

MINUTES APPROVED ON JANUARY 13, 2021

Michigan Works! Southeast Workforce Development Board Meeting Minutes
November 18, 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
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
Grace Trudell	IBEW 58	
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
Lynn Matzen		
Tony Reehl	Hillsdale County ISD	
Ambrose Wilbanks	Washtenaw CVB	

Staff Present

Shamar Herron, Executive Director	Michigan Works! Southeast
Misty Shulters, Deputy Director	Michigan Works! Southeast
Robin Aldrich, IT Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Johnny Epps, Service Center Manager	Michigan Works! Southeast
Dan Childs, Systems/Network Administrator	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Cordelia Gonzalez, Fiscal Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast
Lisa McAllister, Human Resources Manager	Michigan Works! Southeast
Sandy Vallance, Service Center Manager	Michigan Works! Southeast
Angela Watkins, Service Center Manager	Michigan Works! Southeast

Others Present

Brittany Dougherty

Kathleen Wolf

Thomas P. Miller & Associates

The Purpose Partners

1. Call to Order
Marcus James called the meeting to order at 10:00 am
2. Roll Call
Quorum Present
3. Introductions
4. Approval of Agenda
Marcus James call to approve the Agenda.
MOTION: Sean Duval moved to approve the Agenda.
SUPPORT: Brandon Tucker
MOTION CARRIED
5. Approval of September 9, 2020 Joint Meeting Minutes for the Michigan Works! Southeast Workforce Development Board and Southeast Michigan Consortium
Marcus James call to approve the September 9, 2020 WDB and Consortium Board joint meeting meetings
MOTION: Sharon Miller moved to approve the September 9, 2020 joint meeting minutes for the WDB and Consortium Board
SUPPORT: Sean Duval
MOTION CARRIED
6. Call to the Public
Marcus James call to the Public. No public comment.
7. Election of Officers and Executive Committee for Calendar Year 2021
Sean Duval Chair of the Nominating Committee reported there are no changes to slate of candidates for Officers, Chair /Vice Chair and Executive Committee members. Sean reported survey results and discussion with board members showed future interest by board members in serving however not for Calendar Year 2021.
Sean indicated that Marcus James and Sharon Miller have agreed to continue to service as Chair (James) and Vice Chair (Miller).
MOTION: Sean Duval/Nominating Committee moved to re-elect current Officers: Marcus James, Chair, Sharon Miller, Vice-Chair.
SUPPORT: Richard Currie
Marcus James opened the Floor to other nominations for Chair. Other nominations for Chair. There are no other nominations for Chair. Nominations Closed for Chair.
Marcus James opened the Floor to other nominations for Vice-Chair. Other Nominations for Vice Chair. There are no other nominations for Vice Chair. Nominations Closed for Vice Chair.
Marcus James stated Executive Committee members include: Troy Reehl, Grace Trudell, Don Germann, Sharon Miller, Rich Chang, Rick Currie, Jeremiah JJ Hodshire and Marcus James. Sean Duval confirmed these committee members have agreed to continue to serve during Calendar Year 2021.
Marcus James opened the Floor to other nominations for Executive Committee Members. Any other nominations. There are no other nominations for Executive Committee members. Nominations closed for Executive Committee.

Sean Duval completed the motion for nominations for Chair and Vice Chair.
 No other discussion.
 MOTION CARRIED

MOTION: Sean Duval/Nominating Committee moved to approve Rich Chang, Richard Currie, Donald Germann, Jeremiah JJ Hodshire, Troy Reehl, Grace Trudell to serve as Executive Committee members.

SUPPORT: Sharon Miller
 MOTION CARRIED

Sean Duval congratulated the Chair, the Vice Chair and the Executive Committee. Marcus James and Sharon Miller thanked Sean Duval/Nominating Committee for his time and efforts in providing slate of officers and executive committee.

8. Consent Agenda

Marcus James reviewed Consent Agenda items and ask if any of the items require Consideration by the WDB. No request.

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

MOTION: Sean Duval

SUPPORT: Bill Rayl

MOTION CARRIED

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

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

Marcus James call for a motion to approve WDB Resolution 20-13

MOTION: Grace Trudell moved to approve WDB Resolution the appointment of Lee Graham as Michigan Works! Southeast WDB Representative and the appointment of Shamar Herron as Michigan Works! Southeast Chief Administrative staff person to serve on the Michigan Works! Association Board.

SUPPORT: Kevin Oxley

Shamar Herron reviewed. Discussion.

MOTION CARRIED.

10. Presentation Overview of Net Promoter Score (NPS) provided by Nicole Bell, Michigan Works! Southeast; Kathleen Wolf, the Purpose Partners; Brittany Dougherty, Thomas P. Miller & Associates. Discussion.
11. Committee Reports
 - a. Career and Education Advisory Council (CEAC)
Kevin Oxley, Chair reviewed the October 19, 2020 CEAC meeting minutes. Next meeting is scheduled January 11, 2021. Discussion.
 - b. Executive Committee – October 7, 2020; November 4, 2020.
Marcus James, Chair reported Executive Committee items discussed during today's meeting.
12. On-going Business
 - a. Executive Director Report
Presentation by Shamar Herron. Discussion.
Work-based training policy update provided.
 - b. Chair Report
Marcus James provided 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. Plan to continue at board meetings.
Board Members providing their input during today's meeting (executive committee members): Sharon Miller, Rick Currie, and Jeremiah JJ Hodshire
13. Other
 - a. 2021 Schedule of Meetings for Workforce Development Board (WDB) and Executive Committee.
Marcus James reviewed the meetings schedules and call for a motion to approve.
MOTION: Brandon Tucker moved to approve the 2021 WDB Meeting Schedule
SUPPORT: Lee Graham
MOTION CARRIED
MOTION: James Hogan moved to approve the 2021 Executive Committee Meeting Schedule
SUPPORT: Rick Currie
MOTION CARRIED
14. Call to the Public. Marcus James call to the Public. Call to the Public. No Public Comment.
15. Adjournment Sharon Miller moved to adjourn. Supported by Rick Currie.
Meeting Adjourned at 11:59 am.



**Workforce Development Board
Executive Committee Meeting Minutes
December 2, 2020, 2:00pm- 4:00pm
Zoom Meeting**

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

Absent: Jeremiah JJ Hodshire

Staff: Shamar Herron
Misty Shulters
Dan Childs
Maggie Flaherty

1. Call to order

The meeting was called to order at 2:16 pm (delay due to meeting Zoom bombed)

2. Roll Call

Quorum Present

3. Approval of Agenda

Marcus James call for a motion to approve the Agenda

MOTION: Rich Chang moved to approve the Agenda.

SUPPORT: Donald Germann

MOTION CARRIED

4. Consent Agenda - None

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

a. WDB RESOLUTION 20-14

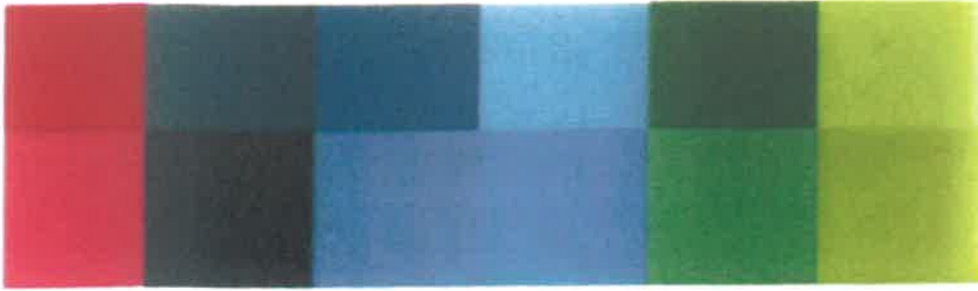
A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2020 WIOA STATEWIDE ACTIVITIES (SWA) INTEGRATED AND EDUCATION TRAINING FUNDING FOR THE TIME PERIOD NOVEMBER 1, 2020 THROUGH JUNE 30, 2022 IN THE AMOUNT OF \$15,000

Marcus James call for a motion to approve WDB Resolution 20-14

MOTION: Richard Currie moved to approve WDB Resolution 20-14 the FY 2020 WIOA SWA Integrated and Education Training Funding for the time period November 1, 2020 through JUNE 30, 2022

SUPPORT: Troy Reehl

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Shamar Herron reviewed. Discussion.
MOTION CARRIED

6. Committee Reports
 - a. Strategic and Operations
Marcus James and Shamar Herron provided report on the November 30, 2020 committee meeting. Discussion.
7. Chair Report
 - a. Audit Update
Marcus James provided report. Discussion.
 - b. Strategic Plan
Reviewed Goals and Strategies.
8. Directors Report
 - a. Reconfiguring Board Meetings
Shamar seeking input from committee members.
Discussion.
9. Public Comment
Marcus James offered Public Comment. No Public Comment.
10. Adjournment
Sharon Miller moved to adjourn, seconded by Richard Currie.
Meeting adjourned at 3:44 pm

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Workforce Development Board
 Executive Committee Meeting Minutes
 January 6, 2021, 2:00pm– 4:00pm
 Zoom Meeting

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

Staff: Shamar Herron
 Misty Shulters
 Dan Childs
 Maggie Flaherty

1. Call to order
 Marcus James called the meeting to order at 2:04pm
2. Roll Call
 Quorum Present
3. Approval of Agenda
 Marcus James call for a motion to approve the Agenda.
 MOTION: Grace Trudell moved to approve the Agenda.
 SUPPORT: Richard Currie
 MOTION CARRIED
4. Approval of December 2, 2020 Executive Committee meeting minutes.
 Marcus James call for a motion to approve the December 2, 2020 Executive Committee meeting minutes.
 MOTION: Troy Reehl moved to approve the December 2, 2020 Executive Committee meeting minutes.
 SUPPORT: Grace Trudell
 MOTION CARRIED
5. Consent Agenda – No Items
6. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 20-15
 A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR MMI ENGINEERED SOLUTIONS IN THE AMOUNT OF \$9,995.00
 Marcus James call for a motion to approve WDB Resolution 20-15
 MOTION: Sharon Miller moved to approve WDB Resolution 20-15 the PY 2020 WIOA IWT funds for MMI Engineered Solution in the amount of \$9,995.00.
 SUPPORT: Troy Reehl
 Shamar Herron reviewed. Discussion.
 MOTION CARRIED

b. WDB RESOLUTION 20-16

A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR PRODUCTION SAW AND MACHINE IN THE AMOUNT OF \$1,800.00

Marcus James call for motions to approve WDB Resolution 20-16

MOTION: Troy Reehl moved to approve WDB Resolution 20-16 the PY 2020 WIOA IWT Funds for Production Saw and Machine in the amount of \$1,800.00.

SUPPORT: Rich Change

Shamar Herron reviewed. Discussion.

Comments: Grace Trudell require United States Department of Labor (USDOL) registered apprenticeship; Sharon Miller suggest in-house apprenticeship staff expert review IWT application prior to review by Employment Services Review Committee and Executive Committee.

Yes: 6-Chang, Currie, Hodshire, James, Reehl, Miller

No: 2- Germann, Trudell

MOTION CARRIED

c. WDB RESOLUTION 20-17

A RESOLUTION APPROVING THE CALENDAR YEAR (CY) 2021 MICHIGAN WORKS! SYSTEM PLAN FOR THE TIME PERIOD 1/1/2021 THROUGH 12/31/2021

Marcus James call for a motion to approve WDB Resolution 20-17

MOTION: Jeremiah JJ Hodshire moved to approve CY 2020 Michigan Works! System Plan to time period January 1, 2021 through December 31, 2021.

SUPPORT: Grace Trudell

Shamar Herron reviewed. Discussion.

MOTION CARRIED

d. WDB 20-18 A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TEKWISSEN IN THE AMOUNT OF \$1,680.00

Marcus James call for a motion to approve WDB Resolution 20-18

MOTION: Richard Currie moved to approve PY 2020 WIOA IWT funds for Tekwissen in the amount of \$1,680.00

SUPPORT: Grace Trudell

Shamar Herron reviewed. Discussion.

MOTION CARRIED

e. WDB 20-19 A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CLASSIC METAL FINISHING, INC. IN THE AMOUNT OF \$3,000

Marcus James call for a motion to approve WDB Resolution 20-19

MOTION: Sharon Miller moved to approve PY 2020 WIOA IWT Training funds in the amount of \$3,000 for Classic Metal Finishing, Inc.

SUPPORT: Jeremiah JJ Hodshire

Shamar Herron reviewed. Discussion.

Shamar Herron commented the IWT Review form will be placed with Resolutions in the meeting packet. Review forms show specifics.

MOTION CARRIED

7. Committee Reports- No Reports

8. Chair Report

a. Strategic Plan- Marcus James stated discussion to continue during January 13 Workforce Development Board meeting

b. 2021 Board Focus-Marcus James reviewed suggested ideas. Discussion to continue during January 13 WDB meeting

- c. Audit Update continue future discussion.
- 9. Directors Report
 - a. Reconfiguring Board Meetings (continued) during January 13, board meeting
- 10. January 13, 2021 Agenda for Workforce Development Board meeting
Reviewed.
- 11. Public Comment
Marcus James offered public comment. Public Comment. No public comment.
- 12. Adjournment
Sharon Miller moved to adjourn, supported by Rich Chang
Meeting adjourned at 2:58 pm