

**JOINT MEETING OF THE  
MICHIGAN WORKS! SOUTHEAST CONSORTIUM  
and  
MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
March 9, 2022  
Comfort Inn, Village Conference Center  
1645 Commerce Park Drive  
Chelsea, MI 48118  
10:00 am – 12:00 Noon**

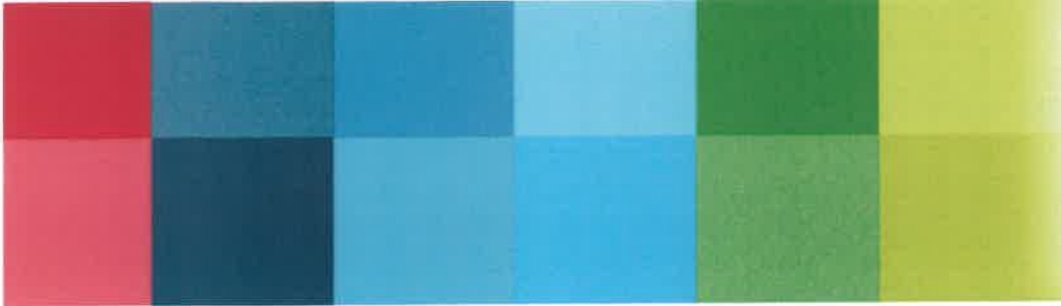
**AGENDA**

Pages

1. **Call to order** – Michigan Works! Southeast Consortium – Karol KZ Bolton, Chair
2. **Call to order** – Michigan Works! Southeast Workforce Development Board – Sharon Miller, Chair
3. **Roll Call** – Michigan Works! Southeast Consortium
4. **Roll Call** – Michigan Works! Southeast Workforce Development Board
5. **Introductions**
6. **Call to the Public** – KZ Bolton
7. **Election of Chair and Vice Chair – Michigan Works! Southeast Consortium**
8. **Approval of the Agenda** - (both boards)
  - a. Consortium, KZ Bolton
  - b. Workforce Development Board, Sharon Miller
9. **Approval of Minutes** – (both boards)
  - a. November 30, 2021 Michigan Works! Southeast Consortium Meeting Minutes, KZ Bolton ..... 5 - 8
  - b. November 10, 2021 Michigan Works! Southeast Workforce Development Board Meeting ..... 9 - 13  
Minutes, Sharon Miller
10. **Recognition of Marcus James - outgoing Workforce Development Board Chair**

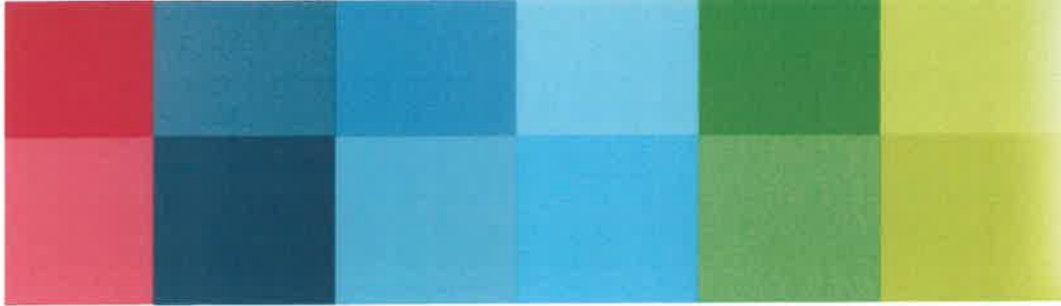
**Connecting the counties of Hillsdale, Jackson, Lenawee, Livingston, and Washtenaw**





- 11. **Consent Agenda, Workforce Development Board, Sharon Miller** ..... 15 - 20
  - a. WDB RESOLUTION 21-17**  
A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR GSHA QUALITY SERVICES IN THE AMOUNT NOT TO EXCEED \$1,500
  - b. WDB RESOLUTION 21-18**  
A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR ANDERSON DEVELOPMENT COMPANY IN THE AMOUNT NOT TO EXCEED \$12,000
  - c. WDB RESOLUTION 21-19**  
A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR NORTHWEST TOOL & MACHINE IN THE AMOUNT NOT TO EXCEED \$3,130
  
- 12. **Resolutions for Consideration of the Workforce Development Board, Sharon Miller** ..... 22 - 25
  - a. WDB RESOLUTION 21-16**  
A RESOLUTION APPROVING THE FUNDING ALLOCATION FOR THE BARRIER REMOVAL EMPLOYMENT SUCCESS (BRES) PROGRAM IN THE AMOUNT OF \$507,187 FOR THE TIME PERIOD – FISCAL YEAR 2022 - OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022
  - b. WDB RESOLUTION 21-21**  
A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR CONCEPT ALLOYS, INC, A CLOSE CORPORATION IN THE AMOUNT NOT TO EXCEED \$9,190
  
- 13. **Resolutions for Consideration of the Michigan Works! Southeast Consortium, KZ Bolton**
  
- 14. **Resolutions for Consideration by both the Consortium Board (CB) and the Workforce Development Board (WDB)** ..... 27 - 34
  - a. CB RESOLUTION 21-06**  
A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2022 FOR MICHIGAN WORKS! CONSORTIUM BOARD IN THE AMOUNT OF \$2,638,805
  - WDB RESOLUTION 21-20**  
A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2022 FOR MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD IN THE AMOUNT OF \$2,638,805
  - b. CB RESOLUTION 21-07**  
A RESOLUTION APPROVING THE 2022 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$220,138 FOR THE TIMELINE OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2023
  - WDB RESOLUTION 21-22**  
A RESOLUTION APPROVING THE 2022 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$220,138 FOR THE TIMELINE OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

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



**15. New Business**

**a. Michigan Works! Southeast Consortium-KZ Bolton**

Approval of new company change for James Hogan, now Director of Operations, Display Max Merchandising. Formerly Executive Manager of Human Resource, Thai Summit America Corporation.

**b. Michigan Works! Southeast Workforce Development Board– Executive Committee-Sharon Miller**

Approval of Executive Committee members- Tina Matz, Jackson College  
Bill Ray, Jackson Area Manufacturers Association (JAMA)

**16. Presentations:**

- a. Board Strategy- Goal 1: Collaboration, Bill Rayl and Sharon Miller; Goal 4: Resource Diversification, Tina Matz**
- b. Careers of Today and Tomorrow (CT2) – Michigan Works! Southeast Staff**
- c. Annual Report**

**17. Committee Reports (WDB)..... 36 - 45**

- a. Executive Committee – December 1, 2021; February 9, 2022 - Sharon Miller**
- b. Career & Educational Advisory Council (CEAC) December 13, 2021– Kevin Oxley**
- c. Operations Committee – January 24, 2022 & February 28, 2022 - Marcus James**

**18. Other Items**

- a. Comments from Chairs (both boards)**
- b. Executive Directors Report**

**19. Public Comment – Karol KZ Bolton**

**20. Adjourn Michigan Works! Southeast Consortium –Karol KZ Bolton**

**21. Adjourn Michigan Works! Southeast Workforce Development Board-Sharon Miller**

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

**9. Approval of Minutes** – (both boards)

- a. November 30, 2021 Michigan Works! Southeast Consortium Meeting Minutes, KZ Bolton
- b. November 10, 2021 Michigan Works! Southeast Workforce Development Board Meeting Minutes, Sharon Miller

Michigan Works! Southeast Consortium Meeting Minutes  
November 30, 2021, 10:00am -11:30am  
Zoom Virtual Meeting

Michigan Works! Southeast Consortium Board Present:

Doug Ingels	Hillsdale County Commissioner
Brent Leininger	Hillsdale County Commissioner
Daniel Mahoney (outgoing vice chair)	Jackson County Commissioner
Darius Williams	Jackson County Commissioner
Karol KZ Bolton, Chair	Lenawee County Commissioner
Chris Wittenbach	Lenawee County Commissioner
Douglas Helzerman	Livingston County Commissioner
Caroline Sanders	Washtenaw County Commissioner
Sue Shink, Vice-Chair	Washtenaw County Commissioner

Michigan Works! Southeast Consortium Absent

Mitchell Zajac	Livingston County Commissioner
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Michigan Works! Southeast WDB

Marcus James, Chair

Staff

Shamar Herron	Michigan Works! Southeast
Daniel Childs	Michigan Works! Southeast
Maggie Flaherty	Michigan Works! Southeast

1. Call to Order  
Karol KZ Bolton called the meeting to order at 10:00am.
2. Roll Call  
Quorum Present.
3. Introductions
4. Election of Vice-Chair  
Daniel Mahoney current Vice-Chair was elected Mayor for the City of Jackson- Daniel has resigned as a Jackson County Commissioner at 1:00pm today.  
KZ Bolton reported that if consensus of board members approve Sue Shink has agreed to become Consortium Board Vice-Chair.  
MOTION: Douglas Helzerman moved to appoint Sue Shink, Vice-Chair of the Michigan Works! Southeast Consortium Board  
SUPPORT: Darius Williams  
MOTION APPROVED  
KZ Bolton call for other nominations, are there any other nominations, are there any other nominations. No other nominations.  
MOTION: Douglas Helzerman moved the nominations be closed  
SUPPORT: Doug Ingles  
MOTION CARRIED

5. Approval of Agenda
  - KZ Bolton call for a motion to approve the Agenda
  - MOTION: Douglas Helzerman moved to approve the Agenda
  - SUPPORT: Darius Williams
  - MOTION CARRIED
6. Approval of Minutes
  - a. Approval of September 8, 2021 minutes for the joint meeting of the Michigan Works! Southeast Consortium and Michigan Works! Southeast Workforce Development Board
    - KZ Bolton call for a motion to approve the September 8, 2021 minutes of the joint meeting for the Consortium Board and Workforce Development Board.
    - MOTION: Douglas Helzerman moved to approve the minutes.
    - SUPPORT: Doug Ingles
    - MOTION CARRIED
7. Call to the Public
  - KZ Bolton call to the public.
  - Douglas Helzerman and Daniel Mahoney commented.
8. Resolutions for Consideration of the Michigan Works! Southeast Consortium Board (CB)
  - a. CB RESOLUTION 21-03
    - 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 IN THE AMOUNT OF \$3,456,193
    - KZ Bolton call to approve CB Resolution 21-03
    - MOTION: Sue Shink moved to approve CB Resolution 21-03
    - SUPPORT: Douglas Helzerman
    - Shamar Herron reviewed. Discussion.
    - MOTION CARRIED
  - b. CB RESOLUTION 21-04
    - A RESOLUTION APPROVING THE FISCAL YEAR 2022 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM FUNDING IN THE AMOUNT OF \$261,068
    - KZ Bolton call to approve CB Resolution 21-04
    - MOTION: Sue Shink moved to approve CB Resolution 21-04
    - SUPPORT: Douglas Helzerman
    - Shamar Herron reviewed. Discussion.
    - MOTION CARRIED
  - c. CB RESOLUTION 21-05
    - A RESOLUTION APPROVING THE FUNDING ALLOCATION FOR THE BARRIER REMOVAL EMPLOYMENT SUCCESS (BRES) PROGRAM IN THE AMOUNT OF \$507,187 FOR THE TIME PERIOD – FISCAL YEAR 2022 - OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022
    - KZ Bolton call for a motion to approve CB Resolution 21-05
    - MOTION: Doug Ingles moved to approve CB Resolution 21-05
    - SUPPORT: Sue Shink
    - Shamar Herron reviewed. Discussion.
    - MOTION CARRIED

## 9. New Business

a. Michigan Works! Southeast Workforce Development (WDB) Board - Vacancy  
Vacancy on the Workforce Board due to resignation of Ambrose Wilbanks,  
Workforce Development Liaison, for Destination Ann Arbor

Nominate: Katy Pek, the HR Director-Workforce Development for Destination Ann Arbor to fill vacancy replacing Ambrose Wilbanks on the WDB.

Request to approve.

KZ Bolton call to approve request for Katy Pek to become WDB member replacing Ambrose Wilbanks on the WDB.

MOTION: Sue Shink moved to approve Katy Pek as Michigan Works! Southeast WDB member replacing Ambrose Willbanks

SUPPORT: Daniel Mahoney

MOTION CARRIED

b. Michigan Works! Southeast Workforce Development Board (WDB) member action  
Currently Jeremy Frew, Provost, Jackson College, is a primary WDB member serving on the WDB. Tina Matz, Director of Workforce Training, Jackson College is current alternate for Jeremy Frew.

Request to approve change – making Tina Matz, primary WDB member and Jeremy Frew, alternate member for Tina Matz.

KZ Bolton call to approve request.

MOTION: Daniel Mahoney moved for Tina Matz to become primary WDB member and Jeremy Frew becoming WDB Alternate for Tina Matz

SUPPORT: Doug Ingles

MOTION CARRIED

## 10. Discussion Items

a. Chair Report

KZ Bolton report RPC is conducting the independent.

b. Director's Report - Presentation

Shamar Herron provided report a year in review for 2021 – program, administrative, state and federal. Discussion

c. Other – Consensus to cancel the tentative meeting scheduled for December 15, 2021 as there are no agenda items.

## 11. 2022 Michigan Works! Southeast Consortium Meeting Schedule - tentative

Reviewed the 2022 Meeting Schedule for the Michigan Works! Southeast Consortium Board

KZ Bolton call to approve the 2022 Consortium Meeting Schedule

MOTION: Sue Shirk moved to approve 2022 Consortium Meeting Schedule

SUPPORT: Douglas Helzerman

Discussion.

MOTION APPROVED Chris Wittenbach-No

12. Comments from Consortium Board Members, WDB Chair and staff followed.

13. Adjournment

KZ Bolton call for a motion to adjourn the meeting.

MOTION: Douglas Helzerman moved to adjourn the meeting.

SUPPORT: Caroline Sanders.

MOTION CARRIED

Meeting adjourned at 11:25 am



Michigan Works! Southeast Workforce Development Board  
November 10, 2021, 10:00am-12 Noon Via Zoom

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	
Marcia Gebarowski	SPARK	
Donald Germann	County National Bank	
Lee Graham	Operating Engineers 324	
James Hogan	Thai Summit	
Marcus James, Chair	StableInc LLC	
Sharon Miller, Vice Chair	Consumers Energy	
Kevin Oxley	Jackson County ISD	
Deb Polich	The Arts Alliance, Creative Washtenaw	
Bill Rayl	Jackson Area Manufacturers Association (JAMA)	
Anne Rennie	Livingston County United Way	
Troy Reehl	Hillsdale County ISD	
Jamal Robertson	DTE	alternate for Molly Luempert-Coy
John Salyer	Ann Arbor Electrical JATC	
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	
Craig Hatch	Jackson County Chamber of Commerce	
Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Molly Luempert-Coy	DTE	alternate Jamal Robertson attended
Phil Santer	Ann Arbor SPARK	alternate Marcia Gebarowski attended
Grace Trudell	IBEW 58	

Staff Present

Shamar Herron, Executive Director	Michigan Works! Southeast
Misty Shulters, Deputy Director	Michigan Works! Southeast
Dawn Awrey, Service Center Manager	Michigan Works! Southeast
Nicole Bell, Communications Manager	Michigan Works! Southeast
Daniel Childs, Systems/Network Administrator	Michigan Works! Southeast
Johnny Epps, Service Center Manager	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Mgr./ EO Officer	Michigan Works! Southeast
Pamela 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
Ashley Vandenbushe, Service Center Manager	Michigan Works! Southeast

Kendell Walton, Fiscal Manager  
 Angela Watkins, Service Center Manager  
 Joshua Rose, Communication Specialist

Michigan Works! Southeast  
 Michigan Works! Southeast  
 Michigan Works! Southeast

Others:

Hernando Flowers

BMCO

1. Call to Order

Marcus James called the meeting to order at 10:00am

2. Roll Call

Quorum Present

3. Introductions

Comments from Marcus James.

4. Call to the Public

Marcus James call to the public, call to the public, call to the public. No public comment.

5. Approval of Agenda

Marcus James reviewed the Agenda. Marcus changed order of Agenda Items:

11 a. Directors report b. Chair Report.

Marcus James call to approve the Agenda with modification.

MOTION: Brandon Tucker moved to approve the Agenda.

SUPPORT: Richard Currie.

MOTION CARRIED

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

Marcus James call for a motion to approve the September 8, 2021 joint board meeting minutes for the MWSE WDB and the MWSEC.

MOTION: James Van Doren moved to approve the September 8, 2021 meeting minutes.

SUPPORT: Troy Reehl

MOTION CARRIED

7. Election of Officers and Executive Committee for Calendar Year 2022

Sean Duval stated Nominating Committee provided 2022 Slate of Candidates for one-year term for Chair and Vice-Chair.

Sharon Miller – nominee for Chair (Consumers Energy-Jackson County); Richard Currie-Vice Chair nominee for Vice-Chair (Hitachi Astemo Americas, Inc.-Livingston County).

Sean Duval opened the floor for other nominations from the floor for Chair.

No other nominations for Chair.

MOTION: Kevin Oxley moved to approve Sharon Miller, Chair for 2022.

SUPPORT: Brandon Tucker.

MOTION CARRIED

Sean Duval opened the floor for other nominations from the floor for Vice-Chair.

No other nominations for Vice-Chair.

MOTION: James Hogan moved to approve Richard Currie Vice-Chair for 2022.

SUPPORT: Lee Graham

MOTION CARRIED

Sean Duval stated the Nominating Committee Slate of Candidates for 2022 Executive Committee.

Richard Chang, NewFoundry	Washtenaw County
Donald Germann, County National Bank	Hillsdale County
Jeremiah Hodshire, Hillsdale Hospital	Hillsdale County
Marcus James, StableInc, LLC	Jackson County
Troy Reehl, Hillsdale County Intermediate School District	Hillsdale County
Grace Trudell, IBEW Local 58	Livingston County

Sean Duval opened the floor for other nominations from the floor for 2022 Executive Committee.

No other nominations for Executive Committee.

MOTION: James Van Doren moved to approve the Slate of Candidates for 2022.

SUPPORT: Marcia Gebarowski

MOTION CARRIED

#### 8. Consent Agenda

Marcus James reviewed the Consent Agenda Resolutions. Marcus ask if any of the Resolutions require Consideration by the WDB. Marcia Gebarowski and James Hogan request WDB Resolution 21-10 move to Consideration by WDB.

Marcus request for a motion to approve the Consent Agenda.

MOTION: John Salyer moved to approve the Consent Agenda.

SUPPORT: Rich Chang

MOTION CARRIED

#### 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

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

##### a. WDB RESOLUTION 21-09

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

Marcus James call to approve WDB Resolution 21-09.

MOTION: James Hogan moved to approve WDB Resolution 21-09.

SUPPORT: Marcia Gebarowski

Shamar Herron reviewed. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 21-14

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

Marcus James call to approve WDB Resolution 21-14.

MOTION: Marcia Gebarowski moved to approve WDB Resolution 21-14.

SUPPORT: Bill Rayl

Shamar Herron reviewed. Discussion. MOTION CARRIED

a. WDB RESOLUTION 21-10 (request to move from Consent agenda)

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: Richard Currie moved to approve WDB Resolution 21-10.

SUPPORT: John Salyer

Shamar Herron reviewed. Discussion.

MOTION CARRIED. Abstain: Marcia Gebarowski, James Hogan

Comments followed by Chair Elect Sharon Miller and Vice-Chair Elect Richard Currie followed.

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

Update provided by Shamar Herron (Kevin Oxley unable to attend the CEAC meeting). Discussion.

b. Operations Committee Meeting – October 4 and October 25, 2021

Marcus James, Committee Chair reviewed meeting notes. Comment regards the name change to Operations Committee (previous committee names Compliance, Finance and Operations; then Strategy and Operations). Discussion.

c. Executive Committee – October 6, 2021; November 3, 2021- Marcus James, Chair, reviewed commented the committee meeting actions discussed during today's meeting.

11. On-going Business

a. Executive Director Report presentation followed by Shamar Herron.

b. Chair Report

Presentation and discussion followed regarding the update of Board Strategic Goals.

12. Other

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

13. Call to the Public

Marcus James call to the public, call to the public, call to the public.

Marcus James offered floor open to additional comments by board member. Sharon Miller commented.

Also, a thank you to Marcus James for time and effort as Chair.

14. Adjournment

MOTION: Lee Graham

SUPPORT: Bill Rayl  
MOTION CARRIED  
Meeting adjourned at 12:05 am

**11. Consent Agenda, Workforce Development Board, Sharon Miller****a. WDB RESOLUTION 21-17**

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR  
GSHA

QUALITY SERVICES IN THE AMOUNT NOT TO EXCEED \$1,500

**b. WDB RESOLUTION 21-18**

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR  
ANDERSON DEVELOPMENT COMPANY IN THE AMOUNT NOT TO EXCEED \$12,000

**c. WDB RESOLUTION 21-19**

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR  
NORTHWEST

TOOL & MACHINE IN THE AMOUNT NOT TO EXCEED \$3,130

## MEMORANDUM

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

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

**Date:** January 5, 2022

**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: GSHA Quality Services

### **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**

Knowledge gained from participating in the TPM Academy will be beneficial in the development, growth and stabilization of our Employer Led Collaborative (ELC) to recruit, train, and mentor targeted groups of the population in hub zone areas as we establish collaborative partnerships with community resource agencies and employers.

### **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>
GSHA Quality Services	Not to exceed \$1500	1/ TPM Cohort XIX /US Chamber of Commerce TPM National Academy	Washtenaw

The Employer Services Committee has reviewed the application.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD****RESOLUTION 21-17****A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR GSHA QUALITY SERVICES IN THE AMOUNT NOT TO EXCEED \$1500**

- 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:** January 5, 2022

**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: Anderson Development Company.

### **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**

Anderson Development through both formal employee surveys and informal assessments, our company has identified a gap in our leadership effectiveness. Ineffective leadership leads to decreased productivity and increased turnover, and individuals not being prepared for future career growth. These problems are exacerbated especially for leading millennials entering the workforce and for engaging newer workers who are entering the company. Helping our supervisors become better leaders will reduce turnover and will help the leaders to develop their subordinates achieve higher positions. This program has been designed to fill those gaps for existing supervisors and leaders and to improve those skills to all allow them to be more effective and to allow the individuals to attain higher level positions.

### **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>
Anderson Development Company	Not to exceed \$12,000	8 / Leadership Training / Dion Leadership	Lenawee

The Employer Services Committee has reviewed the application.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**  
**RESOLUTION 21-18**  
**A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR**  
**ANDERSON DEVELOPMENT COMPANY IN THE AMOUNT NOT TO EXCEED 12,000**

- 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, 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:** January 5, 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: Northwest Tool & Machine

### **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**

Employee is beginning tool & Die Maker Apprenticeship program through JAMAs Academy for Manufacturing careers. The training will allow the employee to become a highly skilled and well -rounded Tool & Die Maker.

### **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>
Northwest Tool & Machine	Not to exceed \$3,1300	1/ Industrial Print Reading; Materials-Metallurgy; Intermediate Blueprint Reading; GD & T/Basic; Gauges & Measurements / JAMA	Jackson

The Employer Services Committee has reviewed the application.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD****RESOLUTION 21-19****A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR NORTHWEST TOOL & MACHINE IN THE AMOUNT NOT TO EXCEED \$3,130**

- 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.

**12. Resolutions for Consideration of the Workforce Development Board, Sharon Miller**

**a. WDB RESOLUTION 21-16**

A RESOLUTION APPROVING THE FUNDING ALLOCATION FOR THE BARRIER REMOVAL EMPLOYMENT SUCCESS (BRES) PROGRAM IN THE AMOUNT OF \$507,187 FOR THE TIME PERIOD – FISCAL YEAR 2022 - OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022

**b. WDB RESOLUTION 21-21**

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR CONCEPT ALLOYS, INC, A CLOSE CORPORATION IN THE AMOUNT NOT TO EXCEED \$9,190

## MEMORANDUM

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

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

**Date:** December 1, 2021

**Subject:** Barrier Removal Employment Success (BRES) Funding

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve the funding allocation for the Barrier Removal Employment Success (BRES) Program in the amount of \$507,187 for the time period October 1, 2021 through September 30, 2022.

**Michigan Works! Southeast Allocation**

<b>State Contingency Penalty &amp; Interest Allocation</b>	\$289,821
<b>State General Fund/General Purpose Allocation</b>	\$217,366
<b>Total</b>	<b>\$507,187</b>

**Background**

The Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) is providing funding to support the employment and reemployment of at-risk individuals and the removal of barriers to employment. Examples of populations BRES will serve include, but are not limited to: Healthy Michigan Plan, the Clean Slate Pilot (CSP) program, Business Resource Network (BRN) Program, the Michigan Reconnect scholarship program, and the Asset Limited Income Constrained Employed (ALICE) population. To provide additional financial support for the operation of these initiatives and to serve the at-risk populations, WD has established the BRES program.

**Discussion**

WD has identified in Fiscal Year (FY) 2022 State General Fund/General Purpose funds and in FY 2021 State Contingency Penalty and Interest funds under the BRES program to support the initiatives described and any program serving individuals who are members of the ALICE population. The CSP program assists Returning Citizens in expunging eligible convictions from their criminal record to aid them in their pursuit of full-time, self-sufficient employment. The BRN program delivers wrap-around services necessary to assist eligible employees in retaining long-term, meaningful employment. The BRNs are locally driven, private-public consortia whose purpose is to improve the employer's workforce retention through employee support and training. Michigan Reconnect is a scholarship program that pays to attend an in-district community college and offers a large tuition discount if individuals attend an out-of-district community college. The scholarship can be utilized to complete an associate degree or a skill certificate program. The ALICE population are individuals working, yet still struggling to make ends meet or are one crisis away from poverty. The funding allocated in this should be utilized to support activities that are not eligible or feasible under another funding source or if there is insufficient funding to support those activities. In addition, the funding allocated may be utilized to provide employer supports to encourage participation in BRNs. Employer supports may include subsidizing BRN membership fees. Services specifically prohibited for support include administration costs and educational scholarships. The services provided locally with the funding allocated should complement and comply with local policy regarding the provision of supportive services and any associated limitations. BRES funding may not be used to circumvent local supportive service policies or limitations.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**

**RESOLUTION 21-16**

**A RESOLUTION APPROVING THE FUNDING ALLOCATION FOR THE BARRIER REMOVAL EMPLOYMENT SUCCESS (BRES) PROGRAM IN THE AMOUNT OF \$507,187 FOR THE TIME PERIOD – FISCAL YEAR 2022 - OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022**

- 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 Opportunity (LEO), Workforce Development (WD) 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 Barrier Removal Employment Success (BRES) program will directly involve Michigan Works! Agencies with the implementation of the various program elements; and
- WHEREAS, Michigan Works! Southeast Consortium will receive funding in the amount of \$507,187 for the time period October 1, 2021 through September 30, 2022; and
- WHEREAS, Approval of these funds require approval from the Workforce Development Board and Consortium Board; and

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of funds for the Barrier Removal Employment Success (BRES) program in the amount of \$507,187 for the time period October 1, 2021 through September 30, 2022.

**BE IT FURTHER RESOLVED** the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign the grant approval request form, as well as any future amendments for monetary and grant language adjustments.

## MEMORANDUM

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

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

**Date:** February 2, 2022

**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: Concept Alloys, Inc., A Close 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**

Concepts Alloys, Inc. is in need of increasing employee knowledge and fill in educational gaps in managing and improving a quality system and ultimately achieving ISO 9001 certification. Will increase profitability, will make the company competitive, will be an important component to Concept's Alloys, Inc. 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>
Concept Alloys, Inc., A Close Corporation	Not to exceed \$9,190	5 /SO 9001: 2001 Organizational Implementation / MMTC	Livingston

The Employer Services Committee has reviewed the application.



**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**  
**RESOLUTION 21-21**  
**A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR**  
**CONCEPT ALLOYS, INC., IN THE AMOUNT NOT TO EXCEED \$9,190**

- 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.

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

**a. CB RESOLUTION 21-06**

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2022 FOR MICHIGAN WORKS! CONSORTIUM BOARD IN THE AMOUNT OF \$2,638,805

**WDB RESOLUTION 21-20**

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2022 FOR MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD IN THE AMOUNT OF \$2,638,805

**b. CB RESOLUTION 21-07**

A RESOLUTION APPROVING THE 2022 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$220,138 FOR THE TIMELINE OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

**WDB RESOLUTION 21-22**

A RESOLUTION APPROVING THE 2022 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$220,138 FOR THE TIMELINE OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

## MEMORANDUM

**To:** Michigan Works! Southeast Consortium Board

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

**Date:** March 9, 2022

**Subject:** Going PRO Talent Fund (Talent) for Fiscal Year (FY) 2022,

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Consortium Board approve acceptance of Going PRO Talent Fund (Talent Fund) funding for FY 2022.

Program Award Amount	\$ 2,454,089.00
Administrative Funds	\$ 184,716.00
Total Award Funding	\$ 2,638,805.00

### **Background**

The 2022 Going PRO Talent fund, the FY 2022 is an important part of the Business Services administered in the five counties of the Michigan Works! Southeast.

### **Discussion**

The Going PRO Talent Fund (Talent Fund)) provides individuals with employment, industry recognized credentials, and strong wages through competitive awards to employers to assist in training, developing and retaining new and current employees. It helps to ensure Michigan's workers have the skills they need for in-demand jobs and employers have the talent they need to compete and grow. Talent Fund-supported training expands and improves employees' skills and develops their opportunities for growth or promotion within the company and for economic advancement. The Talent Fund is designed to create public-private partnerships with employers to develop training models that adapt in real time with changing employer demand. Training must be completed within one year from the date of the award and lead to a credential for a skill that is transferable and recognized by industry. Employers who request funding must actively participate in the development of the training and must commit to retaining individuals at the completion of training. As a result of individuals being trained and promoted, vacancies should be filled by individuals recruited with the assistance of the local Michigan Works! Agency. Additionally, as it is becoming harder to find the skilled talent to fill jobs, employers are encouraged to expand their recruitment to include individuals within Targeted Populations; specifically, Veterans, Active Military Reservists, Older Workers, Returning Citizens, Individuals with Disabilities, Public Assistance Recipient new trainees, and High School Diploma/Equivalency new and incumbent trainees.

**MICHIGAN WORKS! SOUTHEAST CONSORTIUM BOARD****RESOLUTION 21-06****A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2022 FOR MICHIGAN WORKS! SOUTHEAST CONSORTIUM IN THE AMOUNT OF \$2,638,805**

- 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 Opportunity (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 Consortium operates as "Michigan Works! Southeast"
- WHEREAS, Michigan Works! staff have received Going PRO Talent Fund (Talent Fund) applications from local employers; and
- WHEREAS, The Talent Fund provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Consortium Board hereby approves the Going PRO Talent Funds awarded for FY 2022 in the amount of \$2,638,805.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate Going PRO Talent Fund contracts as necessary.

**BE IT FURTHER RESOLVED** the Chair of the or their designee is authorized to sign any necessary contract(s) or agreements, 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:** February 2, 2022

**Subject:** Going PRO Talent Fund (Talent) for Fiscal Year (FY) 2022,

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board approve acceptance of Going PRO Talent Fund (Talent Fund) funding for FY 2022.

Program Award Amount	\$ 2,454,089.00
Administrative Funds	\$ 184,716.00
Total Award Funding	\$ 2,638,805.00

### **Background**

The 2022 Going PRO Talent fund, the FY 2022 is an important part of the Business Services administered in the five counties of the Michigan Works! Southeast.

### **Discussion**

The Going PRO Talent Fund (Talent Fund)) provides individuals with employment, industry recognized credentials, and strong wages through competitive awards to employers to assist in training, developing and retaining new and current employees. It helps to ensure Michigan's workers have the skills they need for in-demand jobs and employers have the talent they need to compete and grow. Talent Fund-supported training expands and improves employees' skills and develops their opportunities for growth or promotion within the company and for economic advancement. The Talent Fund is designed to create public-private partnerships with employers to develop training models that adapt in real time with changing employer demand. Training must be completed within one year from the date of the award and lead to a credential for a skill that is transferable and recognized by industry. Employers who request funding must actively participate in the development of the training and must commit to retaining individuals at the completion of training. As a result of individuals being trained and promoted, vacancies should be filled by individuals recruited with the assistance of the local Michigan Works! Agency. Additionally, as it is becoming harder to find the skilled talent to fill jobs, employers are encouraged to expand their recruitment to include individuals within Targeted Populations; specifically, Veterans, Active Military Reservists, Older Workers, Returning Citizens, Individuals with Disabilities, Public Assistance Recipient new trainees, and High School Diploma/Equivalency new and incumbent trainees.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 21-20**

**RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2022 FOR MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD IN THE AMOUNT OF \$2,638,805**

- 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 Opportunity (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 Consortium operates as "Michigan Works! Southeast"
- WHEREAS, Michigan Works! staff have received Going PRO Talent Fund (Talent Fund) applications from local employers; and
- WHEREAS, The Talent Fund provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers.

**IT IS THEREFORE RESOLVED** the Michigan Works! Southeast Workforce Development Board hereby approves the Going PRO Talent Funds awarded for FY 2022 in the amount of \$2,638,805.

**BE IT FURTHER RESOLVED** that staff are authorized to negotiate Going PRO Talent Fund contracts as necessary.

**BE IT FURTHER RESOLVED** the Chair of the or their designee is authorized to sign any necessary contract(s) or agreements, as well as any future amendments for monetary and contract language adjustments.

## MEMORANDUM

**To:** Michigan Works! Southeast Consortium Board

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

**Date:** March 2, 2022

**Subject:** 2022 Summer Young Professional funding

### **Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Consortium Board accept funding for the Summer Young Professionals program in the amount of \$220,138 for the timeline March 1, 2022, through February 28, 2023.

### **Background**

The State of Michigan recently released a Request for Proposal (RFP) for a Summer Youth program. Michigan Works! Southeast staff replied to the RFP and were awarded \$220,138.

### **Discussion**

The RFP response from the agency was based on an expansion of the Summer programs that have been implemented in Michigan Works! Southeast the last few years. Youth will match up with employers looking to provide 20 hours of work per week. Participants will also need to complete career exploration and employability skills training as part of the program.

The grant requires approval of the Michigan Works! Southeast Consortium Board and the Michigan Works! Southeast Workforce Development Board.

**MICHIGAN WORKS! SOUTHEAST CONSORTIUM BOARD  
RESOLUTION 21-07**

**A RESOLUTION APPROVING THE 2022 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$220,138 FOR THE TIMELINE OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2023.**

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 Department of Labor and Economic Opportunity- Workforce 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, Michigan Works! Southeast staff responded to a Request for Proposal from the State of Michigan soliciting ideas for summer programming for Youth; and

WHEREAS, The Consortium was awarded \$220,138 to expand the current summer programming implemented by Michigan Works! Southeast.

**IT IS THEREFORE RESOLVED** that the Michigan Works! Southeast Consortium Board hereby approves the acceptance of the 2022 Summer Young Professionals grant in the amount of \$220,138.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Consortium Board is authorized to sign any necessary documents as well as any future amendments for monetary and grant language adjustments.



**MEMORANDUM**

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

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

**Date:** March 2, 2022

**Subject:** 2022 Summer Young Professional funding

**Board Action Requested**

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding for the Summer Young Professionals program in the amount of \$220,138 for the timeline March 1, 2022, through February 28, 2023.

**Background**

The State of Michigan recently released a Request for Proposal (RFP) for a Summer Youth program. Michigan Works! Southeast staff replied to the RFP and were awarded \$220,138

**Discussion**

The RFP response from the agency was based on an expansion of the Summer programs that have been implemented in Michigan Works! Southeast the last few years. Youth will match up with employers looking to provide 20 hours of work per week. Participants will also need to complete career exploration and employability skills training as part of the program.

The grant requires approval of the Michigan Works! Southeast Consortium Board and the Michigan Works! Southeast Workforce Development Board.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD  
RESOLUTION 21-22**

**RESOLUTION APPROVING THE 2022 SUMMER YOUNG PROFESSIONALS PROGRAM IN THE AMOUNT OF \$220,138 FOR THE TIMELINE OF MARCH 1, 2022 THROUGH FEBRUARY 28, 2023.**

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 Department of Labor and Economic Opportunity- Workforce 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, Michigan Works! Southeast staff responded to a Request for Proposal from the State of Michigan soliciting ideas for summer programming for Youth; and

WHEREAS, The Consortium was awarded \$220,138 to expand the current summer programming implemented by Michigan Works! Southeast.

**IT IS THEREFORE RESOLVED** that the Michigan Works! Southeast Workforce Development Board hereby approves the acceptance of the 2022 Summer Young Professionals grant in the amount of \$220,138.

**BE IT FURTHER RESOLVED** that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign any necessary documents as well as any future amendments for monetary and grant language adjustments.

**17. Committee Reports (WDB)**

- a. Executive Committee – December 1, 2021; February 9, 2022 - Sharon Miller**
- b. Career & Educational Advisory Council (CEAC) December 13, 2021– Kevin Oxley**
- c. Operations Committee – January 24, 2022 & February 28, 2022 - Marcus James**

Michigan Works! Southeast  
Workforce Development Board  
Executive Committee Meeting Minutes  
December 1, 2021 2:00pm– 4:00pm  
Zoom Meeting

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

Absent: Jeremiah JJ Hodshire  
Sharon Miller, Vice-Chair  
Grace Trudell

Staff: Shamar Herron  
Misty Shulters  
Daniel Childs  
Maggie Flaherty

1. Call to order  
Marcus James called the meeting to order at 2:04pm
2. Roll Call  
Quorum Present  
Marcus James reported that JJ Hodshire is unable to continue to serve on the Executive Committee due to work responsibilities. JJ will continue to serve on the Workforce Development Board.
3. Approval of Agenda  
Marcus James call for a motion to approve the Agenda.  
MOTION: Troy Reehl moved to approve the Agenda.  
SUPPORT: Don Germann  
Marcus ask Shamar Herron to provide his November 10, 2021 Executive Director's report present at the November 10, 2021 Workforce Development Board meeting and November 30, 2021 presentation again to the Executive Committee during today's meeting.  
MOTION CARRIED
4. Consent Agenda – No items.
5. Resolutions for Consideration by the Workforce Development Board (WDB)
  - a. WDB RESOLUTION 21-16  
A RESOLUTION APPROVING THE FUNDING ALLOCATION FOR THE BARRIER REMOVAL EMPLOYMENT SUCCESS (BRES) PROGRAM IN THE AMOUNT OF \$507,187 FOR THE TIME PERIOD – FISCAL YEAR 2022 - OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022  
Marcus James call to approve WDB Resolution 21-16  
MOTION: Richard Currie moved to approve WDB Resolution WDB 21-16  
SUPPORT: Rich Chang

Shamar Herron reviewed. Discussion.

MOTION CARRIED

6. New Business - None
7. Committee Reports
  - a. Marcus James reviewed Operations Committee meeting notes for November 22, 2021. Marcus reviewed the Board existing dashboards. Discussion.
8. Chair Report
 

Marcus James reviewed the Board's Strategic Goals committee roster.  
Discussed Strategic Goals updates.  
Discussed 2021 Balanced Scorecard results finalization.
9. Directors Report
 

Shamar Herron reviewed Directors report he presented during the November 10, 2021 WDB meeting (Marcus requested). Misty Shulters provided comments as requested by Shamar to the report.  
Shamar provided current updates on federal, state and administration.
10. Reviewed the 2022 Proposed Meeting Schedules for Executive Committee and Workforce Development Board

Marcus James offered committee members to provide comments.

Don German commented.

11. Public Comment
 

Marcus James offered public comment, public comment, public comment.  
No Public Comment
12. Adjournment
 

MOTION: Rich Chang moved to adjourn.  
SUPPORT: Richard Currie  
MOTION APPROVED

Meeting adjourned at 3:54 pm

MICHIGAN WORKS! SOUTHEAST  
WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING

February 9, 2020, 9:15am

Dual Modes: In Person and Zoom

Location in person:

Jackson College, W.J. Maher Campus, 3000 Blake Road  
Room 209  
Jackson, MI 49201

Present in Person: Donald German  
Marcus James  
Tina Matz  
Sharon Miller, Chair  
Bill Rayl

Present –Zoom only: Richard Currie, Vice-Chair  
Rich Chang

Absent: Troy Reehl  
Grace Trudell

Staff in person: Shamar Herron

Staff via Zoom: Maggie Flaherty  
Timothy Pielack

1. Call to order  
Sharon Miller Chair called the meeting to order at 9:15 am.
2. Roll Call  
Quorum Present
3. Approval of Agenda  
Sharon Miller call to approve Agenda.  
MOTION: Donald Germann moved to approve the Agenda.  
SUPPORT: Marcus James  
MOTION CARRIED
4. Consent Agenda  
Sharon Miller reviewed the resolutions.  
Bill Rayl ask the WDB Resolution 21-19 removed from the Consent Agenda to review separately due to conflict.  
Sharon Miller call for approval of the Consent Agenda Resolutions WDB 21-17 and WDB 21-18.  
MOTION: Marcus James moved to approve.  
SUPPORT: Bill Rayl  
MOTION APPROVED

a. WDB RESOLUTION 21-17

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR GSHA QUALITY SERVICES IN THE AMOUNT NOT TO EXCEED \$1,500.

b. WDB RESOLUTION 21-18

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR ANDERSON DEVELOPMENT COMPANY IN THE AMOUNT NOT TO EXCEED \$12,000.

Sharon Miller call for a motion to approve WDB Resolution 21-19.

MOTION: Donald Germann

SUPPORT: Marcus James

MOTION CARRIED. ABSTAIN: Bill Rayl

c. WDB RESOLUTION 21-19

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR NORTHWEST TOOL & MACHINE IN THE AMOUNT NOT TO EXCEED \$3,130.

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

a. WDB RESOLUTION 21-20

A RESOLUTION APPROVING RECEIPT OF GOING PRO TALENT FUNDS FOR FY 2022 FOR MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD IN THE AMOUNT OF \$2,638,805.

Sharon Miller call for a motion to approve WDB Resolution 21-20.

MOTION: Bill Ray moved to approve

SUPPORT: Tina Matz

Shamar Herron reviewed

MOTION CARRIED

b. WDB RESOLUTION 21-21

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR CONCEPT ALLOYS, INC., A CLOSE CORPORATION IN THE AMOUNT NOT TO EXCEED \$9,190.

Sharon Miller call for a motion to approve WDB Resolution 21-21.

MOTION: Marcus James moved to approve WDB Resolution 21-21

SUPPORT: Donald Germann

Shamar Herron reviewed.

MOTION CARRIED

6. Public Comment

Sharon Miller offered public comment, public comment, public comment.

No Public Comment.

7. Adjournment

Sharon Miller call to adjourn.

MOTION: Bill Rayl

SUPPORT: Marcus James

Meeting adjourned at 9:24 am.

# CEAC Meeting | AGENDA/MINUTES

Date **12/13/21** | Time **1:30 – 3:00pm** | Location *virtual*

Meeting called by:	CEAC Committee	<b>Attendees: CEAC Members</b> <i>P Gosla, NBell</i>  <b>B Rayl, T Reahl, S Heister, K Oxley, J Frew, P Knapp, R Rowe, L Blakey, J Townsley, T Rogers, K Easley, S Herron, M James, T Pachera, V Jemerson, K Upton, N Norman J Mueller, H Robidoux, S Miller, M Radcliff</b>
Type of meeting:	<i>Scheduled Meeting</i>	
Chair:	<i>Kevin Oxley</i>	

## AGENDA ITEMS

Topic	Presenter	Time allotted
<input checked="" type="checkbox"/> Introductions  Discussion ensued regarding having the CEAC support the work of the Workforce Development Board regarding the strategic plan for MWSE. A subgroup has been formed to detail the agenda for the CEAC moving forward	Kevin Oxley	5 minutes
<input type="checkbox"/> MI STEM Region 2 Update  Scott reported out on current happenings within the region regarding STEM work concluding with a reminder for nominations for STEM educator of the year	Scott Heister	15 minutes
<input type="checkbox"/> Region 9 Adult Education Update  Kevin updated on the current situation regarding AEW programming within the region and identified the common budget alignment issues surrounding funding AE programs	Kevin Upton	10 minutes
<input type="checkbox"/> JMG Regional Update  P Gosla reported on the current status of JMG for MWSE. The CEAC sits as the Advisory Council for JMG. MWSE has roughly half of the expected enrollments for the year currently with an expansion of programming of in-school youth at Northwest which will now include some targeted Middle School Participants.	David Thorpe	10 Minutes



Topic	Presenter	Time allotted
☐ MI Internship Prep	Pam Gosla	10 Minutes

PGosla identified the changes and success of the Internship Program over the past year. Expansion has included an additional week of career exploration refinement. Program experiences a 95% successful completion rate

MI CareerQuest Update – Nathaniel Osborne

N Osborne informed the CEAC of the expansion in focus of the MICareerQuest event planned for May 2022. The event will target graduating Seniors who are undecided regarding their career choice as well as jobseekers seeking immediate employment. The event will align career interest as well as job fair access to possible employees for employers. Survey participation was encouraged with on-going updates at future CEAC meetings

Meeting Review

Next CEAC Meeting Date February 21, 2022

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## Operations Committee

### Agenda

January 24, 2022

2:00 – 3:00 pm

#### 1. Introductions

#### 2. Review notes from 11/22/21 meeting

##### a. Address open action items

- i. OC will adjust dashboards as needed to make certain metrics adequately reflect impact of Strategic Goal committees - **ongoing**
- ii. Discuss final 2021 BSC results – **reviewed briefly**

#### 3. Compliance

##### a. Update on audit status

- i. **January 31<sup>st</sup> submission date (RPC audit to State of Mich, monitoring items to be submitted by Feb 1<sup>st</sup> – few open items)- some repeat findings due to timing.**
- ii. **Should be caught up on all closeouts and expenditure reports by March 1<sup>st</sup>.**
- iii. **Kendell will consider creating milestone document for status and resource engagement reporting**

#### 4. Fiscal

##### a. Discuss future fiscal reporting needs for Executive Committee

- i. **reviewing fiscal policies, tweaking procedures to address past audit findings. Tom Diehl is working along side Kendell to review/critique operating discipline to ensure robustness of fiscal system.**

## 5. Operations

### a. Updates on on-going operations

- i. 2022 goal setting with all managers well underway – concise, align, stabilize
- ii. Also decided that Operating Committee will begin approving IWT's given that Employer Services Committee has been disbanded. Marcus will add responsibility to the OC charter. Misty will adjust approval process and modify IWT approval form.

### b. Review latest performance metrics

- i. Changes needed in formatting for Going Pro (STTF) chart. New format suggested as below.



- c. 2022 balanced scorecards discussion – no discussion – tabled to next OC meeting

## 6. Other

## Operations Committee

### Agenda

February 28, 2022

2:00 – 3:30 pm

#### 1. Introductions

#### 2. Review notes from 1/24/22 meeting

##### a. Address open action items

- i. Finalize steps for OC serving as approvers for IWT's - **done**
- ii. Review format changes to Going Pro (STTF) chart - **done**
- iii. Review plans for milestone tracking for fiscal gap closures – **in progress**

#### 3. Compliance

##### a. Update on audit status

- i. **Significant progress has been made in identifying issues and rectifying them within the accounting system. We anticipate a fully function system by July 1, 2022**
- ii. **Our Single Audit and Cycle I submissions will happen over the next 7 days, with full completion of both expected by March 9/10, 2022**

#### 4. Fiscal

##### a. Discuss future fiscal reporting needs for Executive Committee

- i. **Any budget modifications will be ready for review at next Operations Committee meeting**

#### 5. Operations

##### a. Updates on on-going operations

##### i. Human Resources

1. **Turnover is higher than it has been in previous years and will continue to be monitored closely.**

2. Recruiting efforts have been more challenging recently as we are not receiving as many qualified applicants as we have in the past. Specific challenging areas include **Adult Education, Contracts and Policy Administration and Business Services**.
3. We will be conducting a compensation study this year to ensure MWSE wages are fair and competitive.
4. Several professional development activities are in the works including specific focus on developing the Leadership Team.

#### b. Review latest performance metrics

- i. **Board Portal dashboards are on target** and charts modified to better enable transparency
- ii. Overall, numbers are increasing positively with regards to customer visits, enrollments and training grants for employers. Should the pandemic continue to show promise of resolve, our forecasted outcomes for the 2021-2022 program year-end should closely mimic those of pre-pandemic times.
- iii. A Program Services team consisting of program staff, business services and research/education team members has been meeting on a monthly basis. Intent of this group is to develop and **enhance MWSE apprenticeship opportunities** and ultimately create a robust apprenticeship program serving our 5-county region.

#### c. 2022 balanced score cards discussion – in progress

### 6. IWT approvals – no approvals required

### 7. Other

#### a. Executive Director Notes:

- i. Significant push from many states to block DOL suggestion of **moving Wagner Peyser/Employment Services** finds to State level. This could have a major impact on MWSE service delivery
- ii. 4 of our law makers had bills passed the previous week: Rep Alexander, Sen. Irwin, Rep. Lightner and Sen. Theis
- iii. 85% of Management goals completed
- iv. New Annual Report will be premiered at WDB meeting on March 9