDB Resolution 20-11

MOTION: Sharon Miller moved to approve Resolution 20-11 the Clean Slate Program Plan and Funding beginning approximately December 1, 2020 through June 30, 2022.

SUPPORT: Troy Reehl

Shamar Herron reviewed. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 20-12

A RESOLUTION APPROVING THE PY 2020 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR COMFORT INN & SUITES ADRIAN

Marcus James call for a motion to approve WDB Resolution 20-12

MOTION: Richard Currie moved to approve the PY 2020 WIOA IWT FUNDS FOR COMFORT INN AND SUITES ADRIAN

SUPPORT: Rich Chang

The Employment Service Review Committee approved the IWT.

MOTION CARRIED

8. Committee Reports

Shamar Herron reported the Employer Service, Job Seeker Services, and Business Resource Network (BRN) Committees have not met.

a. Employer Services - Richard Currie, Chair

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

c. Career and Educational Advisory Council (CEAC)

Sharon Miller and Shamar Herron provided report on the October 19th meeting.

d. Strategic and Operations

Shamar Herron and Marcus James provided update. Discussion.

e. Business Resource Networks (BRN)

f. Nominating Committee

Marcus James reported Sean Duval emailed a request to WDB members seeking their interest in serving as an Officer or on the Executive Committee for the Calendar Year (CY) 2021. No new interest from WDB members. Current members willing to serve. Election of Officers/Executive Committee for CY 2021 takes place during the November 18, 2020 Workforce Development Board meeting. Discussion.

9. Chair Report
 - a. Director Transition discussed during the meeting.
 - b. Board Governance Policies discussed during the meeting.
 - c. Executive Committee Vacancy
Lynn resigned/retired from the WDB, Executive Committee and Strategic Operations Committee (Chair). Discussion.
10. Executive Directors Report
 - a. Shamar Herron provided Audit update. Discussion.
 - b. Deputy Director Hire. Misty Shulters introduced earlier in the meeting by Shamar Herron. Misty provided her vision for MWSE.
 - c. Reconfiguring Board Meetings discussion led by Shamar Herron.
11. 2021 Meeting Dates for Workforce Development Board and Executive Committee Reviewed.
12. Agenda for November 18, 2020 Workforce Development Board Meeting Reviewed and discussed topics for the meeting.
13. Public Comment
Marcus James offered public comment. No public comment.
14. Adjournment
Richard Currie moved to adjourn the meeting, seconded by Rich Chang.
The meeting adjourned at 3:51 pm.

MICHIGAN WORKS! SOUTHEAST STRATEGIC PLAN UPDATE

MISSION	VISION	PURPOSE
Our mission is to develop today's workforce and tomorrow's economy by engaging employers, jobseekers, and partners.	Our vision is a community which fosters and sustains a strong, diverse economy where all people can live, work, and prosper.	Creating connections to a better future.

MICHIGAN WORKS! SOUTHEAST VALUES

Diversity, Equity and Inclusion: We value diversity, equity, and inclusion within our organization and among our services, customers, and partners.

Partnerships: We convene partners strategically to better meet needs, leverage resources, and more efficiently deliver workforce services to the community.

Responsiveness to Employer Needs: We promote a demand-driven system that anticipates and responds to employer needs.

Service with Respect: We serve all jobseekers with integrity and dignity by delivering services with respect for cultural diversity, fairness, and differences of opinion.

Education: We value the importance of the education continuum of Pre-K, K-12, postsecondary, and lifelong learning, leading to the development of a sustainable workforce.

Innovative Leadership: We foster innovation to maximize the economic impact of workforce funding and resources.

Continuous Improvement and Accountability: We evaluate services and programs based on meeting or exceeding customer satisfaction, tracking performance to core metrics, and implementing continuous improvement processes to ensure a sound return-on-investment of taxpayer dollars.

GOALS AND STRATEGIES

GOAL 1. COLLABORATION: ALIGN AND EFFECTIVELY PARTNER WITH ECONOMIC DEVELOPMENT, EDUCATION, AND COMMUNITY ORGANIZATIONS.

- Increase communication and collaboration among workforce partners
- Enhance relationships with organizations in each county to move from transactional relationships to strategic partnerships
- Improve the alignment and coordination across partner programs of the MWSE Service Centers

GOAL 3. OUTREACH AND RECRUITMENT: INTENTIONALLY COMMUNICATE SERVICES AND VALUE TO OUR COMMUNITIES RESULTING IN FURTHER ENGAGEMENT OF UNDER-SERVED AND MARGINALIZED POPULATIONS.

- Implement innovative initiatives to reach and serve under-served and marginalized populations
- Innovate service delivery through flexible and remote/virtual services
- Expand career exploration and planning resources, employment opportunities and work experiences available for youth

GOAL 2. EMPLOYER PARTNERSHIPS: CULTIVATE EMPLOYER PARTNERSHIPS BY ACTIVE OUTREACH AND QUALITY, DATA-DRIVEN SERVICES.

- Share and validate labor market information with employers to understand their current and future workforce needs
- Intentionally engage with employers to address emerging technology and sectors
- Coordinate activities with K-12 and post-secondary education and training partners to ensure jobseekers are prepared for available careers

GOAL 4. RESOURCE DIVERSIFICATION: DIVERSIFY, LEVERAGE, AND ALIGN RESOURCES TO MEET REGIONAL NEEDS AND PRIORITIES.

- Research national best practice examples in workforce board funding diversification
- Develop a position paper and funding action plan to align funding opportunities to Board priorities
- Actively seek and pursue alternate funding sources for workforce development activities in the region

GOAL 5. BOARD DEVELOPMENT: FOSTER BOARD DEVELOPMENT TO MAXIMIZE THE IMPACT OF WORKFORCE FUNDING AND RESOURCES.

- Educate and position board members to be ambassadors of the system
- Create an effective and fully engaged board by restructuring meetings, agendas, and committees
- Identify and advocate for system improvements that could lessen barriers to business growth and employment

12. On-going Business

a. Executive Director Report-Presentation

i. Work-based training policy update

b. Chair Report - Time to have board members introduce themselves and what they are looking for from the board and what they plan to contribute to the board

Work-based training policy

To:	Michigan Works! Southeast Consortium Business Service Representatives and program Career Advisors
Subject:	Work-based training policy
References:	The Workforce Innovation and Opportunity Act (WIOA) of 2014 2 CFR 200 Super Circular
Original Policy:	October 4, 2017
Background:	Meeting the talent needs of local employers is the main goal of the workforce development system in Michigan. A variety of training types are available to help involve employers in the training and development of their current and future employees. This policy will explain these different training and the general requirements for each.
Policy:	<p>All work-based training implemented by Michigan Works! Southeast (MWSE) will follow any laws, policies, regulations and directives of the U.S. Department of Labor (USDOL) and Department of Labor and Economic Development-Workforce Development (LEO). Like with classroom training, the industry clusters that work-based training will focus in on are healthcare, information technology and manufacturing. Other industries and occupations are allowable if there is documented demand in those areas.</p> <p>Work-based training opportunities should be focused on occupations and career pathways that pay or place people on a pathway to earning a "living wage." This will vary county by county and there are several definitions of the "living wage" and Career Advisors and Business Service Coordinators should use, such as http://livingwage.mit.edu/ and the United Way's ALICE report.</p> <p><u>On-the-Job Training (OJT)</u> - On-the-Job Training (OJT) is primarily designed to provide a participant with the knowledge and skills necessary for the full performance of the job. The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that:</p>

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1. Provides knowledge or skills essential to the full and adequate performance of the job;
2. Provides reimbursement to the employer of up to a percentage of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and
3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Considerations for OJTs:

- A. OJT funds may not be used to assist employers who are relocating all or part of their establishment from one area to another.
- B. The employer's current workforce must not be adversely affected by OJT placement nor should the OJT result in replacing any employees currently on lay-off from the same or similar positions.
- C. OJT participants cannot represent a disproportionate share of the employer's workforce.
- D. The employer must provide safe working conditions, appropriate supervision for training, and sufficient work to provide regular employment for the participant.
- E. When an employer is deemed to be abusing the OJT program, appropriate corrective action will be taken by agency representatives.
- F. OJT employers and participants must meet all funding source specific requirements.

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- G. OJT participants are trained in a particular occupation for a specific period according to the training plan agreed to by the employer and Business Service Coordinator. The training plan must be for skills the participant does not currently possess. The training plan will describe skills to be learned and approximate time frame (hours) for learning to occur.
- H. If the employer's workforce is represented by a collective bargaining agreement, the Union Concurrence must be obtained.
- I. Supportive Services costs associated with training or employment are available, per approved agency policy. Such services may include special tools, uniforms, books and supplies when back up documentation is provided which supports the fact that all employees are required to pay for these out of their own funds.

For participants, they must be eligible for training through a funding source that allows for OJT training. Business Service Coordinators (BSCs) and Participant career advisors should work together to collect and document all required information and update all necessary databases.

Generally, a policy of 50% wage reimbursement will be instituted unless certain conditions, as allowed by WIOA law, rules and regulations are met. In those instances, reimbursement may increase to 75% with employers covering the remaining wages during the contracted training time period. However, if waivers are offered by the State of Michigan and approved for the Consortium, wage reimbursement may be allowed at higher rates.

The following factors will be considered when deciding whether to increase OJT reimbursement above the 50% mark:

- 1. Employer size: Up to 75 percent of the cost, for employers with less than 50 employees; and
- 2. Industry recognized credential: If the OJT will lead to a recognized industry credential, reimbursement may go up to 75% regardless of employer size

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3. Job seeker circumstances: If the participant is "hard-to-serve" such as someone with an offender background or disabled veteran, 75% reimbursement may be requested

All reimbursement rates above 50% will be considered on a case-by-case basis requiring approval from the Director, Deputy Director or Program Service Manager. OJT participants must complete the full number of contracted training hours in order to be eligible to receive reimbursement. Unless a program has a retention requirement explicitly stated for reimbursement (such as STTF), there is no retention requirement for OJTs. BSCs will be responsible for collecting OJT invoices and documentation (payroll information) showing that participant worked hours listed on the OJT invoice. After being approved by a BSC, the original invoice and documentation should be sent to the participant's career advisor for placement in their file with a copy sent to fiscal for processing of payment.

Both employer and participants must complete all forms and requirements and abide by all procedures as directed by Business Service Coordinators and program career advisors.

**** For OJTs during the COVID-19 time period, employers will be asked to sign an additional document stating that all laid-off workers in a specific job title/occupation have been offered their positions back before an OJTs will be approved for that job title/occupation.**

OJT and Staffing Agencies- Many job openings are filled by "host employers" using staffing or personnel agencies. Staffing agencies are usually the employer of record. They provide pay and benefits and are responsible for payroll taxes and workers' compensation. The host employer is usually responsible for providing the work and work space. Training can be the responsibility of the host employer, the staffing agency, or both.

OJTs with employees employed with a staffing agency are allowed, but with specific considerations:

Turnover Pattern- Is there a good chance of long-term, continued Employment at the worksite? Are new hires commonly let go just prior to the

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transition to employment by the host employer? Turnover patterns can be estimated based upon past experience at the worksite and based on a pre-award review with the host employer and staffing agency.

Pay and Benefits- The pay rate must meet state and local requirements. Benefits must be the same for similarly employed individuals.

Documentation- Whenever a staffing agency is involved, both the host employer and the staffing agency must sign off on all OJT documentation. Meeting OJT obligations is a dual responsibility of the host employer and the staffing agency.

The Reimbursement Check- It is critical to reimburse only for the extraordinary costs of training. Therefore, the reimbursement must be made to the host employer, not the staffing agency. The employer will only be reimbursed for a set percentage of the specific wages of the participant's training. No reimbursement should be made as any part of the "base" contract between the staffing agency and the employer. Reimbursement will only occur when the participant is moved to the employer's payroll on a permanent basis.

OJTs for employed workers- OJTs may be written for eligible employed workers. The employee should not be earning a self-sufficient wage (see "WIOA eligibility Policy" for details) and the OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to a new job that requires additional skills or workplace literacy. They should also meet all requirements of the funding source that will be used.

Incumbent Worker- Incumbent Worker training, through WIOA, is available to employers who are looking to upgrade the job skills of their current employees to either avoid layoffs, increase competitiveness or better train current employees to meet changing job conditions.

The following characteristics should be considered when considering an employer's suitability for Incumbent Worker (IW):

- The characteristics of the participants in the program

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- The relationship of the training to the competitiveness of a participant and the employer; and
- Other factors the local board determines appropriate, including the number of employees trained, wages and benefits including post training increases

Layoff aversion- While skill attainment and increasing competitiveness are acceptable uses of IW funds, the main focus will be on layoff aversion. An "early warning network" thorough our partnerships with the local Chambers of Commerce, community colleges and economic developers will be used to identify and locate employers that may be in need of IW funds. Local at-risk factors will include announced lay-offs and closing in the industry, input from local economic developers and job board posting trends. The IW program will fit into Michigan Works! Southeast's demand-driven strategy by working with employers looking to avoid layoffs and training only in those fields/occupations that will continue the employee's employment. Information from the employer on the request training will be reviewed to confirm that Skill Attainment activities will be provided by a capable and recognized training institution.

To qualify as an incumbent worker, the incumbent worker needs to be employed, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established employment history with the employer for six months or more (with the following exception: In the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement. A cohort is defined as training that is priced per class, not per person.)

1. The Michigan Works! Southeast Consortium will use its incumbent worker funds in the following ways:

- To support companies that need to upgrade skills of their workforce where the training will enable the company to retain a skilled workforce or avert layoffs and potentially result in new jobs, job retention, or higher incomes.

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- To supplement and support resources available through other state and federal grant programs such as the Skilled Trades Training Fund and the Michigan New Jobs Training Fund, where such training is consistent with the WIOA law and regulations.
2. Funding may be utilized, with proper documentation, for the following activities:
 - Employee skills assessment and testing
 - Classroom training
 - Customized training
 - Direct training costs
 - Instructor wages
 - Resource materials
 - On-the-Job Training
 3. The Michigan Works! Southeast Consortium will have an open application process. Companies can complete an application form at any time. The application will be reviewed by a review committee of the Michigan Works! Southeast Workforce Development Board with a set review criteria template. Their recommendation will be forwarded to either the full Workforce Board and/or the Michigan Works! Southeast Consortium Board for final approval. The review process can normally be completed in 30 days or less. For total grant requests of \$5,000 or less, an expedited process will be used with final approval by the Chair after approval by the proper review committee. If time sensitive, reviews may be completed by email or conference call.
 4. The Consortium prefers that the average cost per person trained be no more than \$1,500. They will consider requests above this amount on a case-by-case basis. A match of at least 50% of the approved Incumbent Grant is expected and this match may be items such as wages paid to employees during training and funds to cover part of the training; anything the employer pays to support the training will likely be counted as a match. However, the amount the minimum amount of the employer share may be lower depending on employer size:

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- At least 10 percent of the cost, for employers with 50 or fewer employees;
 - At least 25 percent of the cost, for employers with 51 to 100 employees; and
 - At least 50 percent of the cost, for employers with more than 100 employees.
5. Participating companies should have a formal training needs assessment prior to beginning training. An in-house assessment is also acceptable. Companies must complete a training plan, and only training included in the approved training plan can be paid for by the grant. The cost of training covered by the plan must be within the approved grant budget. The effective dates of the grant will be provided once final approval is obtained. All training conducted during the grant period can be considered for grant funding. It is possible to modify training plans throughout the course of the grant to accommodate changing needs. Modifications to the training plan which do not alter the total authorized amount can be approved by the Director of MWSE. Modifications requests which increase the budget or end date must be approved by the Workforce Development Board.
 6. It is expected that companies will pay wages that are equal or greater than the average wage for the local labor market for the applicable job title.
 7. Participating companies will enter into a formal agreement with The Michigan Works! Southeast Consortium. This agreement will identify the training plan, budget, match requirements, reporting requirements, and other obligations of the company, training provider, and Michigan Works. All employees receiving training must complete and submit an information sheet containing demographic and personal data. The information is used by the state and federal governments to identify the characteristics of individuals being trained and to evaluate program effectiveness by tracking outcomes such as job retention and wage gains.

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8. Participating companies also must agree to meet grant reporting requirements, which include providing names, job titles, wage rates, and other identifying information on all persons receiving training; a listing of all training provided under the grant, and a final report which provides information on the impact of the training on the company and trainees. All reporting requirements are covered in the training agreement. Companies must submit attendance records and/or documentation of program completion, including any credentials and certifications earned as a result of the training. Companies will also be asked to report any match expenditures which support the training program. Companies must also submit a final report that contains information about the impact of the training on your company and the employees, and which quantifies the benefits of training, such as increased productivity, reduced scrap and error rates, reduced turnover, layoffs averted, or similar items.

Participating companies must agree to post open positions on the Pure Michigan Talent Connect website: <http://www.mitalent.org> as a condition of receiving funding support from the federal Workforce Innovation and Opportunity Act (WIOA). Companies can negotiate the specific job classifications that will be posted and will work with the MWA to fill any open positions. Employer participation in additional programs, such as MiBrightFuture, is strongly encouraged and may be a requirement in the future.

Customized training- Customized training contracts are available for employers that have special circumstances and considerations for their talent needs. Employers who utilize customized training must sign a contract promising they will pay a significant portion of the training cost, at least 50% of all training costs, and commit to hire any participant who adequately completes training.

Customized Training will follow any rules and guidance provided by the Department of Labor and Economic Development-Workforce Development and the U.S. Department of Labor. Staff who meet employers who may be in need of Customized Training should refer to the "Employer Contract Policy."

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Work Experience and Transitional Jobs- Work experience opportunities are available as an option for program participants to utilize. Although mostly used by WIOA Youth participants, these guidelines will also apply to WIOA Adult and WIOA Dislocated Worker (Transitional Jobs), PATH and TAA participants. This applies to both paid and unpaid work experience opportunities.

All U.S. Department of Labor (USDOL) and Department of Labor and Economic Development-Workforce Development (LEO) policies for work experience programs and Transitional Jobs will be followed.

Within the Agency, the term "Paid Work Experience" (PWE) will be used to refer to paid work experiences through WIOA Youth, PATH and TAA programs. The term "Transitional Jobs" will be used for those through WIOA Adult and Dislocated Worker. Unpaid work experiences, regardless of program, will be simply called "Unpaid Work Experience."

Career Advisors should take the lead and work with the participant to develop the work experience opportunity with the employer. Career Advisors should feel free to contact Business Services Coordinators about prospective employers who may be interested in work experience opportunities for program participants. Career Advisors should keep Business Services staff informed on the work experience placements.

Work Experience (paid and unpaid) and Transitional Jobs will be targeted to eligible program participants who are in need of a more robust work history and have a record of short-term or spotty work history. The Career Advisors will be responsible for documenting in OSMIS case notes about the participant's need for work experience/transitional job activities.

For applicants to Transitional Jobs or Work Experience (paid or unpaid), they should be current enrollees in a workforce development program ("reverse referrals" from employers for Transitional Jobs or Work Experience is not allowed). Enrollment in a PWE/Transitional Job and work-based training activity (On-the-Job Training, apprenticeship, etc...) consecutively is allowed.

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Especially for WIOA Youth work experience participants, an academic component should be a part of the work experience. Many times, this will be a part of the job integrated into the training. Career advisors and business services staff should explain this to the employer prior to the work experience opportunity. Academic components may be informal, but integrated and applicable to the work experience.

Multiple work experiences for a WIOA Youth participant is allowed, but total PWE weeks should not exceed 16 weeks. With the approval of the Policy and Operations Manager, additional weeks may be allowed.

If a participant is removed from a site by the employer, additional PWEs will require the written approval of the Policy and Operations Manager.

Unless previous arrangements are made and there are valid reasons, all Paid Work Experience/Transitional Job participants will be employees of the Michigan Works! Southeast (MWSE). Career Advisors should coordinate with their Service Center Manager to complete and submit all PWE Agreement, eligibility and necessary human resources paperwork with MWSE. Unpaid Work Experiences do not require human resource paperwork with MWSE; they only require the "Unpaid Work Experience Agreement" and enrollment into a workforce program.

Transitional Jobs- Transitional jobs are for current WIOA Adult and DW participants who are "chronically unemployed" or have "Inconsistent Work History." The following definitions will be used and must be documented in OSMIS case notes:

"Chronically unemployed"- If the applicant/participant has had three or more unemployment time periods in the last three years. Discretion will be up to the Career Advisor if the candidate for Transitional Employment fits the "chronically unemployed" definition.

"Inconsistent work history"- If the applicant/participant has had multiple, short-term jobs in the last few years. These will generally be low wage or part-time employment that offered little in the way of developing work skills. Discretion will be up to the Career Advisor.

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Career advisors should note that Transitional Jobs funding is very limited and while available, should only be used in rare circumstances. Career advisors are encouraging to check with the Program Services Manager to confirm that funding is available for the full length of the Transitional Job

Work Experience/Transitional Job Worksites- Potential worksites should be contacted before the start of the work experience/transitional job to confirm that supervised, organized and gainful work opportunities will be available.

Work experience sites can be either a public or private non-profit agency. Transitional job sites can be public, private, or non-profit sectors employers. All work sites, regardless of program, should meet all Federal and State guidelines for workplace safety, OSHA and other applicable laws.

Political organizations may not be Work Experience/Transitional Job sites nor can participants be used to prepare mail, sort, distribute, canvass do research or otherwise be involved in any political, partisan, or sectarian activity.

Program length- Any specific program guidelines for work experience/Transitional Jobs should be followed. In general, total paid work experience/transitional jobs will be limited to 16 weeks. PATH work experiences longer than 30 days will require an acknowledgement form from the participant since their case may become suspended due to the length of the work experience. For unpaid work experience, the length of the work experience will be up to the Career Advisor. In extenuating circumstances (for example, the participant has practically no previous work experience), longer work experiences may be allowed with the pre-approval of the Policy and Operations Manager. Work experiences may be up to 40 hours per week.

Wage limits- For paid work experience and transitional jobs, wages will be for the going hire rate for that occupation at that employer, up to a cap of \$15/hour. The level will be confirmed by the career advisor.

Actions: BSCs and Career Advisors will adhere to the directives of this policy.

Work-based training policy

Inquiries:

Questions regarding this policy should be directed to Justin Al-Igoe at jaligoe@mwse.org

13. Other

a. 2021 Schedule of Meetings for Workforce Development Board and Executive Committee



2021 Michigan Works! Southeast Workforce Development Board
Executive Committee Meeting Schedule,
Location: Via Zoom

Date	Start Time
Wednesday, January 6, 2021	2pm-4pm
Wednesday, February 3, 2021	2pm-4pm
Wednesday, March 3, 2021	2pm-4pm
Wednesday, April 7, 2021	2pm-4pm
Wednesday, May 5, 2021	2pm-4pm
Wednesday, June 2, 2021	2pm-4pm
Wednesday, July 7, 2021	2pm-4pm
Wednesday, August 4, 2021	2pm-4pm
Wednesday, September 1, 2021	2pm-4pm
Wednesday, October 6, 2021	2pm-4pm
Wednesday, November 3, 2021	2pm-4pm
Wednesday, December 1, 2021	2pm-4pm

2021 Michigan Works! Southeast Workforce Development Board Meeting Schedule
Location: Via Zoom

Date	Time	
Wednesday, January 13, 2021	10am-12pm	
Wednesday, March 10, 2021	10am-12pm	Joint meeting with Southeast Michigan Consortium
Wednesday, May 12, 2021	10am-12pm	
Wednesday, June 9, 2021	10am-12pm	
Wednesday, September 8, 2021	10am-12pm	Joint meeting with Southeast Michigan Consortium
Wednesday, November 10, 2021	10am-12pm	

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