

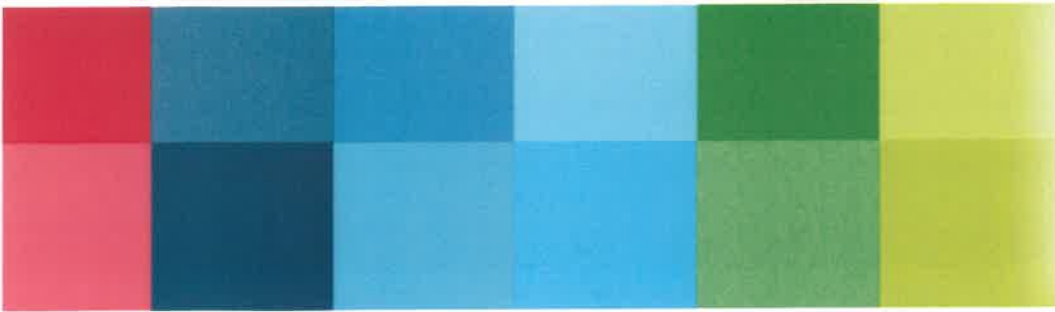
**Michigan Works! Southeast
Workforce Development Board Meeting
May 11, 2022 - 10am – 12noon
In-Person
Comfort Inn, Village Conference Center
1645 Commerce Park Drive, Chelsea, 48118**

Agenda

Pages

1. Call to Order	
2. Roll Call	
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9. Presentation – Executive Director's Report	
10. Strategy & Committee Reports	22 - 27
a. Strategy Report – Goal 2: Business Resiliency – Rich Chang and Marcus James	
b. Career & Educational Advisory Council (CEAC) – April 18, 2022	
c. Operations Committee – March 28, 2022 and April 25, 2022 – Marcus James	

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



11. On-going Business

a. Chair Report

Request a Motion.

MOTION: Approval by the Workforce Development Board for the Management of the Michigan Works! Southeast to be authorized to make a motion to the full board without Executive Committee approval if it is not possible for the Executive Committee to convene a quorum in advance of a full board meeting.

12. Other

13. Call to the Public

14. Adjournment

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



6. **Approval of March 9, 2022 minutes for the Joint Meeting of Michigan Works! Southeast Workforce Development Board and Michigan Works! Southeast Consortium Board**

Meeting Minutes for the Joint Meeting of the
Michigan Works! Southeast Consortium &
Michigan Works! Southeast Workforce Development Board
March 9, 2022, Comfort Inn, Village Conference Center,
1645 Commerce Park Drive, MI 48118, 10:00 am – 12:00 Noon

Michigan Works! Southeast Consortium Board Present:

Brad Benzing (alternate)	Hillsdale County Commissioner
Ray Snell	Jackson County Commissioner
Darius Williams	Jackson County Commissioner (Zoom)
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

Doug Ingels	Hillsdale County Commissioner
Brent Leininger	Hillsdale County Commissioner
Mitchell Zajac	Livingston County Commissioner

Michigan Works! Southeast Workforce Development Board of Directors Present

Shantalita Bailey	Michigan Rehabilitation Services, DHHS (Zoom)
Maria Birkett	Wacker Chemical Corporation (Zoom)
Rich Chang	NewFoundry
Richard Currie, Vice chair	Hitachi Astemo Americas, Inc.
James Hogan	Display Max Merchandising
Craig Hatch	Jackson County Chamber of Commerce (Zoom)
Marcus James	StableInc LLC
Tina Matz	Jackson College
Sharon Miller, Chair	Consumers Energy
Katy Pek	Destination Ann Arbor
Deb Polich	Creative Washtenaw, Artrain
Bill Rayl	Jackson Area Manufacturers Association (JAMA)
Anne Rennie	Livingston County United Way (Zoom)
Jamal Robertson	DTE alternate for Molly Luempert-Coy
John Salyer	Ann Arbor Electrical 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
Sean Duval	Golden Limousine International
Donald Germann	County National Bank
Lee Graham	Operating Engineers 324

Jeremiah "JJ" Hodshire	Hillsdale Hospital	
Molly Luempert-Coy	DTE	alternate Jamal Robertson attended
Kevin Oxley	Jackson County ISD	
Troy Reehl	Hillsdale County ISD	
Grace Trudell	IBEW 58	

Others

Hernando Flowers, DBA	Barton Malow Company (Zoom)
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Staff Present

Shamar Herron, Executive Director	Michigan Works! Southeast
Misty Shulters, Deputy Director	Michigan Works! Southeast
Dawn Awrey, Service Center Manager	Michigan Works! Southeast (Zoom)
Nicole Bell, Communications Manager	Michigan Works! Southeast (Zoom)
Daniel Childs, Systems/Network Administrator	Michigan Works! Southeast
Johnny Epps, Service Center Manager	Michigan Works! Southeast (Zoom)
Maggie Flaherty, Administrative Services Mgr./ EO Officer	Michigan Works! Southeast (Zoom)
Pamela Gosla, Research and Education Manager	Michigan Works! Southeast (Zoom)
Lisa McAllister, HR Manager	Michigan Works! Southeast (Zoom)
Nathaniel Osborne, Communications Specialist	Michigan Works! Southeast (Zoom)
Tim Pielack, Technology Specialist	Michigan Works! Southeast
Tom Robinson, Business Services Manager	Michigan Works! Southeast (Zoom)
Joshua Rose, Communication Specialist	Michigan Works! Southeast
Ashley Vandenbushe, Service Center Manager	Michigan Works! Southeast (Zoom)
Kendell Walton, Fiscal Manager	Michigan Works! Southeast (Zoom)
Angela Watkins, Service Center Manager	Michigan Works! Southeast (Zoom)

1. Call to order
Karol KZ Bolton, Chair called the Michigan Works! Southeast Consortium meeting to order at 10:05 am.
2. Call to order
Sharon Miller, Chair called the Michigan Works! Southeast Workforce Development Board to order at 10:05 am.
3. Roll Call
In person quorum present for the Michigan Works! Southeast Consortium
4. Roll Call
In person quorum present for the Michigan Works! Southeast Workforce Development Board
5. Introductions
6. Call to the Public
KZ Bolton call to the public.
Douglas Helzerman commented.
7. Election of Chair and Vice Chair – Michigan Works! Southeast Consortium
KZ Bolton Chair reported she is willing to continue as Chair of the Consortium and Sue Sink is willing to serve as Vice Chair of the Consortium Board. KZ Bolton asked for other nominations for Chair and Vice-Chair of the Consortium, any other nominations, any other

nominations. No other nominations.

MOTION: Douglas Helzerman moved to nominate KZ Bolton Chair of the Consortium and Sue Sink, Vice-Chair of the Consortium.

SUPPORT: Chris Wittenbach

MOTION CARRIED

Discussion.

8. Approval of the Agenda

- a. KZ Bolton call for the Consortium to approve the Agenda.

MOTION: Sue Shink move to the approve the Agenda

SUPPORT: Chris Wittenbach

MOTION CARRIED

- b. Sharon Miller request Agenda Item 10: be moved after Agenda Item: 14.

Sharon Miller call for Workforce Development Board to approve the Agenda as amended.

MOTION: Deb Polich move to approve the Agenda as amended.

SUPPORT: Brandon Tucker

MOTION CARRIED

9. Approval of Minutes – (both boards)

- a. November 30, 2021 Michigan Works! Southeast Consortium meeting minutes, KZ Bolton
KZ Bolton call for a motion to approve the November 30, 2021 Michigan Works! Southeast Consortium meeting minutes.

MOTION: Sue Shink moved to approve the minutes.

SUPPORT: Douglas Helzerman

MOTION CARRIED

- b. November 10, 2021 Michigan Works! Southeast Workforce Development Board meeting minutes, Sharon Miller

Sharon Miller call for a motion to approve the Michigan Works! Southeast Workforce Development Board November 10, 2021 meeting minutes.

MOTION: Richard Currie moved to approve the November 10, 2021 Michigan Works! Southeast Workforce Development Board meeting minutes.

SUPPORT: Marcus James

MOTION CARRIED

11. Consent Agenda, Workforce Development Board

Sharon Miller reviewed Resolutions and ask if any require moved to Resolutions for Considerations. Sharon Miller call to approve the Consent Agenda as amended.

MOTION: Marcus James moved to approve the Consent Agenda

SUPPORT: James Hogan

Bill Rayl request that WDB Resolution 21-19 be moved to Resolutions for Consideration.

MOTION CARRIED

- 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

12. Resolutions for Consideration of the Workforce Development Board, Sharon Miller
 - a. WDB RESOLUTION 21-19
 A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR NORTHWEST TOOL & MACHINE IN THE AMOUNT NOT TO EXCEED \$3,130
 Sharon Miller call to approve WDB Resolution 21-19
 MOTION: Rich Chang moved to approve WDB 21-19
 SUPPORT: Richard Currie
 Shamar Herron reviewed. Discussion.
 MOTION CARRIED, ABSTAIN: Bill Rayl
 - b. 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 PLAN PERIOD OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2023
 Sharon Miller call to approve WDB Resolution 21-16.
 MOTION: James Hogan moved to approve WDB Resolution 21-16,
 SUPPORT: Phil Santer
 Shamar Herron reviewed. Discussion.
 MOTION CARRIED, ABSTAIN: Brandon Tucker
 - c. 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 to approve WDB Resolution 21-21.
 MOTION: Brandon Tucker moved to approve WDB Resolution 21-21
 SUPPORT: John Salyer
 Shamar Herron reviewed. Discussion.
 MOTION CARRIED
13. Resolutions for Consideration of the Michigan Works! Southeast Consortium, KZ Bolton
 None.
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
 KZ Bolton call for a motion from Consortium Board to approve CB Resolution 21-06
 MOTION: Sue Shink move to approve CB Resolution 21-06
 SUPPORT: Douglas Helzerman
 - 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: John Salyer move to approve WDB Resolution 21-20
 SUPPORT: James Van Doren
 Shamar Herron reviewed. Discussion
 MOTION CARRIED for Consortium Board
 MOTION CARRIED for WDB ABSTAIN, Brandon Tucker

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
KZ Bolton call for a motion from Consortium Board to approve CB Resolution 21-07.

MOTION: Sue Shink

SUPPORT: Chris Wittenbach

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

Sharon Miller call for a motion from the WDB to approve WDB 21-22.

MOTION: Deb Polich

SUPPORT: James Van Doren

Shamar Herron reviewed. Discussion

MOTION CARRIED for Consortium Board

MOTION CARRIED for WDB

10. Recognition of outgoing Workforce Development Board Chair of Marcus James followed. Special Resolution recognized Marcus James for years as Chair of the WDB by Sharon Miller and by KZ Bolton.
Shamar Herron, Misty Shulters and the Leadership Team thank you to Marcus.
Shamar presented a Special Resolution for years of service as Chair of the WDB from Michigan Senator Mike Shirkey and Michigan Representative Sarah Lightner.
Comments followed by KZ, Sharon, Shamar and Marcus.

15. New Business

a. Michigan Works! Southeast Consortium

KZ Bolton

Approval of new employer change for James Hogan,
now Director of Operations, Display Max Merchandising.

Formerly Executive Manager of Human Resource, Thai Summit America Corporation.

KZ Bolton call for a motion to approve the employer name change for James Hogan.

MOTION: Sue Shink moved to approve the employer name change for James Hogan.

SUPPORT: Chris Wittenbach

MOTION CARRIED

b. Michigan Works! Southeast Workforce Development Board

Approval of additional Executive Committee members Tina Matz, Jackson College and Bill Rayl, Jackson Area Manufacturers Association (JAMA). Sharon Miller call to approve appointment of Tina Matz, Jackson College and Bill Rayl, JAMA to WDB Executive Committee.

MOTION: Rich Chang moved to approve appointment of Tina Matz and Bill Rayl to the Executive Committee.

SUPPORT: Richard Currie

Sharon Miller commented we have a strategic plan forward board. Tina and Bill are each Chairperson of a Strategic Goal. Important Chairs of the Strategic Goals are members of the Executive Committee.

MOTION APPROVED

16. Presentations:

- a. Dialogue Board Strategy- Goal 1: Collaboration, Bill Rayl and Sharon Miller;
Goal 4: Resource Diversification, Tina Matz

b. Careers of Today and Tomorrow (CT2)

Tina Matz provided statistics highlighting declining high school graduation rates and enrollment in post-secondary education.

Nathaniel Osborne provided updates on the CT2 event on May 12, 2022.

Discussion.

c. Annual Report

Joshua Rose provided review of the Michigan Works! Southeast (MWSE) Annual Report. The Annual is provided at the MWSE website now a web format.

17. Committee Reports (WDB)

a. Executive Committee – December 1, 2021; February 9, 2022

Sharon Miller reported Executive Committee focused on strategies as discussed during the today's meeting. Discussed whether to meet, when to meet and how to meet. Decided moving forward to meet in person (accordance with Open Meetings Act) for WDB meetings and Executive committee meetings.

b. Career & Educational Advisory Council (CEAC) December 13, 2021

Shamar Herron provided updates.

c. Operations Committee – January 24, 2022 & February 28, 2022

Marcus James stated Operations Committee notes are in the packet.

18. Other Items

a. Comments from Chairs (both boards)

Comments from KZ Bolton: Welcome to Ray Snell Jackson County Commissioner newly appointed to Consortium. Welcome to Brad Benzing Hillsdale County alternate.

Comments from Sharon Miller: noted Bill Rayl new position. Bill Rayl reported he is leaving JAMA to work at the Michigan Manufacturers Association as Executive Director of Workforce Solutions (new position created).

b. Executive Directors Report

Shamar Herron provided updated on programs, federal state and administration. Misty Shulters Deputy Director provided comments.

19. Public Comment – Karol KZ Bolton

KZ Bolton offered public comment.

Rich Chang, Sue Shink, Marcus James and Caroline Sanders offered comments.

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

KZ Bolton call to Consortium members to adjourn the Michigan Works! Southeast Consortium board meeting.

MOTION: Douglass Helzerman moved to adjourn the Consortium Board meeting.

SUPPORT: Caroline Sanders

MOTION CARRIED

Sharon Miller welcomed new member Katy Pek to the Workforce Development Board

21. Adjourn Michigan Works! Southeast Workforce Development Board (WDB)

Sharon Miller call to the WDB members to adjourn the Michigan Works! Southeast Workforce Development Board.

MOTION: Rich Chang moved to adjourn the WDB meeting.

SUPPORT: Brandon Tucker

MOTION CARRIED

The Joint Board meeting of the Consortium and WDB adjourned at 11:57am.

7. Consent Agenda**a. WDB RESOLUTION 21-23**

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR PEPSICO, IN THE AMOUNT NOT TO EXCEED \$10,000

b. RESOLUTION 21-25

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR ALUDYNE IN THE AMOUNT NOT TO EXCEED \$6,000

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: April 6, 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: PepsiCo.

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

PepsiCo is to elevate the skills of the company's mechanics to enable them to work with new and existing technologies. Any skills obtained can prepare them for new jobs. This training will also reduce downtime between failures and increase production efficiencies.

Company Name	Grant Award	# to be trained, area and Training Provider	County
PepsiCo	Not to exceed \$10,000	10/ Bearings; Lubrication; Power Transmission; Pneumatics; and Basic Equipment /Motion Industries	Livingston

The Operations Committee has reviewed and recommends approval.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 21-23
A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR
PEPSICO, IN THE AMOUNT NOT TO EXCEED \$10,000

- 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 and recommends approval by the Operations 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 Operations 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: April 6, 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: Aludyne

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

Aludyne request for funds are to upskill current incumbent workers in the skilled trades, to increase productivity, support career pathing and also employee retention.

Training Course Name	Training Provider Name	Cost of Training	# to be Trained
Siemens S7-300/400 Version 5	Automation Training	\$1,985.00	1
Training Course Name	Training Provider Name	Cost of Training	# to be Trained
iRvision Operation and Programming	Fanuc	\$1,935.00	1
Training Course Name	Training Provider Name	Cost of Training	# to be Trained
Edgecam Milling and Turning	Hexagon	\$1,500.00	1
Training Course Name	Training Provider Name	Cost of Training	# to be Trained
GD&T Fundamentals	MMTC	\$395.00	1
Training Course Name	Training Provider Name	Cost of Training	# to be Trained
GD&T Comprehensive	MMTC	\$2,385.00	\$795 each for 3
Training Course Name	Training Provider Name	Cost of Training	# to be Trained
Core Tools PPAP FMEA APQP	MMTC	\$795.00	1
		\$8,995.00	8

The Operations Committee has reviewed and recommends approval.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

RESOLUTION 21-25

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR ALUDYNE IN THE AMOUNT NOT TO EXCEED \$8,995

- 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 recommends approval by the Operations 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 Operations 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.

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

a. WDB RESOLUTION 21-26

A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSAL FOR THE SPECIALIZED YOUTH SERVICES AND SPECIALIZED BUSINESS SERVICES

b. WDB RESOLUTION 21-27

A RESOLUTION RECOMMENDING APPROVAL OF THE FY 2021 JULY 1, 2021-JUNE 30, 2022 BUDGET MODIFICATION TO THE MICHIGAN WORKS! SOUTHEAST CONSORTIUM

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: May 4, 2022

Subject: Requests for Proposals (RFPs) Releases – Specialized Youth Services and Specialized Business Services

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve the release of Requests for Proposals (RFPs) for Specialized Youth and Specialized Business Services.

Discussion

As in previous fiscal years, staff are requesting that RFPs be released to solicit program and service proposals from agencies

1. Specialized Youth Services - This RFP will solicit quotes from organizations to provide services to WIOA eligible Youth. Most of the focus will be on In-School Youth participants.
2. Specialized Business Services- This RFP will solicit quotes from organizations that provide a range of services to local employers. Past proposals include business consulting, economic development and program administration involving employer sponsorship.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 21-26**

**A RESOLUTION APPROVING THE RELEASE OF REQUESTS FOR PROPOSAL FOR
THE SPECIALIZED YOUTH SERVICES AND SPECIALIZED BUSINESS SERVICES**

- 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, To meet programmatic and legal requirements of various workforce development programs, several programs are contracted out to other organizations; and
- WHEREAS, Requests for Proposals for Specialized Youth Services, and Specialized Business Services will be used to solicit proposals from qualified organizations; and
- WHEREAS, Based on responses, a review committee will make recommendations on contracts to the Board.

IT IS THEREFORE RESOLVED that the Michigan Works! Southeast Workforce Development Board approves the publication and release of the RFPs.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

From: Shamar Herron Executive Director, Michigan Works! Southeast

Date: May 11, 2022

Subject: FY 2021 budget modification recommendation – July 1, 2021-
June 30, 2022

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board recommend approval of the proposed budget modification presented in June 2021 for the period of July 1, 2021 through June 30, 2022.

Background

Grant fund updates and more accurate projections of revenues calls for a modification of the currently approved budget.

Official approval of the budget modification requires Consortium Board approval. A Resolution communicating a recommendation for approval from the Michigan Works! Southeast Workforce Development Board is attached for your consideration.

Southeast Michigan Consortium
Budget Amendment #1 FY July 1 2021-June 30, 2022

	Approved Budget 2021- 2022	Proposed Budget Amendment Forecast 6/30/2022	% Change Difference	\$ Change Difference	Comments
Revenues					
Federal Grant	\$ 12,246,767	\$ 8,037,012	-34%	\$ (4,209,755)	Decrease in federal spend based on forecasted expenditures.
State Grant	\$ 2,215,872	\$ 2,800,923	26%	\$ 585,051	Increase in state sources based on program use.
Local Grant	\$ 15,000	\$ 30,000	100%	\$ 15,000	Expected from charitable contribution efforts.
IFA Revenue	\$ 256,447	\$ 256,447	0%	\$ -	No variance forecasted.
Contract Revenue	\$ 40,000	\$ 40,000	0%	\$ -	No variance forecasted.
Professional Services				\$ -	
Miscellaneous Revenue				\$ -	
Transfer In/(Out)				\$ -	
Total Revenues	\$ 14,774,086	\$ 11,164,382	38%	\$ (3,609,704)	
Expenses					
Salaries	\$ 4,377,043	\$ 3,435,014	-22%	\$ (942,029)	A result of staff vacancies that have not been filled or replaced.
Fringe Benefits	\$ 1,400,654	\$ 1,178,740	-16%	\$ (221,914)	Staff fringes increased during CY 2022.
E&T Contractors	\$ 611,390	\$ 407,377	-33%	\$ (204,013)	Decrease related to lower Participant demand.
Business Services Contractors	\$ 390,000	\$ 569,892	46%	\$ 179,892	Increase is a result from Professional Fees reclass.
Professional Fees	\$ 650,000	\$ 498,238	-23%	\$ (151,762)	Decrease is a result from Business Services Contractors reclass.
Travel	\$ 40,000	\$ 24,472	-39%	\$ (15,528)	Due to the pandemic.
Conferences/Training (Staff)	\$ 40,000	\$ 44,008	10%	\$ 4,008	Not considered material variance.
Utilities	\$ 75,000	\$ 80,636	8%	\$ 5,636	Not considered material variance.
Office Supplies	\$ 100,000	\$ 52,177	-48%	\$ (47,823)	Due to the pandemic.
Insurance - Liability	\$ 75,000	\$ 33,904	-55%	\$ (41,096)	Investigating
Facility Rental/Upgrades	\$ 855,000	\$ 871,214	2%	\$ 16,214	Not considered material variance.
Technology	\$ 350,000	\$ 447,516	28%	\$ 97,516	Increase is a result due to the pandemic.
Maintenance	\$ 85,000	\$ 94,278	11%	\$ 9,278	Not considered material variance.
Meetings Costs	\$ 25,000	\$ 23,481	-6%	\$ (1,519)	Not considered material variance.
Equipment	\$ 150,000	\$ 140,260	-6%	\$ (9,740)	Not considered material variance.
Subscription/Memberships	\$ 150,000	\$ 207,561	38%	\$ 57,561	Increase is a result of higher membership activity.
Advertising/Sponsorships	\$ 100,000	\$ 45,179	-55%	\$ (54,821)	Decrease due to pandemic impact during half of FY.
Participant Training & Support	\$ 5,300,000	\$ 3,010,435	-43%	\$ (2,289,565)	Decrease due to lower Participant demand.
				\$ -	
Total Expenses	\$ 14,774,087	\$ 11,164,382	-24%	\$ (3,609,705)	Forecasted results of FY2022
Net Income/ (Loss)	\$ (1)	\$ 0			

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**RESOLUTION 21-27****RESOLUTION RECOMMENDING APPROVAL OF THE FY 2021 July 1, 2021 – June 30, 2022 MICHIGAN WORKS! SOUTHEAST BUDGET MODIFICATION**

- 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 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, Updates to various grant funds, including grant planning allocations and require an update to the currently approved FY 2021 July 1, 2021 – June 30, 2022 budget; and
- WHEREAS, Updates to various grant funds, including grant planning allocations require an update to the currently approved FY 2021 budget; and
- WHEREAS, The official approval of the budget modification requires approval by the Michigan Works! Southeast Consortium Board.

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board recommends approval of the FY 2021 July 1, 2021- June 30, 2022 budget modification.

10. **Strategy & Committee Reports**
 - a. **Strategy Report – Goal 2: Business Resiliency – Rich Chang and Marcus James**
 - b. **Career & Educational Advisory Council (CEAC) – April 18, 2022**
 - c. **Operations Committee – March 28, 2022 and April 25, 2022 – Marcus James**

CEAC Meeting | MINUTES

Date **04/18/2022**. | Time **1:30 – 3:30pm** | Location **Virtual Zoom Session**

Meeting called by: *CEAC Committee*

Type of meeting: *Scheduled Meeting*

Chair: *Kevin Oxley*

Meeting called to order: *1:36 PM*

Meeting adjourned: *3:02 PM*

AGENDA TOPICS

Agenda topic *Introductions* | Presenter *Kevin Oxley*

Action items	Person responsible	Deadline
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Available for review

Agenda topic *MI STEM - Update*

Regional and statewide events were highlighted

Agenda topic. *Careers Today and Tomorrow*

MWSE staff provided an event status regarding the upcoming Careers for Today and Tomorrow event scheduled for May 12, 2022 at SMCSI. Employer and participant registrations remain open with the proposed sponsorship levels having mostly filled. Request for last minute push regarding participation was expressed.

Agenda topic. *Apprenticeship*

MWSE presented the current focus on supporting and promoting apprenticeship development throughout the region. Discussion identified the ability for MWSE staff to assist employers and educational entities in understanding and growing the apprenticeship footprint within the five-county region. Contact for additional assistance should be made through Business Services Manager, Tom Robinson.

Agenda topic *FAME*

Presentation on the /Toyota created Fame program which is entering the region and introduction of the personnel participation in the CEAC.

Agenda topic *CEAC revisioning*

Discussion presented to better align the CEAC to the operational goals of the WD Board presented. Efforts to recruit additional employer participation and effort to assure the best alignment of workforce preparation to employer needs to assure regional readiness in the global marketplace.

Operations Committee

Agenda

March 28, 2022

2:00 – 3:30 pm

1. Introductions

2. Review notes from 2/28/22 meeting

a. Address open action items

- i. Review plans for milestone tracking for fiscal gap closures – tracking document being completed - to be reviewed April meeting
- ii. Modify OC agenda template as needed for staff updates – staff updates will be provided to the OC every other month. April meeting to include staff updates.
- iii. Much discussion on steps to provide compensation adjustments prior to completing compensation study and possibly before finalizing 2022/23 budget. OC to provide recommendation to EC hopefully in April for final approval by Consortium Board.

3. Compliance

a. Update on audit(s) status –

- i. 2021 fiscal year audit completed two weeks ago;
- ii. Cycle 1 audit completed – report in progress – timing of drawdowns / reconciliations; “allowable cost guide / allocation of spending categories (reporting only)”
- iii. Cycle 3 auditing follow-up close to completion – only equipment list issue remaining.

4. Fiscal

a. Review suggested fiscal reporting updates for Executive Committee –

- i. Annual budget vs spending format reviewed;
- ii. Federal grant spending is forecasted down by 34% and will impact dollars available for admin. Do not anticipate lower grant spending will cause over spending on wages and benefits but will be watching numbers.

5. Operations

a. Updates on on-going operations –

- i. contract monitoring of program files and fiscals this Spring;
- ii. WIOA programmatic review to be held in late April to allow for coarse corrections with contractors as needed;
- iii. completed TAA monitoring

b. Review latest performance metrics –

- i. performance all within green and yellow ranges;
- ii. on-going discussions with the State regarding “retained employment 4Q after exit for youth” – State targets are near 80% but most State performance is closer to 65% due to Covid.
- iii. Some discussion around need to adjust median income targets upward based on inflation and wage increases.

c. 2022 balanced score cards discussion – Shamar to schedule meeting within next couple of weeks to review 2022 BSC status

6. IWT approvals

a. Finalize OC process for IWT approvals – finalized normal and exceptions process

b. PepsiCo Howell IWT - approved

7. Other – provide reminder and/or link to performance dashboard and financial report with meeting agenda

Operations Committee

Agenda

April 25, 2022

2:00 – 3:30 pm

1. Introductions – attendees R. Currie, M. James, D. Germann, S. Herron, K. Walton
2. Review notes from 3/28/22 meeting
 - a. Address open action items
 - i. Review plans for milestone tracking for fiscal gap closures –
 1. Extensive discussion of Cycle 1 monitoring findings. Issues appear to be related to organization needing to have a preferred cost allocation plan (CAP) in place and continuation of the previously identified disconnects between SEMCA cost categorization and MWSE coding. Categorization/coding created an inability for MWSE to provide all of the spending tracking data needed during monitoring but all aspects were able to be reconciled since the time Cycle 1 monitoring was performed. Couple of minor spending items (<\$2000) yet to be resolved but appears to be timing related. Preferred CAP implemented and in use since Jan. 1st 2022. Discussed plans for discussion with the State during meeting to be held on April 26th. Requested that Rick Currie attend meeting with State as representative from OC.
 2. Shamar reviewed the red/yellow/green tracking tool created for monitoring gap closures. Copy to be forwarded to OC members for review.
 - ii. Provide financial reports for review prior to OC meeting – to be discussed further at May OC meeting.
3. Staff Updates
 - a. Fiscal – covered above
 - b. HR – delayed to May meeting

c. Operations – delayed to May meeting

4. IWT approvals

- a. ACME- Mills Fairway Products – approval delayed to June meeting since spending not required to July and will come from next fiscal year.
- b. Aludyne - approved

5. Other

- a. Link to performance dashboard
<https://www.mwse.org/board-section/>
- b. Business Services RFP – Marcus to adjust RFP to include “needs assessment” as phase 1 of Business Resiliency effort
- c. HR Consultant (survey results) – Shamar shared results from management team meeting held morning of 4/25
- d. Name change completed for “MWSE Consortium Board”