

Joint Meeting of the
Michigan Works! Southeast Consortium and
Michigan Works! Southeast Workforce Development Board
Meeting Minutes, March 10, 2021, 10:00 am – 12:00 Noon- Via Zoom

Michigan Works! Southeast Consortium Board Members Present:

Doug Ingles	Hillsdale County Commissioner
Brent Leininger	Hillsdale County Commissioner
Daniel Mahoney, Vice Chair	Jackson County Commissioner
Karol KZ Bolton, Chair	Lenawee County Commissioner
Douglas Helzerman	Livingston County Commissioner
Mitchell Zajac	Livingston County Commissioner
Caroline Sanders	Washtenaw County Commissioner

Michigan Works! Southeast Consortium Board Members Absent:

Darius Williams	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner
Shannon Beeman	Washtenaw County Commissioner
Sue Shink	Washtenaw County Commissioner

Michigan Works! Southeast Workforce Development Board of Directors Present

Shantalita Bailey	Michigan Rehabilitation Services, DHHS
Maria Birkett	Wacker Chemical Corporation
Rich Chang	NewFoundry
Richard Currie	Hitachi Automotive Systems Americas, Inc.
Sean Duval	Golden Limousine International
Donald Germann	County National Bank
Lee Graham	Operating Engineers 324
Steve Gulick	Huron Valley Area Labor Federation (HVALF)
Craig Hatch	Jackson County Chamber of Commerce
James Hogan	Thai Summit
Marcus James, Chair	StableInc LLC
Molly Luempert-Coy	DTE Energy
Sharon Miller, Vice Chair	Consumers Energy
Kevin Oxley	Jackson County ISD
Shawn Planko	CISCO
Deb Polich	The Arts Alliance, Creative Washtenaw
Bill Rayl	Jackson Area Manufacturers Association (JAMA)
Troy Reehl	Hillsdale County ISD
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
Jeremy Frew	Jackson College	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	

Ron Rose

HVALF-UAW

alternate Steve Gulick attended

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
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
Nathaniel Osborne, Communication Specialist	Michigan Works! Southeast
Tom Robinson, Business Services Manager	Michigan Works! Southeast
Sandy Vallance, Service Center Manager	Michigan Works! Southeast
Angela Watkins, Service Center Manager	Michigan Works! Southeast

Others Present

Dan Furton	Bureau of Services for Blind Persons
Alex Gossage	Ann Arbor Center for Independent Living

1. Call to order – Michigan Works! Southeast Consortium – Karol KZ Bolton, Chair at 10:00 am.
2. Call to order – Michigan Works! Southeast Workforce Development Board – Marcus James, Chair at 10:00 am.
3. Roll Call – Michigan Works! Southeast Consortium
Quorum Present
4. Roll Call – Michigan Works! Southeast Workforce Development Board
Quorum Present
5. Introductions
6. Call to the Public (both boards)
KZ Bolton call to the public; call to the public; call to the public. No Public Comment.
7. Approval of the Agenda
 - a. Consortium
KZ Bolton call for the Consortium Board to approve the Agenda.
MOTION: Douglas Helzerman moved to approve the Consortium Agenda.
SUPPORT: Daniel Mahoney
MOTION CARRIED
 - b. Workforce Development Board
Marcus James call for the Workforce Development Board to approve the WDB Agenda.
MOTION: Jim Van Doren moved to approve the Agenda.
SUPPORT: Molly Luempert-Coy
MOTION CARRIED

8. Approval of Minutes – (both boards)
 - a. January 26, 2021 Michigan Works! Southeast Consortium (MWSEC) Meeting Minutes
 KZ Bolton call for a motion to approve the January 26, 2021 MWSEC Board meeting minutes.
 MOTION: Douglas Helzerman moved to approve the January 26, 2021 MWSEC meeting minutes.
 SUPPORT: Daniel Mahoney
 MOTION CARRIED
 - b. January 13, 2021 Michigan Works! Southeast Workforce Development Board Meeting (MWSE WDB) Minutes
 Marcus James call for a motion to approve the January 13, 2021 MWSE WDB Meeting Minutes.
 MOTION: Lee Graham moved to approve the January 13, 2021 MWSE WDB meeting minutes
 SUPPORT: Brandon Tucker
 MOTION CARRIED
9. Resolutions for Consideration of the Workforce Development Board – No Resolutions
10. Resolutions for Consideration of the Michigan Works! Southeast (MWSE) Consortium Board (CB)
 - Karol KZ Bolton
 - a. CB Resolution 20-20
 A RESOLUTION APPROVING A TEMPORARY LEASE FOR 90 DAYS WITH THE ORGANIZATION THAT PURCHASED THE CHARLES STEWART (C.S.) MOTT COMMUNITY COLLEGE BUILDING, HOWELL, MICHIGAN CURRENT LOCATION OF THE LIVINGSTON SERVICE CENTER
 KZ Bolton call for a motion to approve CB Resolution 20-20.
 MOTION: Douglas Helzerman moved to approve CB Resolution 20-20 the temporary lease for 90 days with the organization that purchased the C.S. Mott Community College Building, Howell, Michigan the current location of the Livingston Service Center.
 SUPPORT: Daniel Mahoney
 Shamar Herron reviewed. Discussion.
 MOTION CARRIED
 - b. CB Resolution 20-21
 A RESOLUTION APPROVING A LEASE WITH THE 1200 BUILDING GROUP, LLC FOR SERVICE CENTER SPACE IN LIVINGSTON COUNTY
 KZ Bolton call for a motion to approve CB Resolution 20-21.
 MOTION: Doug Ingles moved to approve CB Resolution 20-21 the Lease with the 1200 Building Group, LLC for Service Center Space in Livingston County.
 SUPPORT: Douglas Helzerman
 Shamar Herron reviewed. Discussion.
 MOTION CARRIED

11. Resolutions for Consideration by both the Consortium Board (CB) and the Workforce Development Board (WDB)

a. CB RESOLUTION 20-19

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2021 HEALTHY MICHIGAN PLAN GRANT ACCEPTANCE ALLOCATION OF \$64,257 AND PLAN

KZ Bolton call for the Consortium Board to approve CB Resolution 20-19.

MOTION: Daniel Mahoney moved to approve CB Resolution 20-19 the FY 2021 Healthy Michigan Plan Grant Acceptance Allocation of \$64,257 and Plan.

SUPPORT: Mitchell Zajac

Shamar Herron reviewed. Discussion.

MOTION CARRIED Abstain: Brent Leininger

WDB RESOLUTION 20-22

A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2021 HEALTHY MICHIGAN PLAN GRANT ACCEPTANCE ALLOCATION OF \$64,257 AND PLAN

Marcus James call for a motion to approve WDB Resolution 20-22.

MOTION: Sean Duval moved to approve WDB Resolution 20-22 the FY 2021 Healthy Michigan Plan Grant Acceptance Allocation of \$64,257 and Plan.

SUPPORT: James Van Doren

MOTION CARRIED

b. CB RESOLUTION 20-22

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2021, THE PERIOD OF FEBRUARY 1, 2021 THROUGH SEPTEMBER 30, 2022, FOR MICHIGAN WORKS! SOUTHEAST CONSORTIUM BOARD

KZ Bolton call for a motion to approve CB Resolution 20-22

MOTION: Mitchell Zajac moved to approve CB Resolution 20-22 the receipt of Goring Pro Talent Funds for the FY 2021, The Period of February 1, 2021 through September 30, 2022, for the Michigan Works! Southeast Consortium Board.

SUPPORT: Daniel Mahoney

Shamar Herron reviewed. Discussion.

MOTION CARRIED

WDB RESOLUTION 20-23

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2021, THE PERIOD OF FEBRUARY 1, 2021 THROUGH SEPTEMBER 30, 2022, FOR MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

Marcus James call for a motion to approve WDB Resolution 20-23.

MOTION: James Van Doren moved to approve receipt of Going Pro Talent Funds For FY 2021, the Period February 1, 2021 through September 30, 2022, for Michigan Works! Southeast Workforce Development Board

SUPPORT: Grace Trudell

MOTION CARRIED Abstain: James Hogan, Sharon Miller, Bill Rayl,

12. Presentations:

- a. Discussion and review of the Workforce Board 3-5 Year Strategic Plan.
Each focus area was presented by Focus Area champion(s). Discussion.

13. Other Items

- a. Comments from Chairs (both boards)
 - i. Discussed the Spring 2021 Board Strategy sessions.
- b. Directors Report
Shamar Herron provided updates.
MiCareer Quest South April 22 – virtual event and seeking sponsorships;
Going PRO awards information contained in packet.

14. Public Comment – (both boards)

Karol KZ Bolton call for public comment; public comment; public comment.
No Public Comment.

15. Adjourn Michigan Works! Southeast Consortium

Karol KZ Bolton call for a motion to adjourn the Consortium Board.
MOTION: Douglas Helzerman moved to adjourn the Consortium.
SUPPORT: Doug Ingles
MOTION CARRIED

16. Adjourn Michigan Works! Southeast Workforce Development Board

Marcus James call for a motion to adjourn the WDB.
MOTION: Brandon Tucker
SUPPORT: James Van Doren
MOTION CARRIED

The Joint Meeting of the Consortium and WDB adjourned at 12:01 pm.

Michigan Works! Southeast
Workforce Development Board
Executive Committee Meeting Minutes
April 7, 2021, 2:00 pm – 4:00 pm
Zoom Meeting

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

Grace Trudell

Absent: Troy Reehl

Staff: Shamar Herron
Misty Shulters
Robin Aldrich
Maggie Flaherty

1. Call to order
Marcus James called at 2:02pm
2. Roll Call
Quorum Present
3. Approval of Agenda
Marcus James call for approval of 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 20-24
A RESOLUTION APPROVING THE 2021 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$110,000 FOR THE TIMELINE OF MARCH 1, 2021 THROUGH FEBRUARY 28, 2022
Marcus James call for a motion to approve WDB Resolution 20-24.
MOTION: Rich Chang moved to approve WDB Resolution 20-24 the 2021 Summer Young Professionals Program in the amount of \$110,000 for the timeline of March 1, 2021 through February 28, 2022.
SUPPORT: Grace Trudell
Shamar Herron reviewed. Discussion.
MOTION CARRIED
 - b. WDB RESOLUTION 20-25
A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER (IWT) TRAINING FUNDS FOR AMERICAN TOOL CENTER INC. NOT TO EXCEED \$9,975.00
Marcus James call for a motion to approve WDB Resolution 20-25
MOTION: Rich Chang moved to approve WDB Resolution 20-25 PY WIOA 2020

IWT Funds for American Tool Center Inc. not to exceed \$9,975.00.

SUPPORT: Richard Currie

Shamar Herron reviewed. Discussion.

c. WDB RESOLUTION 20-26

A RESOLUTION APPROVING PY 2020 WIOA IWT TRAINING FUNDS FOR HALEY

MECHANICAL NOT TO EXCEED \$3,683

Marcus James call for a motion to approve WDB Resolution 20-26

MOTION: Rich Chang moved to approve WDB Resolution 20-26 the WIOA IWT

Funds for Haley Mechanical not to exceed \$3,683

SUPPORT: Richard Currie

Shamar Herron reviewed. Discussion.

MOTION CARRIED

6. Committee Reports

a. Strategic and Operations (formerly CFO)

Update provided by Marcus James and Shamar Herron.

7. Chair Report

a. 2021 Board Focus

Discussion regard protocols for facilitator of board engagement RFP.

b. Audit update provided by Marcus James. Discussion.

8. Directors Report

a. Potential New Hire

Discussion regards HR request for potential new hire at step 8 for business services coordinator position.

MOTION: Donald Germann moved to approve HR request for potential new hire at step 8 for business services coordinator position

SUPPORT: Richard Currie

MOTION CARRIED

b. Discussion regards new board member recruitment.

9. Public Comment

Marcus James offered public comment. No Public Comment.

10. Adjournment

MOTION: Rich Chang moved to adjourn meeting.

SUPPORT: Jeremiah JJ Hodshire

MOTION CARRIED

Meeting adjourned at 3:40 pm

Michigan Works! Southeast
Workforce Development Board
Executive Committee Meeting
May 5, 2021 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

ABSENT: Grace Trudell

Staff: Shamar Herron
Misty Shulters
Robin Aldrich
Kimberly Bliko
Dan Childs
Maggie Flaherty
Cordelia Gonzalez
Lisa McAllister

Others: Derek Miller, Roslund Prestage & Company, CPA
Christina Schaub, Roslund Prestage & Company, CPA

1. Call to order
Marcus James, Chair called the meeting to order at 2:05pm
2. Roll Call
Quorum Present
3. Approval of Agenda
Marcus James call for a motion to approve the Agenda.
MOTION: Jeremiah JJ Hodshire moved to approve the Agenda.
SUPPORT: Sharon Miller
MOTION CARRIED
4. Approval of April 7, 2021 Executive Committee Meeting Minutes
Marcus James call for a motion to approve the April 7, 2021 Executive Committee Meeting Minutes.
MOTION: Sharon Miller moved to approve the April 7, 2021 Executive Committee Meeting Minutes.
SUPPORT: Troy Reehl
MOTION CARRIED
5. Audit Update –
CPA representatives from Roslund Prestage & Company (RPC) reviewed the financial statements – Single Independent Audit of the governmental activities and major fund of Michigan Works! Southeast (MWSE) as of and for the year ended June 30, 2020.

Discussion.

6. Consent Agenda – No Agenda Items.

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

a. WDB RESOLUTION 20-27

A RESOLUTION APPROVING PY 2020 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ROSS DESIGN & ENGINEERING NOT TO EXCEED \$1,868.00

Marcus James call for a motion to approve WDB Resolution 20-27 the WIOA IWT Funds for Ross Design & Engineering not to exceed \$1,860.00.

MOTION: Sharon Miller moved to approve WDB Resolution 20-27 the WIOA IWT Funds for Ross Design & Engineering not to exceed \$1,860.00.

SUPPORT: Donald Germann

Shamar Herron reviewed. Discussion.

MOTION CARRIED

Shamar Herron reviewed WDB Resolutions 20-28, 20-29, and 20-30

b. WDB RESOLUTION 20-28

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICES CONTRACT EXTENSION WITH MICHIGAN CHAMBER OF COMMERCE-MICHIGAN ENERGY WORKFORCE DEVELOPMENT CONSORTIUM PROGRAM JULY 1, 2021 THROUGH JUNE 30, 2022 IN AN AMOUNT NOT TO EXCEED \$12,100

Marcus James call for a motion to approve WDB Resolution 20-28.

MOTION: Jeremiah JJ Hodshire moved to approve WDB Resolution 20-28 the WIOA Specialized Business Service Contract extension with Michigan Chamber of Commerce-Michigan Energy Workforce Consortium Program July 1, 2021 through June 30, 2022 in an amount not to exceed \$12,100.

SUPPORT: Rich Chang

Discussion.

MOTION CARRIED ABSTAIN: SHARON MILLER

c. WDB RESOLUTION 20-29

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH ANN ARBOR SPARK (THE LEAD AGENCY FOR THE GREATER ANN ARBOR REGION [GAAR]) FOR THE TIME PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022 IN AN AMOUNT NOT TO EXCEED \$250,000

Marcus James call for a motion to approve WDB Resolution 20-29.

MOTION: Richard Currie moved to approve WDB Resolution 20-29 the WIOA Specialized Business Service Contract extension with Ann Arbor SPARK (the lead agency for GAAR) for the time period July 1 2021 through June 30, 2022 in an amount not to exceed \$250,000.

SUPPORT: Sharon Miller

Discussion.

MOTION CARRIED ABSTAIN: Donald Germann, Jeremiah JJ Hodshire, Troy Reehl

d. WDB RESOLUTION 20-30

A RESOLUTION APPROVING WIOA SPECIALIZED BUSINESS SERVICE CONTRACT EXTENSION WITH SMALL BUSINESS DEVELOPMENT CENTER – WASHTENAW COMMUNITY COLLEGE (WCC), JULY 1, 2021 THROUGH JUNE 30, 2022 IN AN AMOUNT NOT TO EXCEED \$100,000

Marcus James call for a motion to approve WDB Resolution 20-30.

MOTION: Sharon Miller moved to approve WDB Resolution 20-30 the WIOA Specialized Business Service Contract with Small Business Development Center - WCC

July 1, 2021 through June 30, 2022 in an amount not to exceed \$100,000.

SUPPORT: Richard Currie

Discussion.

MOTION CARRIED

Shamar Herron reviewed WDB Resolutions 20-31, 20-32 and 20-33

e. WDB RESOLUTION 20-31

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT EXTENSION WITH KEY OPPORTUNITIES IN AN AMOUNT NOT TO EXCEED \$77,640 FOR THE TIME PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

Marcus James call for a motion to approve WDB Resolution 20-31.

MOTION: Jeremiah JJ Hodshire moved to approve WDB Resolution 20-31 the WIOA Specialized Youth Services Contract with Key Opportunities not to exceed \$77,640 for the time period July 1, 2021 through June 30, 2022

SUPPORT: Rich Chang

Discussion.

MOTION CARRIED

f. WDB RESOLUTION 20-32

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT EXTENSION WITH LIVINGSTON EDUCATIONAL SERVICE AGENCY IN AN AMOUNT NOT TO EXCEED \$58,771 FOR THE TIME PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

Marcus James call for a motion to approve WDB Resolution 20-32.

MOTION: Troy Reehl moved to approve WDB Resolution 20-32 the WIOA Specialized Youth Services Contract extension with Livingston Educational Service Agency in an amount not to exceed \$58,771 for the time period July 1, 2021 through June 30, 2022

SUPPORT: Jeremiah JJ Hodshire

Discussion.

MOTION CARRIED

g. WDB RESOLUTION 20-33

A RESOLUTION APPROVING WIOA SPECIALIZED YOUTH SERVICES CONTRACT EXTENSION WITH WORK SKILLS CORPORATION IN AN AMOUNT NOT TO EXCEED \$115,029 FOR THE TIME PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

Marcus James call for a motion to approve WDB Resolution 20-33.

MOTION: Sharon Miller moved to approve WIOA 20-33 the WIOA Specialized Youth Services Contract with Work Skills Corporation in an amount not to exceed \$115,029 for the time period July 1, 2021 through June 30, 2022.

SUPPORT: Rich Chang

Discussion.

MOTION CARRIED

h. WDB RESOLUTION 20-34

A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL FOR REFUGEE ASSISTANCE AND ENGLISH AS A SECOND LANGUAGE WORKFORCE DEVELOPMENT SERVICES

Marcus James call for a motion to approve WDB Resolution 20-34.

MOTON: Richard Currie moved to approve WDB Resolution 20-34 the RFP for Refugee Assistance and English as a Second Language Workforce Development Services.

SUPPORT: Troy Reehl

Shamar Herron reviewed. Discussion.

MOTION CARRIED

i. WDB RESOLUTION 20-35

A RESOLUTION APPROVING THE RELEASE OF A REQUEST FOR PROPOSAL(RFP)
FOR ONE-STOP OPERATOR

Marcus James call for a motion to approve WDB Resolution 20-35.

MOTION: Sharon Miller moved to approve WDB Resolution the RFP for One-Stop Operator.

SUPPORT: Jeremiah JJ Hodshire

Shamar Herron reviewed. Discussion.

MOTION CARRIED

8. Committee Reports

a. Career and Educational Advisory Council – (CEAC)–April 19, 2021

Marcus James and Shamar Herron reviewed the minutes. Discussion.

b. Strategic and Operations - April 26, 2021

Marcus James reported topic during the meeting was RPC auditors in-depth review of financial statements and the Single Independent Audit for Year ended June 30, 2021 for Michigan Works! Southeast (MWSE).

c. Business Resource Networks (BRN)

Update by Shamar Herron.

9. Chair Report

a. 2021 Board Focus

A Review Committee to discuss proposals received from organizations to facilitate the board engagements meetings. Also, selection of organization by review committee.

10. Directors Report

Shamar Herron provided updates with a report from Misty Shulters.

11. Reviewed the May 12, 2021 (draft) Agenda for Michigan Works! Southeast Workforce Development Board

Follow-up comments regards the MWSE Audit presentation by RPC representatives from Cordelia Gonzalez, Sharon Miller, Marcus James and Richard Currie.

12. Public Comment

Marcus James offered public comment. No public comment.

Marcus James offered additional comments.

Additional comments from Sharon Miller, Shamar Herron, Donald Germann.

13. Adjournment

Marcus James call to adjourn the meeting.

MOTION: Richard Currie moved to adjourn the meeting.

SUPPORT: Donald Germann

MOTION CARRIED

Meeting Adjourn at 3:38 pm.