



**Michigan Works! Southeast  
Workforce Development Board Meeting  
November 10, 2021, 10am – 12noon  
Via Zoom**

Register in advance for this meeting:

<https://us02web.zoom.us/joining/register/tZcpdO6urTMiEtE3q4FwFTR2se1cjWHnmF9D>

After registering, you will receive a confirmation email 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 September 8, 2021 Joint Meeting Minutes for the Michigan Works! Southeast Workforce Development Board and Michigan Works! Southeast Consortium** ..... 4 - 8
7. **Election of Officers and Executive Committee for Calendar Year 2022**
8. **Consent Agenda** ..... 10 - 20
  - a. **WDB RESOLUTION 21-10**  
A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR WORK SKILLS CORPORATION NOT TO EXCEED \$7,460
  - b. **RESOLUTION 21-11**  
A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ROSS DESIGN & ENGINEERING NOT TO EXCEED \$5,600
  - c. **RESOLUTION 21-12**  
A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ACCUBILT AUTOMATED SYSTEMS NOT TO EXCEED \$4,563

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



**d. RESOLUTION 21-13**

A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR SUMMERS-KNOLL SCHOOL NOT TO EXCEED \$1,500

**e. WDB RESOLUTION 21-15**

A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR MMI ENGINEERED SOLUTIONS NOT TO EXCEED \$9,919

9. **Resolutions for Consideration of the Workforce Development Board (WDB)** ..... 22 - 26
  - a. **RESOLUTION 21-09**  
A RESOLUTION APPROVING THE FISCAL YEAR 2022 - OCTOBER 1, 2021 TO DECEMBER 31, 2022 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH)
  - b. **RESOLUTION 21-14**  
A RESOLUTION APPROVING THE FISCAL YEAR 2022 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FUNDING
10. **Committee Reports** ..... 28 - 34
  - a. Career and Education Advisory Council (CEAC) – (CEAC) 2021 with Sixty by 30 Talent Tour Event- September 27, 2021- Kevin Oxley, Chair
  - b. Operations Committee Meeting – October 4 and October 25, 2021, Marcus James, Chair
  - c. Executive Committee – October 6, 2021; November 3, 2021- Marcus James, Chair
11. **On-going Business**
  - a. **Executive Director Report**-Presentation
  - b. **Chair Report** – Board Strategic Goals update
12. **Other** ..... 36
  - a. 2022 Schedule of Meetings for Workforce Development Board and Executive Committee
13. **Call to the Public**
14. **Adjournment**

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

6. **Approval of September 8, 2021 Joint Meeting Minutes for the Michigan Works! Southeast Workforce Development Board and Michigan Works! Southeast Consortium**

Joint meeting of  
Michigan Works! Southeast Consortium  
and  
Michigan Works! Southeast Workforce Development Board  
September 8, 2021, 10:00am-12 Noon Via Zoom

Michigan Works! Southeast Consortium Board Present

Brent Leininger	Hillsdale County Commissioner
Darius Williams	Jackson County Commissioner
Karol KZ Bolton, Chair	Lenawee County Commissioner
Douglas Helzerman	Livingston County Commissioner
Caroline Sanders	Washtenaw County Commissioner
Sue Shink	Washtenaw County Commissioner

Michigan Works! Southeast Consortium Absent

Doug Ingels	Hillsdale County Commissioner
Daniel Mahoney, Vice Chair	Jackson County Commissioner
Chris Wittenbach	Lenawee County Commissioner
Mitchell Zajac	Livingston 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 Astemo Americas, Inc.	
Sean Duval	Golden Limousine International	
Donald Germann	County National Bank	
Lee Graham	Operating Engineers 324	
James Hogan	Thai Summit	
Marcus James, Chair	StableInc LLC	
Tina Matz	Jackson College	alternate for Jeremy Frew
Sharon Miller, Vice Chair	Consumers Energy	
Deb Polich	The Arts Alliance, Creative Washtenaw	
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	
Anne Rennie	Livingston County United Way	
Jamal Robinson	DTE	alternate for Molly Luempert-Coy
John Salyer	JATC	
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
Jeremy Frew	Jackson College	alternate Tina Matz attended
Craig Hatch	Jackson County Chamber of Commerce	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Molly Luempert-Coy	DTE	alternate Jamal Robinson attended
Kevin Oxley	Jackson County ISD	

Troy Reehl Hillsdale County ISD  
Grace Trudell IBEW 58

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
Johnny Epps, Service Center Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Manager	Michigan Works! Southeast
Pam Gosla, Research and Education Manager	Michigan Works! Southeast
Lisa McAllister, HR Manager	Michigan Works! Southeast
Nathaniel Osborne, Communications 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

1. Call to order – Michigan Works! Southeast Consortium – Karol KZ Bolton, Chair  
Karol KZ Bolton called the Consortium meeting to order at 10:00 am.
2. Call to order – Michigan Works! Southeast Workforce Development Board (WDB)–  
Marcus James, Chair  
Marcus James, Chair called the WDB meeting order.
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  
Karol KZ Bolton call to the public, call to the public, call to the public.  
No Public Comment.
7. Approval of the Agenda (both boards)
  - a. Consortium  
KZ Bolton call to approve the Agenda.  
MOTION: Darius Williams moved to approve the Agenda.  
SUPPORT: Caroline Sanders  
MOTION CARRIED
  - b. Workforce Development Board  
Marcus James call to approve the Agenda.  
MOTION: James Van Doren moved to approve the Agenda.  
SUPPORT: Brandon Tucker  
MOTION CARRIED

8. Approval of Minutes – (both boards)

- a. June 22, 2021 Michigan Works! Southeast Consortium meeting minutes  
KZ Bolton call for a motion to approve the June 22, 2021 Consortium meeting minutes.  
MOTION: Sue Shink moved to approve the June 22, 2021 meeting minutes.  
SUPPORT: Douglas Helzerman  
MOTION CARRIED
- b. June 9, 2021 Michigan Works! Southeast Workforce Development Board meeting minutes  
Marcus James call for a motion to approve the June 9, 2021 WDB meeting minutes.  
MOTION: Sharon Miller moved to approve the June 9, 2021 WDB meeting minutes  
SUPPORT: Donald Germann  
MOTION CARRIED

9. New Business

KZ Bolton reviewed Michigan Works! Southeast Workforce Development Board (WDB) member vacancy.

KZ Bolton call for a motion for approval of nomination to fill vacancy

- a. Nominate John Salyer, Training Director, Ann Arbor Electrical, JAATC, to fill WDB member vacancy due to resignation of Ron Rose, UAW.  
Nomination recommendation by Huron Valley Area Labor Federation (HVALF)  
KZ Bolton call to approve John Salyer, Training Director, Ann Arbor JATC to replace Ron Rose on the WDB.

MOTION: Sue Shink moved to approve John Salyer to replace Ron Rose on the WDB Board.

SUPPORT: Caroline Sanders

MOTION CARRIED

- b. KZ Bolton call for a motion to approve alternate Jamal Robinson, DTE for Molly Luempert-Coy, DTE  
MOTION: Sue Shink moved to approve Jamal Robinson, DTE as alternate for Molly Luempert-Coy, DTE  
SUPPORT: Darius Williams  
MOTION CARRIED

10. Consent Agenda – WDB

Marcus James asked if any of the Consent Agenda items require consideration by the WDB. No requests.

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

MOTION: Brandon Tucker moved to approve the Consent Agenda.

SUPPORT: John Salyer

MOTION CARRIED

a. WDB RESOLUTION 21-05

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR JESSICA BACKINGER DDS DBA AS SUMMIT ORTHODONTICS IN THE AMOUNT NOT TO EXCEED IN THE AMOUNT OF \$4,110

b. WDB RESOLUTION 21-06

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR

ATLAS ACADEMY OF COSMETOLOGY IN THE AMOUNT NOT TO EXCEED \$8,050

c. WDB RESOLUTION 21-07

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR ELCo IN THE AMOUNT NOT TO EXCEED \$7,300

d. WDB RESOLUTION 21-08

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT PRODUCTION SAW AND MACHINE NOT TO EXCEED \$1,800

11. Resolutions for Consideration of the Workforce Development Board -Marcus James  
None

12. Resolutions for Consideration of the Michigan Works! Southeast Consortium

a. CB RESOLUTION - 20-28, Modification 1

A RESOLUTION TO APPROVE CONTRACT MODIFICATION FOR AN ADDITIONAL ESTIMATED AMOUNT OF \$25,000 FOR OFFICE FURNITURE AT THE NEW LOCATION OF THE LIVINGSTON SERVICE CENTER, 1200 BYRON ROAD, HOWELL. THE PREVIOUS APPROVED AMOUNT BY THE CONSORTIUM WAS CAPPED AT \$75,000

KZ Bolton call for a motion to approve CB Resolution 20-28, Modification 1

MOTION: Douglas Helzerman moved to approve CB Resolution 20-28, Modification 1

SUPPORT: Darius Williams

Shamar Herron reviewed. Discussion.

MOTION CARRIED.

b. CB RESOLUTION – 21-02

A RESOLUTION TO APPROVE A MODIFIED CONTRACT. THE TOTAL AMOUNT OF THE MODIFIED CONTRACT IS \$80,000 WITH AMESITE, INC. TO PROVIDE TEAM TRAININGS FROM AUGUST 18, 2021 THROUGH AUGUST 18, 2022

KZ Bolton call for a motion to approve CB Resolution 21-02

MOTION: Sue Shink moved to approve CB Resolution 21-02

SUPPORT: Darius Williams

Shamar Herron reviewed. Discussion.

MOTION CARRIED

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

a. CB RESOLUTION 21-01

A RESOLUTION APPROVING THE FUNDING ALLOCATION FOR THE BARRIER REMOVAL EMPLOYMENT SUCCESS (BRES) PROGRAM IN THE AMOUNT NOT TO EXCEED OF \$339,127 FOR THE TIME PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

KZ Bolton call to approve CB Resolution 21-01

MOTION: Sue Shink moved to approve CB Resolution 21-01.

SUPPORT: Douglas Helzerman

Shamar Herron reviewed. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 21-04

A RESOLUTION APPROVING THE FUNDING ALLOCATION FOR THE BARRIER REMOVAL EMPLOYMENT SUCCESS (BRES) PROGRAM IN THE AMOUNT NOT TO EXCEED OF \$339,127 FOR THE TIME PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

Marcus James call for a motion to approve WDB Resolution 21-04

MOTION: Anne Rennie moved to approve WDB Resolution 21-04

SUPPORT: Brandon Tucker

MOTION CARRIED

14. Presentations:

a. Board Charters

Each draft Charter area presented by Charter champion(s). Discussion.

15. Other Items

a. Comments from Chairs

KZ Bolton provided comment regards challenging times.

Marcus James provided comments regards business resiliency. Also Marcus stated at the November WDB meeting election of officers and Executive Committee will take place for the CY 2022 Officers and Executive Committee members (success plan in place).

b. Directors Report – Shamar Herron reviewed directors report with updates on federal, state, programs and administration.  
state and federal. Discussion.

16. Public Comment – Karol KZ Bolton (both boards)

KZ Bolton offered public comment, public comment, public comment

No public comment.

Additional comments followed by board members: Caroline Sanders, Lee Graham.

17. Adjourn Michigan Works! Southeast Consortium

KZ Bolton call to adjourn the Consortium meeting.

MOTION: Brent Leininger moved to adjourn the Consortium meeting

SUPPORT: Caroline Sanders

MOTION CARRIED

18. Adjourn Michigan Works! Southeast Workforce Development Board meeting.

Marcus James call to adjourn the WDB meeting

MOTION: James Hogan moved to adjourn the meeting.

SUPPORT: Deb Polich

MOTION CARRIED

The joint meeting of the Consortium and WDB adjourned at 11:52 am.

**8. Consent Agenda**

**a. WDB RESOLUTION 21-10**

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR WORK SKILLS CORPORATION NOT TO EXCEED \$7,460

**b. RESOLUTION 21-11**

A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ROSS DESIGN & ENGINEERING NOT TO EXCEED \$5,600

**c. RESOLUTION 21-12**

A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ACCUBILT AUTOMATED SYSTEMS NOT TO EXCEED \$4,563

**d. RESOLUTION 21-13**

A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR SUMMERS-KNOLL SCHOOL NOT TO EXCEED \$1,500

**e. WDB RESOLUTION 21-15**

A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR MMI ENGINEERED SOLUTIONS NOT TO EXCEED \$9,919

## MEMORANDUM

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** October 6, 2021

**Subject:** PY 2021 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: Work Skills Corporation

### **Background**

PY 2021 WIOA Incumbent Worker (7/1/2021 through 6/30/22) 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**

Work Skills Corporation continues to adapt and grow, the organization is looking for ways to support emerging leaders with necessary skill sets to manage their departments. As part of Work Skills Corporation succession planning they have identified employees in all areas across the organization that will be integral to continuing to provide the quality services that we so gratefully deliver throughout our service areas. Additionally, with the unique challenges facing the organization and ones they serve, Recruitment has become even more so a need as far as understanding and applying best practices and new techniques to support in attracting talent.

### **PY 2021 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award Request Amount</b>	<b># to be trained, area and Training Provider</b>	<b>County</b>
Work Skills Corporation	\$7,460	15 / High Impact Leadership Training / Humanergy- Staff eTrainer	Livingston

The Employer Services Committee members have reviewed and approved the application.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**  
**RESOLUTION 21-10**  
**A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR**  
**WORK SKILLS CORPORATION NOT TO EXCEED \$7,460**

- 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 application has been reviewed 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 provider 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:** October 6, 2021

**Subject:** PY 2021 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: Ross Design & Engineering

### **Background**

PY 2020 WIOA Incumbent Worker (7/1/2021 through 6/30/22) 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**

Training request by Ross is to promote and train Robotic Welding programmers and maintenance. There is a lack of qualified candidates skilled in Robotic programming and maintenance. This training will save jobs, will improve the wage levels of trainees, will create new jobs, will lower employee turnover, critical to short-term and long-term viability, will make the company competitive, will be an important component to Ross overall workforce development efforts

### **PY 2021 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained, area and Training Provider</b>	<b>County</b>
Ross Design & Engineering	Not to exceed \$5,600	4/FD11 Programming and Maintenance/OTC Daihen Inc.	Hillsdale

The Employer Services Committee has reviewed and approved the application.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 21-11**

**A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR  
ROSS DESIGN & ENGINEERING NOT TO EXCEED \$5,600**

- 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 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 provider 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:** October 6, 2021

**Subject:** PY 2021 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: Accubilt Automated Systems

### **Background**

PY 2020 WIOA Incumbent Worker (7/1/2021 through 6/30/22) 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**

Welding class to focus on MIG welding, safety, and welding defects for our production and service team. This class will assist our team in building the welding machines for customers as well as service the machines after they are sold to our customers for troubleshooting. This is an identified weakness of company skills.

### **PY 2021 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained, area and Training Provider</b>	<b>County</b>
Accubilt Automated Systems	Not to exceed \$4,563	4/Welding Class /JAMA	Jackson

The Employer Services Committee has reviewed and approved the application.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 21-12**

**A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR  
ACCUBILT AUTOMATED SYSTEMS NOT TO EXCEED \$4,563**

- 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 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 provider 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:** October 6, 2021

**Subject:** PY 2021 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: Summers-Knoll School

### **Background**

PY 2020 WIOA Incumbent Worker (7/1/2021 through 6/30/22) 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**

Summers-Knoll School leaders must be well-versed in important topics regarding justice, equity, diversity, and inclusion to guide their school community through these uncertain times. Both Summers-Knoll School faculty members who directed the organization's justice, equity, diversity, and inclusion initiatives are no longer at the school. Participation in the Champions for Change leadership fellows will equip senior administration staff member to share vetted strategies and curriculum with the Summers-Knoll School community to meet our students' needs. Summers-Knoll Schools students and administration hopes to count itself among Washtenaw County's leaders in this important work.

### **PY 2021 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained, area and Training Provider</b>	<b>County</b>
Summers-Knoll School	Not to exceed \$1,500	1 /Champion of Change/ Nonprofit Enterprise at Work	Washtenaw

The Employer Services Committee has reviewed and approved the application.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 21-13**

**A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR  
SUMMERS-KNOLL SCHOOL NOT TO EXCEED \$1,500**

- 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 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 provider 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:** November 3, 2021

**Subject:** PY 2021 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 (7/1/2021 through 6/30/22) 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**

MMI Engineered Solutions is a custom injection molding company that services the automotive, heavy truck and industrial automation industries. A leader in designing and manufacturing products that improve performance, reduce weight, and lower costs in OEM components and material handling applications. MMI is able to achieve their objectives by developing our most valuable asset: our employees. At MMI their people focus on the design, tooling, and molding of solutions, using advanced composites and engineered resins. MMI employees bring a unique technical know-how with Tooling services, allowing MMI to Design and build all tools in house. This allows MMI to build tools faster and less expensive than competitors. During the current Pandemic, MMI has stayed open the entire time; having received numerous letters indicating they are an essential supplier to various industries considered critical infrastructure. MMI also applied technical prowess to aid in the fight against COVID-19. MMI has a diverse product base that supports numerous critical industries: Egg agricultures, to bee transportation containers for pollination purposes, to assisting with the Ford Ventilator project at the start of the Pandemic. MMI has been a Michigan based plastics processor since the early 1960's. During this past year MMI has been recognized as a recipient of the Best and Brightest in Wellness State and National awards, along with receiving Plastics News Excellence award for Employee Excellence. MMI takes pride in knowing they place the safety and health of employees as a top priority, which is demonstrated through workplace culture, award winning wellness program and excellent benefits package. MMI selected the following courses to bring up the foundational skill level of our bottom line; while enhancing professionals with training to address skill gaps that they and customers have identified. It is MMI's goal to be able to continue to provide reasonable employment to staff, and to keep our doors open during these unprecedented times.

**PY 2021 Incumbent Worker contracts for approval**

<b>Company Name</b>	<b>Grant Award</b>	<b># to be trained, area and Training Provider</b>	<b>County</b>
MMI Engineered Solutions	Not to exceed \$9,919	14/Lathe Training, Internal Auditor: IATF 16949, Molding Math, Mastercam Best Practice 2021, GD&T Comprehensive, AIAG VDA Process FMEA /Michigan Manufacturing Technology Center, Axsys Systems, AIMI, Southwest Industries	Washtenaw

The Employer Services Committee has reviewed the application.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 21-15**

**A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR  
MMI ENGINEERED SOLUTIONS NOT TO EXCEED \$9,919**

- 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 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 provider 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. RESOLUTION 21-09**

A RESOLUTION APPROVING THE FISCAL YEAR 2022 - OCTOBER 1, 2021 TO DECEMBER 31, 2022 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH)

**b. RESOLUTION 21-14**

A RESOLUTION APPROVING THE FISCAL YEAR 2022 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FUNDING

## MEMORANDUM

**To:** Michigan Works! Southeast Workforce Development Board

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

**Date:** October 6, 2021

**Subject:** FY 2022 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, 2021 through December 31, 2022 in the amount of up to \$3,456,193.

Temporary Assistance for Needy Families	\$ 3,221,062
State Penalty and Interest Appropriation (P&I)	\$ 235,131
<b>TOTAL</b>	<b>\$ 3,456,193</b>

### **Background**

The PATH Program is a partnership between the MWAs, the Michigan Department of Health and Human Services (MDHHS), and the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD). The PATH program features a 10-day Application Eligibility Period (AEP) during which Family Independence Program (FIP) applicants work one-on-one with the MDHHS and MWA case managers to identify barriers to employment and connect the participant to resources addressing those challenges. Benefits of this partnership include linking employers, community, and faith-based solutions with the human service, education, and training systems.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 21-09**

**A RESOLUTION APPROVING THE FISCAL YEAR 2022 - OCTOBER 1, 2021 TO  
DECEMBER 31, 2022 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH)  
PLAN AND ACCEPTANCE OF FUNDING FOR \$3,456,193**

- 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, The PATH Program is a partnership between the MWAs, the Michigan Department of Health and Human Services (MDHHS), and the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD). The PATH program features a 10-day Application Eligibility Period (AEP) during which Family Independence Program (FIP) applicants work one-on-one with the MDHHS and MWA case managers to identify barriers to employment and connect the participant to resources addressing those challenges. Benefits of this partnership include linking employers, community, and faith-based solutions with the human service, education, and training systems.
- WHEREAS, The WD requires that MWAs develop plans for submission to WD to address PATH activities for the period October 1, 2021, through December 31, 2022; and
- WHEREAS, The PATH budget amount for the Michigan Works! Southeast is \$3,456,193; and

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

**NOW THEREFORE BE IT RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the FY 2022 PATH Plan in the amount of \$3,456,193 for the period of October 1, 2021 to December 31, 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:** October 6, 2021

**Subject:** Fiscal Year FY 2022 Trade Adjustment Assistance (TAA) allocation

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the FY 2022 Trade Adjustment Assistance (TAA) program from the Department of Labor and Economic Opportunity (LEO) Workforce Development (WDA) for the period of October 1, 2021 through September 30, 2021 in the amount of up to \$261,068.

<b>Program Award (Job Search, Relocation, Training)</b>	<b>Administrative Funds</b>	<b>Case Management Award</b>	<b>Total Funding</b>
<b>\$186,477</b>	<b>\$9,324</b>	<b>\$65,267</b>	<b>\$261,068</b>

**Background**

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, 2021, through September 30, 2022. The funding for the FY 2022 TAA program is funded into different categories: Program Award funds, Administrative Funds and Case Management Award funds.

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.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 21-14**

**RESOLUTION APPROVING THE FISCAL YEAR 2022 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 \$261,068 for use during the Fiscal Year October 1, 2021 through September 30, 2022 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 2022 (October 1, 2021 through September 30, 2022) TAA Plan and accepts funding in the amount of \$261,068.

**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.

**10. Committee Reports**

- a. Career and Education Advisory Council (CEAC) – (CEAC) 2021 with Sixty by 30 Talent Tour Event- September 27, 2021- Kevin Oxley, Chair
- b. Operations Committee Meeting – October 4 and October 25, 2021, Marcus James, Chair
- c. Executive Committee – October 6, 2021; November 3, 2021- Marcus James, Chair

## **Operations Committee**

### **Agenda**

**October 25, 2021**

**2:00 – 3:00 pm**

#### **10/25 notes in blue**

1. Introductions
2. Review notes from 10/4/21 meeting
  - a. Finalize Operations Committee draft charter – charter adjusted and approved for final approval by executive committee
  - b. Review committee membership – Hogan, Currie, Germann, James
3. Compliance
  - a. Update on audit status
    - i. Single audit starting Wednesday for 2021 – much better prepared (deadline State-Dec21, CEFA – Apr22 but submitted jointly)
    - ii. Expect a few carryover findings
    - iii. Cycle III (State) monitoring completed in Sept21 – will see a few minor items
4. Fiscal
  - a. Review recent organizational changes
    - i. New fiscal manager has been offered role – Kendell Walton
    - ii. Continuing to use consultant CPA – Tom Diehl
    - iii. Plant Moran GAAP thru Q1-22
5. Operations
  - a. Updates on on-going operations
    - i. Livingston Service Center close to completion
    - ii. Next meeting – identify opportunities to use BRES dollars for BRN's.
  - b. Review latest performance metrics
    - i. Misty will review actual data with Vicky to better understand county jobseeker dashboard trend accuracy
6. Other

**10/4/21 notes:**

Fiscal update

WF Performance – 1Q only data on board portal (Lenawee job openings down almost 50% primarily due to staffing issues)

Ex Dir performance appraisal discussion

Establish charter for Operations Committee

Document succession plan – [will be reviewed by Executive Committee.](#)

Michigan Works! Southeast  
Workforce Development Board  
Executive Committee Meeting Minutes  
October 6, 2021 2:00pm– 4:00pm  
Zoom Meeting

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

Absent: Jeremiah JJ Hodshire  
Grace Trudell

Staff: Shamar Herron  
Misty Shulters  
Dan Childs  
Maggie Flaherty

1. Call to order  
Marcus James, Chair called the meeting to order at 2:00 pm.
2. Roll Call  
Quorum Present.
3. Approval of Agenda  
Marcus James call for a motion to approve the Agenda.  
MOTION: Sharon Miller moved to approve the Agenda.  
SUPPORT: Troy Reehl  
MOTION CARRIED
4. Consent Agenda-No items
5. Resolutions for Consideration by the Workforce Development Board (WDB)
  - a. WDB ESOLUTION 21-09  
A RESOLUTION APPROVING THE FISCAL YEAR 2022 - OCTOBER 1, 2021 TO DECEMBER 31, 2022 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN AND ACCEPTANCE OF FUNDING.  
Marcus James call for a motion to approve WDB Resolution 21-09.  
MOTION: Troy Reehl moved to approve WDB RESOLUTION 21-09.  
SUPPORT: Sharon Miller.  
Shamar Herron reviewed. Discussion.  
MOTION CARRIED
  - b. WDB RESOLUTION 21-10  
A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR WORK SKILLS CORPORATION NOT TO EXCEED \$7,460  
Marcus James call for a motion to approve WDB Resolution 21-10.  
MOTION: Sharon Miller moved to approve WDB Resolution 21-10.  
Shamar Herron reviewed. Discussion.  
MOTION CARRIED

c. WDB RESOLUTION 21-11

A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ROSS DESIGN & ENGINEERING NOT TO EXCEED \$5,600

Marcus James call for a motion to approve WDB Resolution 21-11.

MOTION: Troy Reehl moved to approve WDB Resolution 21-11.

SUPPORT: Richard Currie

Shamar Herron reviewed. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 21-12

A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR ACCUBILT AUTOMATED SYSTEMS NOT TO EXCEED \$4,563

Marcus James call for a motion to approve WDB Resolution 21-12.

MOTION: Richard Currie moved to approve WDB Resolution 21-12.

SUPPORT: Troy Reehl

Shamar Herron reviewed. Discussion.

MOTION CARRIED

e. WDB RESOLUTION 21-13

A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING FUNDS FOR SUMMERS-KNOLL SCHOOL NOT TO EXCEED \$1,500

Marcus James call for a motion to approve WDB Resolution 21-13.

MOTION: Richard Currie moved to approve WDB Resolution 21-13.

SUPPORT: Rich Chang

Shamar Herron reviewed. Discussion.

MOTION CARRIED

f. WDB RESOLUTION 21-14

A RESOLUTION APPROVING THE FISCAL YEAR 2022 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FUNDING

Marcus James call for a motion to approve WDB Resolution 21-14.

MOTION: Rich Chang moved to approve WDB Resolution 21-14.

SUPPORT: Richard Currie

Shamar Herron reviewed. Discussion.

MOTION CARRIED

6. New Business- No items

7. Committee Reports

a. Career and Educational Advisory Council – (CEAC) 2021 with Sixty by 30 Talent Tour Event- September 27, 2021

Shamar Herron and Misty Shulters provided a report. Discussion.

b. Strategic and Operations Committee meeting – October 4, 2021

Marcus James reported the committee name change is Operations Committee. Discussed charter for the committee.

8. Chair Report

a. Board's Strategic Goals Discussion

Marcus James reviewed the Strategic Goals. Discussion.

b. Executive Director 2020-21 Performance Evaluation.

Discussed the Executive Director Performance Evaluation.

c. Executive Committee Leadership Change

Discussed The Election of Officers and Executive Committee members for

Calendar Year 2022. Marcus as chair of the WDB named the Executive Committee the nominating committee to determine the slate of officers and executive committee. WDB by-laws allow Chair to name a nominating committee. The elections occur during the November 10, 2021 WDB meeting.

9. Directors Report  
Shamar Herron provided updates on programs, state, federal and administration.
10. 2022 Proposed Meeting Schedules for Executive Committee and Workforce Development Board  
Reviewed and discussed.
11. Public Comment  
Marcus James offered public comment. No public comment.  
Additional comments by committee members.
12. Adjournment  
MOTION: Sharon Miller moved to adjourn.  
SUPPORT: Rich Chang  
Meeting adjourned at 4:05 pm

Michigan Works! Southeast  
Workforce Development Board  
Executive Committee Meeting Minutes  
November 3, 2021, 2:00pm– 4:00pm  
Zoom Meeting

Present: Rich Chang  
Marcus James, Chair  
Sharon Miller, Vice Chair  
Troy Reehl  
Grace Trudell

Absent: Richard Currie  
Donald Germann  
Jeremiah JJ Hodshire

Staff: Misty Shulters  
Daniel Child  
Maggie Flaherty

1. Call to order  
Marcus James called the meeting to order at 2:05 am
  2. Roll Call  
Quorum not present
  3. Committee Reports
    - a. Operations Committee meeting – October 25, 2021.  
Marcus James reviewed the meeting notes.  
Marcus James call for a motion to approve the Operations Committee Charter.  
MOTION: Sharon Miller moved to approve the Operations Committee Charter.  
SUPPORT: Grace Trudell  
MOTION CARRIED
- Quorum present at 2:06 pm
4. Approval of Agenda  
Marcus James call for a motion to approve the Agenda.  
MOTION: Rich Chang moved to approve the Agenda.  
SUPPORT: Troy Reehl  
MOTION CARRIED
  5. Approval of October 6, 2021 Executive Committee meeting minutes  
Marcus James call for a motion to approve the October 6, 2021 Executive Committee meeting minutes.  
MOTION: Troy Reehl moved to approve the October 6, 2021 Executive Committee meeting minutes.  
SUPPORT: Rich Chang  
MOTION APPROVED
  6. Consent Agenda – No items

7. Resolutions for Consideration by the Workforce Development Board (WDB)
    - a. WDB RESOLUTION 21-15  
 A RESOLUTION APPROVING PY 2021 WIOA INCUMBENT WORKER TRAINING (IWT) FUNDS FOR MMI ENGINEERED SOLUTIONS NOT TO EXCEED \$9,919  
 Marcus James call for a motion to approve WDB Resolution 21-15.  
 MOTION: Troy Reehl moved to approve WDB Resolution 21-15.  
 SUPPORT: Sharon Miller  
 Misty Shulters reviewed. Discussion.  
 MOTION CARRIED
  8. New Business – No Items
  9. Committee Reports
    - a. Operations Committee meeting – October 25, 2021  
 Marcus James continued review of the meeting notes. Discussion.
  10. Chair Report
    - a. Board's Strategic Goals Discussion  
 Marcus James reviewed the goals. Each goal will be reviewed during next weeks' WDB meeting. Discussion.
    - b. Executive Committee charter  
 Marcus James reviewed draft Executive Committee charter. Discussion.
    - c. Finalize Slate of Officers for Nov 10<sup>th</sup> board meeting.  
 Discussion.
  11. Directors Report  
 Misty Shulters provided an update from Shamar Herron. Shamar's presentation at next weeks' WDB meeting will be duration of 30 minutes.  
 Misty commented Unemployment Agency is going to require new applicants to register for work (not required since March 2020);  
 Livingston Service Center new location in Howell will have an open house.
  12. Agenda for November 10, 2021 WDB Meeting  
 Reviewed and discussed.
  13. 2022 Proposed Meeting Schedules for Executive Committee and Workforce Development Board  
 Reviewed and discussed.
  14. Public Comment  
 Marcus James offered public comment. No public comment.
  15. Adjournment  
 Marcus James call to adjourn the meeting.  
 MOTION: Rich Chang moved to adjourn.  
 SUPPORT: Sharon Miller  
 MOTION CARRIED
- Meeting adjourned at 3:26 pm.

**12. Other**

a. 2022 Schedule of Meetings for Workforce Development Board and Executive Committee

**Proposed  
2022 Michigan Works! Southeast Workforce Development Board Meeting Schedule  
Location: TBD**

<b>Date</b>	<b>Time</b>	
Wednesday, January 12, 2022	10am-12pm	
Wednesday, March 9 2022	10am-12pm	
Wednesday, May 11, 2022	10am-12pm	
Wednesday, June 8, 2022	10am-12pm	
Wednesday, September 14, 2022	10am-12pm	
Wednesday, November 9, 2022	10am-12pm	

**Proposed  
2022 Michigan Works! Southeast Workforce Development Board  
Executive Committee Meeting Schedule, Locations: TBD**

<b>Date</b>	<b>Time</b>
Wednesday, January 5, 2022	2:30pm-4pm
Wednesday, February 2 ,2022	2:30pm-4pm
Wednesday, March 2, 2022	2:30pm-4pm
Wednesday, April 6, 2022	2:30pm-4pm
Wednesday, May 4, 2022	2:30pm-4pm
Wednesday, June 1, 2022	2:30pm-4pm
Wednesday, July 6, 2022	2:30pm-4pm
Wednesday, August 3, 2022	2:30pm-4pm
Wednesday, September 7, 2022	2:30pm-4pm
Wednesday, October 5, 2022	2:30pm-4pm
Wednesday, November 2, 2022	2:30pm-4pm
Wednesday, December 7, 2022	2:30pm-4pm