

**Michigan Works! Southeast
Workforce Development Board Meeting
In-Person
Chelsea Comfort Inn & Village Conference Center
1645 Commerce Park Drive
Chelsea, MI 48118
November 9, 2022 - 10am – 12noon**

Agenda

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1. Call to Order	
2. Roll Call	
3. Introductions	
4. Call to the Public	
5. Approval of Agenda	
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7. Election of Officers and Executive Committee for Calendar Year (CY) 2023	
8. Consent Agenda	11 - 14
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b. WDB RESOLUTION 22-13 A RESOLUTION APPROVING PY 2022 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MMI ENGINEERED SOLUTIONS IN THE AMOUNT OF \$10,000	
9. Resolutions for Consideration of the Workforce Development Board (WDB)	16 - 19
a. WDB RESOLUTION 22-14 A RESOLUTION APPROVING THE FISCAL YEAR 2023 - OCTOBER 1, 2022 TO DECEMBER 31, 2023 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN AND ACCEPTANCE OF FUNDING IN THE AMOUNT OF \$3,396,049	
b. WDB RESOLUTION 22-15 A RESOLUTION APPROVING THE ALLOCATION FOR CY 2022 JANUARY 1, 2022 TO SEPTEMBER 30, 2023 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM IN THE AMOUNT OF \$217,782	
10. Committee Reports	21 - 27
a. Career and Education Advisory Council (CEAC) – October 17, 2022, All	
b. Operations Committee Meeting – October 24, 2022, Marcus James	
c. Executive Committee – October 5, 2022, Richard Currie	

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a. Chair Report – Board Strategy Goals update Goal 5: Board Engagement, Richard Currie	
b. Executive Director Report- Presentation	
i. Work Based Training Policy Modification	
12. Other	31
a. 2023 Meeting Schedules for Workforce Development Board and Executive Committee	
13. Call to the Public	
14. Adjournment	

**6. Approval of September 14, 2022 Joint Meeting Minutes for the Michigan Works!
Southeast Workforce Development Board and Michigan Works! Southeast
Consortium**

Joint
 Michigan Works! Southeast Workforce Development Board & Michigan Works! Southeast Consortium
 Meeting Minutes
 September 14, 2022 - In-Person
 Comfort Inn, Village Conference Center 1645 Commerce Park Drive, Chelsea, MI 48118
 10:00 am – 12:00 Noon

Michigan Works! Southeast Consortium Commissioners Present

Doug Ingles	Hillsdale County Commissioner
Ray Snell	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 Commissioners Absent

Brent Leininger	Hillsdale County Commissioner
Mitchell Zajac	Livingston County Commissioner
Darius Williams	Jackson County Commissioner

Michigan Works! Southeast Workforce Development Board of Directors Present

Shantalita Bailey	Michigan Rehabilitation Services, DHHS
Rich Chang	New Foundry
Sean Duval	Golden Limousine International (Zoom)
James Hogan	Display Max Merchandising
Craig Hatch	Jackson County Chamber of Commerce
Marcus James	StableInc LLC
Tina Matz	Jackson College (Zoom)
Sharon Miller, Chair	Consumers Energy
Kevin Oxley	Jackson County ISD
Deb Polich	Creative Washtenaw, Artrain
Troy Reehl	Hillsdale County ISD
Anne Rennie	Livingston County United Way
Jamal Robertson	DTE alternate for Molly Luempert-Coy
John Salyer	Ann Arbor Electrical JATC
Phil Santer	Ann Arbor SPARK
Brandon Tucker	Washtenaw Community College

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.
Maria Birkett	Wacker Chemical Corporation
Richard Currie, Vice chair	Hitachi Astemo Americas, Inc.
Donald Germann	County National Bank
Lee Graham	Operating Engineers 324
Jeremiah "JJ" Hodshire	Hillsdale Hospital
Molly Luempert-Coy	DTE alternate Jamal Robertson attended
Katy Pek	Destination Ann Arbor
Bill Rayl	Michigan Manufacturers Association
Grace Trudell	IBEW 58

Staff Present

Shamar Herron, Executive Director	Michigan Works! Southeast
Misty Shulters, Deputy Director	Michigan Works! Southeast
Robin Aldridge, IT Manager	Michigan Works! Southeast (Zoom)
Dawn Awrey, Service Center 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.	Michigan Works! Southeast
Pamela Gosla, Research & Education Manager	Michigan Works! Southeast (Zoom)
Lisa McAllister, HR Manager	Michigan Works! Southeast (Zoom)
Tim Pielack, Technology Specialist	Michigan Works! Southeast
Sandy Vallance, Service Center Manager	Michigan Works! Southeast (Zoom)
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)

Others

Hernando Flowers, Barton Malow Company (Zoom)

1. Call to order – Michigan Works! Southeast Consortium
Karol KZ Bolton, Chair called the meeting to order at 10:05 am.
2. Call to order – Michigan Works! Southeast Workforce Development Board
Sharon Miller, Chair called the meeting to order at 10:05 am.
3. Roll Call – Michigan Works! Southeast Consortium
In-Person Quorum Present
4. Roll Call – Michigan Works! Southeast Workforce Development Board
In-Person Quorum Present
5. Introductions
6. Call to the Public
KZ Bolton call to the public, call to the public, call to the public. No public comment.
7. Approval of the Agenda - (both boards)
 - a. Consortium
KZ Bolton call for approval of the Agenda.
MOTION: Douglas Helzerman call to approve the Agenda.
SUPPORT: Sue Shink
MOTION CARRIED
 - b. Workforce Development Board
Sharon Miller call for approval of the Agenda.
MOTION: Marcus James moved to approve the Agenda.
SUPPORT: Jim Hogan
MOTION CARRIED
8. Approval of Minutes – (both boards)
 - a. June 21, 2022 Michigan Works! Southeast Consortium Meeting Minutes
KZ Bolton call to approve the June 21, 2022 Consortium Board meeting minutes.
MOTION: Sue Shink moved to approve the June 21, 2022 Consortium board meeting minutes.
SUPPORT: Ray Snell
MOTION CARRIED

b. June 8, 2022 Michigan Works! Southeast Workforce Development Board (WDB) Meeting Minutes

Sharon Miller call for a motion to approve the June 8, 2022 WDB meeting minutes.

MOTION: Deb Polich moved to approve the June 8, 2022 WDB meeting minutes.

SUPPORT: Tina Matz

MOTION CARRIED

9. Consent Agenda - Workforce Development Board

Sharon Miller reviewed resolutions which were approved by Executive Committee.

Sharon Miller call to approve the Consent Agenda.

MOTION: Rich Chang moved to approve the Consent Agenda.

SUPPORT: Craig Hatch

MOTION CARRIED

a. WDB RESOLUTION 22-03

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR ALUDYNE IN THE AMOUNT OF \$6,265

b. WDB RESOLUTION 22-04

A RESOLUTION APPROVING AN INCUMBENT WORKER TRAINING CONTRACT FOR FLYING OTTER WINERY LLC IN THE AMOUNT OF \$1,790

10. Resolutions for Consideration of the Workforce Development Board

a. WDB RESOLUTION 22-05

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023 IN THE AMOUNT OF \$87,159

Sharon Miller call to approve WDB Resolution WDB 22-05.

MOTION: Deb Polich moved to approve WDB RESOLUTION 22-05 the receipt of funds for Capacity Building and Professional Development Grant for the period July 1, 2022 through June 30, 2023 in the amount of \$87,619

SUPPORT: James Hogan

Shamar Herron reviewed. Discussion.

MOTION CARRIED

b. WDB RESOLUTION 22-06

A RESOLUTION FOR THE MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD TO ACCEPT PROPOSED FUNDING AND PLAN FOR THE WAGNER-PEYSER EMPLOYMENT SERVICES (ES) PROGRAM AND WIOA STATE WIDE ACTIVITIES FROM THE MICHIGAN LABOR AND ECONOMIC OPPORTUNITY (LEO) FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023 IN THE AMOUNT OF \$1,218,005.

Sharon Miller call to approve WDB Resolution 22-06.

MOTION: Marcus James moved to approve WDB Resolution 22-06 accepting the proposed funding and plan for the Wagner-Peyser ES Program and WIOA State Wide activities from LEO for the period July 1, 2022 through June 30, 2023 in the amount of \$1,218,005.

SUPPORT: Rich Chang

Shamar Herron reviewed. Discussion.

MOTION CARRIED

c. WDB RESOLUTION 22-07

A RESOLUTION FOR THE MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD ACCEPTING THE ALLOCATION AND PLAN FROM THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY, (LEO) FOR PLAN PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023 IN THE AMOUNT OF \$4,886,240 FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ADULT, DISLOCATED

WORKER (DW) AND YOUTH PROGRAMS.

Sharon Miller call to approve WDB Resolution 22-07

MOTION: Deb Polich moved to approve WDB Resolution 22-07 accepting the allocation and Plan from LEO for plan period July 1, 2022 through June 30, 2023 in the amount of \$4,886,240 for WIOA Adult, Dislocated Worker and Youth Programs.

SUPPORT: Marcus James

Shamar Herron reviewed. Discussion.

MOTION CARRIED

d. WDB RESOLUTION 22-09

A RESOLUTION APPROVING PY 2022 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HI-LEX CONTROLS, INC. IN THE AMOUNT OF \$14,950

Sharon Miller call to approve WDB Resolution 22-09.

MOTION: Jim Hogan moved to approve WDB Resolution 22-09 the PY 2022 Incumbent Worker Funds for Hi-Lex Controls, Inc. in the amount of \$14,950.

SUPPORT: Kevin Oxley

Shamar Herron reviewed. Discussion.

MOTION CARRIED

11. Resolutions for Consideration of the Michigan Works! Southeast Consortium, KZ Bolton-No Items

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

a. CB RESOLUTION 22-01

A RESOLUTION FOR MICHIGAN WORKS! SOUTHEAST CONSORTIUM APPROVING THE SUBMISSION OF PY 2020 THROUGH PY 2023 MID-CYCLE MODIFICATIONS FOR WIOA REGIONAL AND LOCAL PLANS

KZ Bolton call for a motion to approve CB Resolution 22-01

MOTION: Doug Ingles moved to approve CB Resolution 22-01 the submission of PY 2020 through PY 2023 Mid-Cycle Modifications for WIOA Regional and Local Plans.

SUPPORT: Sue Shink

Shamar Herron and Misty Shulters reviewed. Discussion.

MOTION CARRIED

WDB RESOLUTION 22-08

A RESOLUTION FOR MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD APPROVING THE SUBMISSION OF PY 2020 THROUGH PY 2023 MID-CYCLE MODIFICATIONS FOR WIOA REGIONAL AND LOCAL PLANS

Sharon Miller call to approve WDB Resolution 22-08.

MOTION: Marcus James moved to approve WDB Resolution 22-08.

SUPPORT: Rich Chang

MOTION CARRIED

b. CB RESOLUTION 22-02

A RESOLUTION FOR MICHIGAN WORKS! SOUTHEAST CONSORTIUM TO APPROVE FAE&T PROGRAM PROPOSED FUNDING AND PLAN IN THE AMOUNT OF \$110,721 FY

OCTOBER 1, 2022 TO SEPTEMBER 30, 2023

KZ Bolton call for a motion to approve CB Resolution 22-02.

MOTION: Ray Snell moved to approve CB Resolution 22-02 the FAE&T Program proposed funding and plan in the amount of \$110,721 for FY October 1, 2022 to September 30 2023

SUPPORT: Douglas Helzerman

Shamar Herron reviewed. Discussion.

MOTION CARRIED

WDB RESOLUTION 22-10

A RESOLUTION MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD TO APPROVE FAE&T PROGRAM PROPOSED FUNDING AND PLAN IN THE AMOUNT OF \$110,721 FOR FY OCTOBER 1, 2022 TO SEPTEMBER 30, 2023.

Sharon Miller call for a motion to approve WDB Resolution 22-10

MOTION: Rich Chang moved to approve WDB Resolution 22-10.

SUPPORT: Jim Hogan

MOTION CARRIED

c. CB RESOLUTION 22-03

A RESOLUTION FOR MICHIGAN WORKS! SOUTHEAST CONSORTIUM TO APPROVE THE PROPOSED FUNDING ALLOCATION OF \$702,816 FOR THE BARRIER REMOVAL EMPLOYMENT SUCCESS (BRES) PROGRAM FOR FY YEAR OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

KZ Bolton call for a motion to approve CB Resolution 22-03.

MOTION: Sue Shink moved to approve the proposed funding allocation of \$702,816 for the Barrier Removal Employment Success (BRES) Program for FY October 1, 2022 through September 2023.

SUPPORT: Douglas Helzerman

Shamar Herron reviewed. Discussion.

MOTION CARRIED

WDB RESOLUTION 22-11

A RESOLUTION FOR MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD APPROVING THE PROPOSED FUNDING ALLOCATION OF \$702,816 FOR THE BARRIER REMOVAL EMPLOYMENT SUCCESS (BRES) PROGRAM FOR FY YEAR OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

Sharon Miller call to approve WDB Resolution 22-11

MOTION: Tina Matz moved to approve WDB Resolution 22-11 the proposed funding allocation of \$702,816 for the BRES program for FY Year October 1, 2022 through September 30, 2023.

SUPPORT: Kevin Oxley

MOTION CARRIED

13. New Business

a. Michigan Works! Southeast Consortium

Jim Van Doren, Lenawee Now, resignation from Workforce Development Board.

KZ Bolton call to approve the resignation of Jim Van Doren from the Workforce Development Board.

MOTION: Ray Snell moved accept the resignation of Jim Van Doren form the Workforce Development Board.

SUPPORT: Sue Shink

Discussion.

MOTION CARRIED

14. Presentations:

a. . Board Strategy- Goal 1: Collaboration

Sharon Miller provided update report. Discussion.

Goal 2: Business Resiliency

Marcus James provided update report. Discussion.

15. Committee Reports (WDB)

a. Career & Educational Advisory Council (CEAC) August 15, 2022

Kevin Oxley reviewed committee minutes. Kevin comment changing up future CEAC agenda items to engage business and industry.

i. Approval of Jeremy Frew, CEAC Chair

Sharon Miller thanked Kevin Oxley for his years of service as CEAC Chair.

Recommending for approval Jeremy Frew, Jackson College as CEAC Chair.

Sharon Miller opened the floor for other nominations. There were no other nominations.

Sharon Miller call for a motion to approve the nomination of Jeremy Frew, CEAC Chair.

MOTION: Kevin Oxley moved to approve Jeremy Frew as CEAC Chair.

SUPPORT: Marcus James

ABSTAIN: Tina Matz

MOTION CARRIED

b. Operations Committee – June 27, 2022, July 25, 2022 & August 22, 2022 - Marcus James

Marcus James reported the Operations Committee details are in the notes contained in the board packet. Discussion.

c. Executive Committee – August 3, 2022

Sharon Miller reported items from August 3 meeting have been discussed during today's meeting. Executive Committee met through the summer focused on board strategy goals and moving it forward.

Sharon Miller provided comments regarding the Michigan Works! Conference held September 11-13, 2022.

16. Other Items

a. Comments from Chairs

KZ Bolton attended the Michigan Works! Conference and provided comments regarding the conference.

Douglas Helzerman attended the conference and provided comments regarding the conference.

b. Executive Director Report

Shamar Herron presented federal, state and program reports with updates by Misty Shulters. Discussion.

Kendell Walton provided Fiscal update. Discussion.

17. Public Comment

KZ Bolton offered public comment, public comment.

Marcus James provided comments.

18. Adjourn Michigan Works! Southeast Consortium

KZ Bolton call for a motion to adjourn the Consortium Board meeting.

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

SUPPORT: Ray Snell

MOTION CARRIED

19. Adjourn Michigan Works! Southeast Workforce Development Board

Sharon Miller call for a motion to adjourn the Workforce Development Board meeting.

MOTION: Craig Hatch moved to adjourn the Workforce Development Board meeting.

SUPPORT: Jim Hogan

MOTION CARRIED

The Joint Meeting of the Michigan Works! Southeast Consortium Board and Michigan Works! Southeast Workforce Development Board adjourned at 11:39 am.

8. Consent Agenda**a. WDB RESOLUTION 22-12**

A RESOLUTION APPROVING PY 2022 WIOA INCUMBENT WORKER TRAINING FUNDS FOR HALEY MECANICAL IN THE AMOUNT OF \$10,835

b. WDB RESOLUTION 22-13

A RESOLUTION APPROVING PY 2022 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MMI ENGINEERED SOLUTIONS IN THE AMOUNT OF \$10,000

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board Shamar Herron,
From: Executive Director, Michigan Works! Southeast
Date: October 5, 2022
Subject: WIOA Incumbent Worker Training Contract with Haley Mechanical

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve a PY 22 Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker contract with Haley Mechanical.

Background

PY 2022 WIOA Incumbent Worker (7/1/2022 through 6/30/23) 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

Haley Mechanical is a growing both with customers as well as employees. Haley Mechanical has a strong commitment to community and believes education is the best way to provide excellent service as well as ensure growth and commitment in with employees.

IWT contract for approval Haley Mechanical - Washtenaw County

Training Course Name	Training Provider Name	Cost of Training	# to be Trained
Business Planning Workshop	Nexstar Network	\$ 3,000	2
Total cost of class is \$8500. We are asking for the max allowed per individual is \$1,500 to help offset cost.			
Training Course Name	Training Provider Name	Cost of Training	# to be Trained
HVAC, Plumbing & Electrical Course	Ultimate Technical Academy	\$ 6,985	5
Training Course Name	Training Provider Name	Cost of Training	# to be Trained
Protector Series	Generac	\$ 850	1
Totals		\$10,835	8

The Operations Committee reviewed and recommends approval.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 22-12**

**A RESOLUTION APPROVING PY 2022 WIOA INCUMBENT WORKER TRAINING FUNDS FOR
HALEY MECANICAL IN THE AMOUNT OF \$10,835**

- 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 Operations Committee and recommends approval; 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: October 5, 2022

Subject: PY 2022 WIOA Incumbent Worker contract approval

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board approve Incumbent Worker contract for the following company: MMI Engineered Solutions.

Background

PY 2022 WIOA Incumbent Worker (7/1/2022 through 6/30/23) training contracts are an important part of the Business Services run in the five counties of the Michigan Works! Southeast Consortium WIOA expands the funding available for Incumbent Worker funds (up to 20% of WIOA Adult and up to 20% of WIOA Dislocated Worker funds). Incumbent Worker funds are used to train currently employed workers to help avoid layoffs, learn new, necessary skills and/or help keep the company competitive. The training is usually for short term class or certificate training, although On-the-Job Training is allowed. Companies must provide information on why training is needed, who will be trained, what training will be provided and the total training cost (including employer match). Applications for Incumbent Worker funding are accepted on a rolling-basis, pending availability of funds and merit of training requested by employers.

Discussion

MMI Engineered Solutions is a custom injection molding company that services the automotive, heavy truck and industrial automation industries. A leader in designing and manufacturing products that improve performance, reduce weight, and lower costs in OEM components and material handling applications. MMI is able to achieve their objectives by developing our most valuable asset: our employees. At MMI their people focus on the design, tooling, and molding of solutions, using advanced composites and engineered resins. MMI employees bring a unique technical know-how with Tooling services, allowing MMI to Design and build all tools in house. This allows MMI to build tools faster and less expensive than competitors.

IWT Contract for Approval

Company Name	Grant Award	# to be trained, area and Training Provider	County
MMI Engineered Solutions	\$10,000	11/Core Tools: APQP,PPAP&FMEA; IATF Internal Auditor; MoldFlow Insight Fundamentals /Michigan Manufacturing Technology Center, Beaumont/AIMI	Washtenaw

The Operations Committee reviewed and recommends approval of the application.

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 22-13**

**A RESOLUTION APPROVING PY 2022 WIOA INCUMBENT WORKER TRAINING FUNDS FOR
MMI ENGINEERED SOLUTIONS IN THE AMOUNT OF \$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 approved by the Employer Services Committee; and
- WHEREAS, Approval of this contract requires approval from the Michigan Works! Southeast Workforce Development Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the Incumbent Worker training application listed above and as approved by the Employer Services Committee.

BE IT FURTHER RESOLVED that staff are authorized to negotiate a contract with the above employer, and, as necessary, with training provider selected by the employer.

BE IT FURTHER RESOLVED the Chair of the Michigan Works! Southeast Workforce Development Board or their designee is authorized to sign any necessary contract(s), as well as any future amendments for monetary and contract language adjustments.

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

a. WDB RESOLUTION 22-14

A RESOLUTION APPROVING THE FISCAL YEAR 2023 - OCTOBER 1, 2022 TO DECEMBER 31, 2023 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN AND ACCEPTANCE OF FUNDING IN THE AMOUNT OF \$3,396,049

b. WDB RESOLUTION 22-15

A RESOLUTION APPROVING THE ALLOCATION FOR CY 2022 JANUARY 1, 2022 TO SEPTEMBER 30, 2023 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM IN THE AMOUNT OF \$217,782

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

From: Shamar Herron, Director, Michigan Works! Southeast

Date: October 5, 2022

Subject: FY 2023 Partnership, Accountability, Training and Hope (PATH) program plan

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept funding and approve the plan for the Partnership, Accountability, Training and Hope (PATH) program from the Department of Labor and Economic Opportunity- Workforce Development (LEO) (WD) for the period of October 1, 2022 through December 31, 2023 in the amount of up to \$3,396,049.

Temporary Assistance for Needy Families	\$ 3,132,369
P & I	\$ 263,680
TOTAL	\$ 3,396,049

Background

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

**MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 22-14**

**A RESOLUTION APPROVING THE FISCAL YEAR 2023 - OCTOBER 1, 2022 TO
DECEMBER 31, 2023 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH)
PLAN AND ACCEPTANCE OF FUNDING IN THE AMOUNT OF \$3,396,049**

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

WHEREAS, The WD requires that MWAs develop plans for submission to WD to address PATH activities for the period October 1, 2022, through December 31, 2023; and

WHEREAS, The PATH budget amount for the Michigan Works! Southeast is \$3,396,040; and

NOW THEREFORE BE IT RESOLVED that the Michigan Works! Southeast Workforce Development Board hereby approve the FY 2023 Path Plan and acceptance of funding in the amount of \$3,396,049

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board is authorized to sign said plan for submission to the Department of Labor and Economic Opportunity-Workforce Development as well as any future amendments for monetary and contract language adjustments.

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: November 2, 2022

Subject: CY 2022 Reemployment Services and Eligibility Assessment (RESEA) Program

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept grant allocation for the CY 2022 Reemployment Service and Eligibility Assessment (RESEA) program in the amount of \$217,782 for the time period January 1, 2022 through September 30, 2023.

Background

Unemployment Insurance (UI) is a required partner in the comprehensive, integrated workforce system. Individuals who have lost employment due to lack of suitable work and have earned sufficient wage credits may receive UI benefits if they meet initial and continuing eligibility requirements. Since 2005, the United States Department of Labor (USDOL) and participating state UI agencies have been addressing the individual reemployment needs of UI claimants to prevent and detect improper UI payments and reduce benefit duration. In Fiscal Year 2018, amendments to the Social Security Act permanently authorized the RESEA program and implemented several significant changes including formula-based funding and a series of requirements intended to increase the use and availability of evidence-based reemployment interventions and strategies. UI submitted a proposal, developed by UI and the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD), to the USDOL to continue the RESEA program.

Discussion

Michigan Works! Southeast will receive funding to provide RESEA activities to UI claimants. The four goals of this program are:

- To improve employment outcomes of individuals that receive unemployment compensation and reduce benefit duration through employment.
- To strengthen program integrity and reduce improper payments of unemployment compensation.
- To promote alignment with the broader vision of the Workforce Innovation and Opportunity Act.
- To establish RESEA as an entry point to other workforce system partner programs.

Early intervention with a proactive approach should result in returning the unemployed back to work sooner. Only claimants referred from UI may receive services through the RESEA program.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

RESOLUTION 22-15

A RESOLUTION APPROVING THE ALLOCATION FOR REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM FOR CY 2022 JANUARY 1, 2022 TO SEPTEMBER 30, 2023 IN THE AMOUNT OF \$217,782

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, Unemployment Insurance (UI) is a required partner in the comprehensive, integrated workforce system. UI submitted a proposal, developed by UI and the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD), to the USDOL to continue the RESEA program; and

WHEREAS, RESEA four goals: To improve employment outcomes of individuals that receive unemployment compensation and reduce benefit duration through employment. To strengthen program integrity and reduce improper payments of unemployment compensation. To promote alignment with the broader vision of the Workforce Innovation and Opportunity Act. To establish RESEA as an entry point to other workforce system partner programs; and

WHEREAS, Early intervention with a proactive approach should result in returning the unemployed back to work sooner. Only claimants referred from UI may receive services through the RESEA program; and

WHEREAS, The grant allocation must be approved by both the Michigan Works! Southeast Michigan Workforce Development Board and Michigan Works! Southeast Consortium Board.

IT IS THEREFORE RESOLVED the Michigan Works! Southeast Workforce Development Board hereby approves the allocation for the RESEA Program for the CY 2022 January 1, 2022 to September 30, 2023 in the amount of \$217,782.

BE IT FURTHER RESOLVED that the Chair of the Michigan Works! Southeast Workforce Development Board be authorized to sign said plan for submission to the Michigan Department of Labor and Economic Opportunity.

10. Committee Reports

- a. Career and Education Advisory Council (CEAC) – October 17, 2022, All**
- b. Operations Committee Meeting – October 24, 2022, Marcus James**
- c. Executive Committee – October 5, 2022, Richard Currie**

CEAC Meeting | MINUTES

Date **10/17/2022**. | Time **1:30 – 3:30pm** | Location **Virtual Zoom Session**

Meeting called by:	<i>CEAC Committee</i>	Members in Attendance: Rey Guzman Kevin Oxley Scott Heister Misty Shulters Jenny Heath Ryan Rowe Michelle Radcliffe Tom Pachera Linda Blakely Janice Mueller Shamar Herron Tom Robinson
Type of meeting:	<i>Scheduled Meeting</i>	
Chair:		
Meeting called to order:	<i>1:36 PM</i>	
Meeting adjourned:	<i>2:43 PM</i>	

AGENDA TOPICS

<i>Agenda topic Introductions</i>	Action items	Person responsible
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Agenda topic MI STEM - Update

Regional and statewide events were highlighted. Link to additional STEM information on current and future events identified below:

https://www.canva.com/design/DAFPTiYGRUo/3qgcMrkJS42WxulmA5mP_g/view?utm_content=DAFPTiYGRUo&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

New grants for STEM:

Advisory Council Grant

EGLE 3PGrantSTEAM Event February 28 through March 2



Agenda topic **FAME**

New Lead Fiscal Organization has been named which will be SPARK
Seeking industry partners for inclusion in apprenticeship opportunities

Rue, Kyrsten <krue@wccnet.edu>

Agenda topic **APPRENTICESHIP CONNECTION**

Presentation by MWSE Business Services Manager Tom Robinson regarding the MWSE focus on supporting and growing apprenticeship opportunities throughout the region. Power Point Presentation and Apprenticeship Tracker which are included below:



 MWSE MWSE CEAC-
 Apprenticeship TPM October 17 2022 Pre



Tom Robinson
 Business Service Manager
Creating Connections to a Better Future
 Front Desk: 517-641-5627
 Mobile: 517-245-9484
 TTY: 711
 209 E. Washington Ave.
 Suite 100
 Jackson, MI 49201
www.mwse.org

Michigan Works! Southeast is an Equal Opportunity Employer/Program | Auxiliary aids and other accommodations are available upon request to individuals with disabilities | Supported by the State of Michigan | Paid for with State / Federal Funds | Proud Partner of the American Job Center Network | Toll-free telephone number 1-800-265-WORK (6273) | TTY: 711

Agenda topic Adult Education Update

Adult Education programming enrollment throughout the region is up. Large increase in inquiry for individuals ranging from 16 to 18. Recent state meeting of providers including state representatives will be looking into the situation to see how best to effectively deal with individuals within this category.

ACTION ITEMS

Time ad Frequency of CEAC meetings

Continue to pursue adding Private Sector Representatives to the CEAC Membership

Next Scheduled CEAC Meeting : December 19, 2022 1:30

Operations Committee

Agenda

October 24, 2022

2:00 – 3:30 pm

1. Introductions – attendees – R. Currie, J. Hogan, D. Germann, S. Herron, M. Shulters, K. Walton, M. James
2. Review notes from 8/22/22 meeting
 - a. Address open action items
 - i. Completion of BSC program for past program year **-to be finalized by 11/4/2022**
 - ii. Decision on 360 degree survey for Ex Dir and Deputy Dir – **recommending use of Covey 360 degree survey. Rick has suggested additional development opportunities from Covey (share with Lisa).**
 - iii. Schedule Staff updates during Nov OC meeting
3. Compliance / Fiscal
 - a. Update on audit(s) status – 2022 FY end audit is in progress; Cycle 1 Item 8 remains open (cost category reconciliations); Cycle 3 monitoring still in progress – smoother than previous years.
 - b. Review milestone tracking for fiscal gap closures – quarterly update – awaiting State feedback. **RYG tracking tool status to be reviewed during Nov OC**
4. Operations
 - a. Updates on on-going operations – finalizing Youth and Business Services contracts; Going Pro window for employers Oct 21st – Nov 12th, 2nd Going Pro cycle in July 2023; Participating in National Apprenticeship Week for the first time since inception, Apprenticeship website completed within next month. Service Center meetings being completed (direct meetings with all personnel) – fireside chats.
 - b. Review latest performance metrics – **what BRN information do we need to track – OC will assist with modifying Board dashboard accordingly.**

- c. BRN fiscal ownership/structure discussion – exploring moving fiscal ownership to partner (meeting with United Way).
- d. 2022/23 balanced score cards

5. IWT approvals – no IWT's this month. Focus is on Going Pro

6. Other

Link to performance dashboard

<https://www.mwse.org/board-section/>

Michigan Works! Southeast
 Workforce Development Board
 Executive Committee Meeting Minutes
 In-Person
 October 5, 2022, 9:30 am - 11:00 am
 Comfort Inn, Village Conference
 1645 Commerce Park Drive
 Chelsea, MI 48118

Present: Rich Chang
 Richard Currie, Vice Chair Zoom
 Marcus James Zoom
 Tina Matz
 Sharon Miller, Chair
 Bill Rayl
 Troy Reehl

Absent: Donald Germann
 Grace Trudell

Staff: Shamar Herron
 Daniel Childs
 Maggie Flaherty
 Tim Pielack

1. Call to order
 Sharon Miller called the meeting to order at 9:35 am
2. Roll Call
 In-Person Quorum Present
3. Approval of Agenda
 Sharon Miller call for a motion to approve the Agenda.
 MOTION: Rich Chang moved to approve the Agenda.
 SUPPORT: Troy Reehl
 MOTION CARRIED
4. Consent Agenda
 No Items
5. Resolutions for Consideration by the Workforce Development Board (WDB)
 - a. WDB RESOLUTION 22-12
 A RESOLUTION APPROVING PY 2022 WIOA INCUMBENT WORKER TRAINING (IWT)
 FUNDS FOR HALEY MECANICAL IN THE AMOUNT OF \$10,835
 Sharon Miller call for a motion to approve WDB Resolution 22-12.
 MOTION: Troy Reehl moved to approve WDB Resolution 22-12 the PY 2022 WIOA IWT
 Training funds for Haley Mechanical in the amount of \$10,835.
 SUPPORT: Bill Rayl
 MOTION CARRIED

b. WDB RESOLUTION 22-13

A RESOLUTION APPROVING PY 2022 WIOA INCUMBENT WORKER TRAINING FUNDS FOR MMI ENGINEERED SOLUTIONS IN THE AMOUNT OF \$10,000

Sharon Miller call for a motion for to approve WDB Resolution 22-13.

MOTION: Rich Chang moved to approve PY 2022 IWT funds for MMI Engineered Solutions in the amount of \$10,000.

SUPPORT: Bill Rayl

MOTION CARRIED

c. WDB RESOLUTION 22-14

A RESOLUTION APPROVING THE FISCAL YEAR 2023 - OCTOBER 1, 2022 TO DECEMBER 31, 2023 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN AND ACCEPTANCE OF FUNDING IN THE AMOUNT OF \$3,396,049

Sharon Miller call for a motion to approve WDB Resolution 22-14.

MOTION: Rich Chang moved to approve the FY 2023 October 1, 2022 to December 31, 2023 PATH Plan and Acceptance of funding in the amount of \$3,396,049.

SUPPORT: Troy Reehl

Shamar Herron reviewed. Discussion.

MOTION CARRIED

6. Strategy and Committee Reports

a. Strategy Reports

Tina Matz provided update on Goal 4. Resource Diversification Discussion.

Richard Currie provided update on Goal 5. Board Engagement. Discussion

b. Operations Committee – September 26, 2022

Marcus James reported the committee did not meet since there were no pressing agenda items.

7. Directors Report

Shamar provided updates on program, state, federal and administration.

a. Real Estate Representative provided update on the proposals received for the new location of the Washtenaw Service Center. Discussion.

b. Shamar Herron reviewed the draft 2023 WDB Meeting Schedule and 2023 Executive Committee Meeting Schedule. Discussion.

c. Discussed the process for the Election of 2023 Officers and Executive Committee during the November 9, 2022 WDB meeting.

d. Discussed open Workforce Development Board seats.

8. Public Comment

Sharon Miller offered public comment. No Public Comment.

9. Adjournment

Sharon Miller call to adjourn the meeting.

MOTION: Troy Reehl moved to adjourn.

SUPPORT: Rich Chang

MOTION CARRIED

The Executive Committee meeting adjourned at 11:02 am.

11. **On-going Business**
 - a. **Chair Report – Board Strategy Goals update
Goal 5: Board Engagement, Richard Currie**
 - b. **Executive Director Report- Presentation**
 - i. **Work Based Training Policy Modification**

Board Summary

Policy: Work-Based Training Modification

All work-based training implemented by Michigan Works! Southeast (MWSE) will follow any laws, policies, regulations and directives of the U.S. Department of Labor (USDOL) and Department of Labor and Economic Development-Workforce Development (LEO).

The Following modifications have been made to the Work-Based Training Policy:

- **Michigan Works! Southeast Consortium** has been inserted in all appropriate areas.
- **Reauthorization of the Temporary Assistance for Needy Families (TANF) Program; Final Rule, 45 CFR Parts 261, 262, 263, and 265 and Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996**, Has been added to the References area.
- The COVID-19 statement: **For OJTs during the COVID-19 time period, employers will be asked to sign an additional document stating that all laid-off workers in a specific job title/occupation have been offered their positions back before an OJTs will be approved for that job title/occupation.** Has been removed from the body of the policy.
- The Program Length approval, has been modified to the **Deputy Director**.
- The Wage Limits cap, has been modified to **\$20/hour**.
- The Actions statement, has been modified to: **MWSE team members and contractors will adhere to the directives of this policy.**
- The Inquiries statement, has been modified to direct questions to policy@mwse.org

- 12. Other
 - a. 2023 Meeting Schedules for Workforce Development Board and Executive Committee

**2023 Proposed Meeting dates
for Michigan Works! Southeast Workforce Development Board & Executive Committee**

Workforce Development Board Meeting, 10am – 12noon

Location Chelsea Comfort Inn, Village Conference Center, 1645 Commerce Park Drive, Chelsea
48118

January 11, 2023
March 8, 2023 Joint Meeting with Consortium Board
May 10, 2023
June 14, 2023
September 13, 2023 Joint Meeting with Consortium Board
November 8, 2023

Executive Committee Meeting, 9:30am – 11:am

Location Chelsea Comfort Inn, Village Conference Center, 1645 Commerce Park Drive, Chelsea
48118

January 4, 2023
February 1, 2023
March 1, 2023
April 5, 2023
May 3, 2023
June 7, 2023
July 5, 2023 – no meeting
August 2, 2023
September 6, 2023
October 4, 2023
November 1, 2023
December 6, 2023

10-2022

Board Engagement Update
WDB Meeting November 9, 2022

Rick Currie
WDC Vice-Chair
November 9, 2023

Mission:

Develop Board Membership that actively engage with all community and business partners to identify and advocate improvement opportunities that will address barriers for job seekers, increase skills and employability of job candidates, and promote business growth and sustainability.

Key Objectives:

- **Educate** Board Members as to the **purpose and vision of the WDC** and the strategic plan.
- Encourage Board Member **activism to promote and contribute to the mission and success of the WDC.**
- Develop and increase **engagement of Board Members throughout the “Board Life Cycle”** including onboarding activities, staff and community interactions, committee involvement and board leadership development as appropriate.
- **Maximize Board Members’ individual knowledge, skills, and abilities** and leverage their community assets and networks to collectively identify opportunities and provide solutions to workforce development challenges through Board participation and/or ad hoc committees.
- **Develop and monitor processes to enhance Board engagement** including meeting protocols, Board Member assessment and selection, individual Board Member development, and Board committee and council succession planning.

✓ Review Board Meeting Format to include additional information sharing on goals, staff initiatives and other relevant activities.

- ❖ Include staff updates and project reviews - Complete
- ❖ Add “Board Member Spotlight” – Jan 2023
- ❖ Collect and distribute Board Member profiles – TBD
- ❖ Potential create a Board Member intranet (Under investigation)
- ❖ Develop post meeting feedback survey – Jan 2023
 1. Recognition-Is there an individual(s) or organization deserving of recognition?
 2. What went right at the meeting?
 3. What could be improved?
 4. Any Signals? Trends/news/data that indicate a potential issues or opportunities in the future.
 5. Any topics you would want additional information about?
 6. Any topics you would like covered in future meetings
 7. Additional comments or suggestions.

- ✓ Investigate Board/Staff Teambuilding activities (Look at outside funding possibilities)
- ✓ Develop an annual Board Member Survey – Feb/Mar 2023
 - ❖ Community Boards, associations, or networks;
 - ❖ Interest in specific Board activities (Legislative Day, Career Fair, Annual Conference etc.);
 - ❖ Interest in Board Committee assignments and/or Board Leadership.
- ✓ Review new Board Member on-boarding process – TBD
 - ❖ Board Mentor, Service Center visits, recommended activities etc.
- ✓ Formalize Board Member development and succession planning processes -TBD
- ✓ Formalize Board Governance Policy – TBD

Questions, comments, other ideas?