



**Michigan Works! Southeast
Workforce Development Board Meeting
January 13, 2021 - 10am – 12noon
Via Zoom/Registration is required to participate**

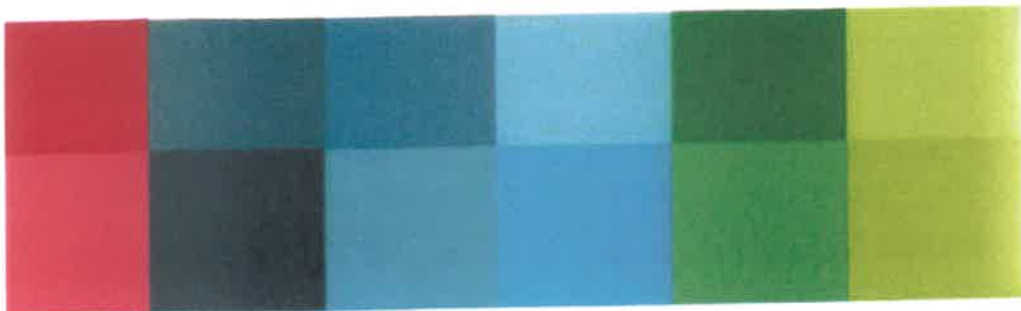
Register in advance for this meeting:

[https://us02web.zoom.us/meeting/register/tZYuce2srDMIHNNkh3MN2tVTazeO6W0pePd](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZYuce2srDMIHNNkh3MN2tVTazeO6W0pePd)

After registering, you will receive a confirmation email (link) containing information about joining the meeting.

Agenda		Pages
1.	Call to Order	
2.	Roll Call	
3.	Introductions	
4.	Call to the Public	
5.	Approval of Agenda	
6.	Approval of November 18, 2020 Meeting Minutes for the Michigan Works! Southeast Workforce Development Board	4 - 7
7.	Consent Agenda	9 - 20
	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 \$15,000.00	
	b. WDB RESOLUTION 20-15 A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MMI ENGINEERED SOLUTIONS IN THE AMOUNT OF \$9,995.00	
	c. WDB RESOLUTION 20-16 A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR PRODUCTION SAW AND MACHINE IN THE AMOUNT OF \$1,800.00	

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



- d. **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
- e. **WDB RESOLUTION 20-18**
A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TEKWISSSEN IN THE AMOUNT OF \$1,680.00
- f. **WDB RESOLUTION 20-19**
A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CLASSIC METAL FINISHING, INC. IN THE AMOUNT OF \$3,000.00
- 8. **Resolutions for Consideration of the Workforce Development Board (WDB)**
- 9. **Presentation – Strategic Plan Discussion**
- 10. **Committee Reports** 22 - 26
 - a. **Career & Educational Advisory Council (CEAC) – January 11, 2021 – Kevin Oxley, Chair**
 - b. **Executive Committee Marcus James, Chair– December 2, 2020; January 6, 2021**
- 11. **On-going Business**
 - a. **Executive Director Report-Presentation**
 - b. **Chair Report (continued) - 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**
- 12. **Other**
- 13. **Call to the Public**
- 14. **Adjournment**

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

6. **Approval of November 18, 2020 Meeting Minutes for the Michigan Works!
Southeast Workforce Development Board**

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.

7. **Consent Agenda**
- 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 \$15,000.00
 - b. **WDB RESOLUTION 20-15**
A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MMI ENGINEERED SOLUTIONS IN THE AMOUNT OF \$9,995.00
 - c. **WDB RESOLUTION 20-16**
A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR PRODUCTION SAW AND MACHINE IN THE AMOUNT OF \$1,800.00
 - d. **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
 - e. **WDB RESOLUTION 20-18**
A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TEKWISSEN IN THE AMOUNT OF \$1,680.00
 - f. **WDB RESOLUTION 20-19**
A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR CLASSIC METAL FINISHING, INC. IN THE AMOUNT OF \$3,000.00

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: December 2, 2020

Subject: FY 2020 WIOA Statewide Activities (SWA) Integrated
Education and Training (IET) funding

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the acceptance of funding for the WIOA Statewide Activities IET grant for the time period of November 1, 2020 through June 30, 2022 in the amount of up to \$15,000.

Background

Funds allocated by this policy will support IET programs that have already been developed by adult education providers and/or that will be developed jointly by the MWAs and adult education providers.

Discussion

The MWAs should only be partnering with adult education providers that receive funding from the TIA/WDA. Funding allocations for each MWA were determined by applying a formula that took into account the number of IET programs currently in operation in the local area and the number of adult education providers in the local area required by WIOA Title II to offer the IET programs.

At least 70 percent of the funds awarded in this policy must be used for allowable training costs associated with an IET program. Up to 20 percent of the funds allocated via this policy may be used for allowable supportive services costs for individuals participating in an IET program. No more than 10 percent of the funds awarded in this policy may be used for allowable administrative costs.

Acceptance of the FY 2020 WIOA SWA IET funds must be approved by both the Michigan Works! Southeast Consortium and the Michigan Works! Southeast Workforce Development Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 20-14**

RESOLUTION APPROVING THE FISCAL YEAR 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

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 the Michigan Department of Labor and Economic Development (LEO), to provide employment training and placement services; and

WHEREAS, The Michigan Works! Southeast 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 State of Michigan is allocating funds to MWAs to support Integrated Education and Training program partnering with Adult Education programs; and

WHEREAS, \$15,000 has been allocated to Michigan Works! Southeast for these training activities; and

WHEREAS, The WDA requires that the Michigan Works! Southeast Workforce Development Board and the Michigan Works! Southeast Consortium Board approve the receipt of funds.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approves acceptance of funding and approval of the plan for the FY 2020 WIOA SWA Integrated Education and Training grant in the amount of \$15,000 for the period of November 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 application approval for submission to the Labor and Economic Development Agency 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: January 6, 2021

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: MMI Engineered Solutions.

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 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
MMI Engineered Solutions	Not to exceed \$9,995.00	8 – Internal Auditor-GD&T Comprehensive/Axsys Systems	Washtenaw

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 20-15

A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MMI ENGINEERED SOLUTIONS IN THE AMOUNT OF \$9,995.00

- 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, MMI Engineered Solutions is seeking to train 8 employees in Internal Auditor GD&T Comprehensive/Axsys Systems January 15, 2021 – January 29, 2021. The application has 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 application 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.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: January 6, 2021

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: Production Saw and Machine.

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 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
Production Saw & Machine	Not to exceed \$1,800	1 – Electrical Apprenticeship Course ELT 260 Jackson College	Jackson

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 20-16

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

- 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, Production Saw and Machine to train 1 employee in Electrical Apprenticeship January 11, 2021 – May 1, 2021. The application has 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 application 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.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: January 6, 2021

Subject: Calendar Year (CY) 2021 Michigan Works! System Plan

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the Calendar Year 2021 Michigan Works! System Plan for the time period January 1, 2021 through December 31, 2021.

Background

The Michigan Works! System Plan (MWSP) is an instrument for the annual documentation and execution of employment, education, and training programs as well as for the transmission of assurances, certifications, and stipulations, mandatory and discretionary, for such programs funded by the Department of Labor and Economic Opportunity.

Discussion

The implementation of employment, education, and training programs is accomplished throughout the state in each MWA by the local Workforce Development Board (WDB) in cooperation with the Chief Elected Official (CEO) through the utilization of a One-Stop delivery system, in accordance with the WIOA Section 121. The delivery system is embodied in the MWSP.

The MWSP requires items such as:

- Assurances, Certifications, and Stipulations Acknowledgment/Adherence Form
- Certification Regarding Lobbying
- Certification Regarding Debarment
- MWSP Identification, Verification, and Designation Form
- One-Stop Operator Verification Form
- One-Stop Center(s)/Office(s) Verification Form
- Federal Funding Accountability and Transparency Act (FFATA) Data Collection Form and Certification

These are standard items that are required to be implemented and adhered to by all organizations receiving workforce development funds. The MWSP also requests administrative information such as approved signatories, alternate signatories, One-Stop Operator information, etc.

Approval of the CY 2021 Michigan Works! System Plan must be approved by both the Michigan Works! Southeast Workforce Development Board and the Southeast Michigan Consortium Board. A Resolution is attached for your consideration.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
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**

- 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 Michigan Works! Southeast 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 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, Each Calendar Year, LEO requires Michigan Works! Agencies to update forms stipulating that the organization will follow certain laws, assurances and certifications; and
- WHEREAS, The Michigan Works! System plan (MWSP) encompasses all of these required forms in addition to administrative information such as signatory authority, alternate signatories, One-Stop Operator information, etc...; and
- WHEREAS, Approval of the MWSP requires approval from the Michigan Works! Southeast Consortium Board and the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Calendar Year 2021 Michigan Works! System Plan for the time period of January 1, 2021 to December 31, 2021.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board be authorized to sign the approval request from for submission to the Department of Labor and Economic Opportunity-Workforce Development (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: January 6, 2021
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: TekWisson.

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 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
TekWisson	Not to exceed \$1,680	3- Certified Health Care Staffing Professional Training	Washtenaw

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 20-18

A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR TEKWISSON IN THE AMOUNT OF \$1,680

- 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, TekWesson to train 3 employees in Certified Health Care Staffing Professional Training January 18, 2021 – January 22, 2021. The application has 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 application 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.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: January 6, 2021

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: Classic Metal Finishing, Inc.

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 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
Classic Metal Finishing, Inc.	Not to exceed \$3,000	2-Essentials 1	Jackson

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 20-19

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

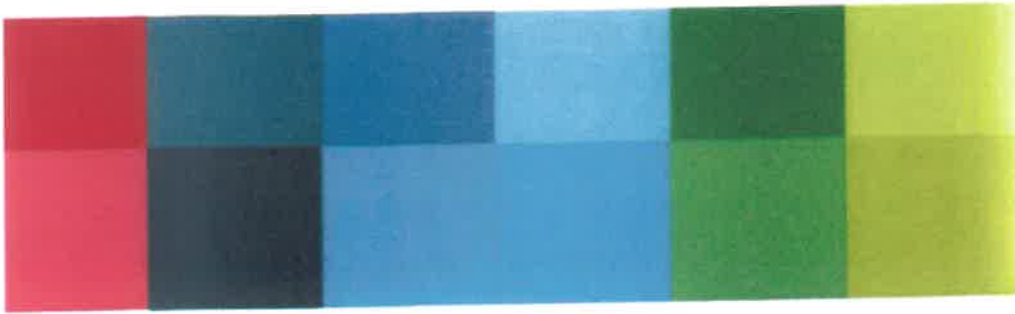
- WHEREAS, The Michigan Works! Southeast Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and
- WHEREAS, The Michigan Works! Southeast Consortium is funded by the United 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, Classic Metal Finishing, Inc. to train 2 employees in Essential 1 - February 8, 2021 – February 11, 2021. The application has 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 application 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.

10. **Committee Reports**
 - a. **Career & Educational Advisory Council (CEAC) – January 11, 2021 – Kevin Oxley, Chair**
 - b. **Executive Committee Marcus James, Chair– December 2, 2020; January 6, 2021**

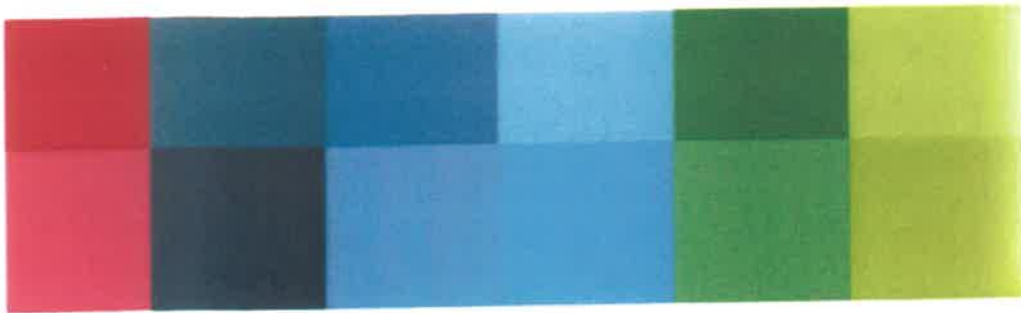


**Workforce Development Board
Executive Committee Meeting Minutes
December 2, 2020, 2:00pm- 4:00pm
Zoom Meeting**

- 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

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



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

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

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 2021 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