

**Michigan Works! Southeast
Workforce Development Board Meeting
In-Person
Chelsea Comfort Inn, Village Conference Center
1645 Commerce Park Drive
Chelsea, MI 48118
January 11, 2023- 10am – 12noon**

Agenda

Pages

1. Call to Order
2. Roll Call
3. Introductions
4. Call to the Public
5. Approval of Agenda
6. Approval of November 9, 2022 Michigan Works! Southeast Workforce Development Board meeting minutes 4 - 7
7. Consent Agenda – None
8. Resolutions for Consideration of the Workforce Development Board (WDB) 9 - 13
 - a. WDB RESOLUTION 22-16
A RESOLUTION APPROVING WIOA IWT CONTRACT FOR WORK SKILLS CORPORATION IN THE AMOUNT OF \$4,000
 - b. WDB RESOLUTION 22-17
A RESOLUTION ACCEPTING WORKFORCE INNOVATION AND OPPORTUNITY ACT STATEWIDE ACTIVITIES FUNDING TO SUPPORT PARTICIPATING TRAINING PROGRAMS IN THE AMOUNT OF \$187,500
9. Committee Reports
 - a. Career and Education Advisory Council (CEAC) – no meeting during December 2022
 - b. Operations Committee Meeting – no meeting during December 2022

(Agenda continued)

10. On-going Business
 - a. Chair Report – Board Strategy Goals update
 - b. Executive Director Report - Written Report
11. Other
12. Call to the Public
13. Adjournment

Please take this
Post-Meeting
Survey



**6. Approval of November 9, 2022 Michigan Works!
Southeast Workforce Development Board meeting
minutes**

Michigan Works! Southeast Workforce Development Board
 Meeting Minutes
 November 9, 2022 - In-Person
 Comfort Inn, Village Conference Center 1645 Commerce Park Drive, Chelsea, MI 48118
 10:00 am – 12:00 Noon

Michigan Works! Southeast Workforce Development Board of Directors Present

Shantalita Bailey	Michigan Rehabilitation Services, DHHS
Maria Birkett	Wacker Chemical Corporation (Zoom)
Rich Chang	New Foundry
Richard Currie, Vice Chair	Hitachi Astemo Americas, Inc.
Sean Duval	Golden Limousine International
Donald Germann	County National Bank
Lee Graham	Operating Engineers 324
Jeremiah "JJ" Hodshire	Hillsdale Hospital (Zoom)
James Hogan	Display Max Merchandising
Marcus James	StableInc LLC
Katy Pek	Destination Ann Arbor
Deb Polich	Creative Washtenaw, Artrain
Troy Reehl	Hillsdale County ISD
Bill Rayl	Michigan Manufacturers Association
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
Grace Trudell	IBEW 58

Michigan Works! Southeast Workforce Development Board of Directors Absent

Leslie Alexander	Inmatech, Inc.
Craig Hatch	Jackson County Chamber of Commerce
Molly Luempert-Coy	DTE alternate Jamal Robertson attended
Sharon Miller, Chair	Consumers Energy
Kevin Oxley	Jackson County ISD
Brandon Tucker	Washtenaw Community College

Staff Present

Shamar Herron, Executive Director	Michigan Works! Southeast
Misty Shulters, Deputy Director	Michigan Works! Southeast
Daniel Childs, Systems/Network Administrator	Michigan Works! Southeast
Maggie Flaherty, Administrative Services Mgr.	Michigan Works! Southeast
Tim Pielack, Technology Specialist	Michigan Works! Southeast
Sandy Vallance, Service Center 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
Richard Currie, Chaired and called the meeting to order at 10:05 a.m.
2. Roll Call
In-Person Quorum present.
3. Introductions
4. Call to the Public
Richard Currie call for public comment. No public comment
5. Approval of Agenda
Richard Currie call to approve the Agenda.
MOTION: Sean Duval moved to approve the Agenda.
SUPPORT: Grace Trudell
MOTION CARRIED
6. Approval of September 14, 2022 Joint Meeting Minutes for the Michigan Works!
Southeast Workforce Development Board and Michigan Works! Southeast Consortium
Richard Currie call to approve the September 14, 2022 minutes for the Joint meeting of the Michigan Works! Southeast Workforce Development Board (MWSE WDB) and the Michigan Works! Consortium Board (MWSEC Board).
MOTION: Rich Chang moved to approve the September 14, 2022 board meeting minutes.
SUPPORT: Troy Reehl
MOTION CARRIED
7. Election of Officers and Executive Committee for Calendar Year (CY) 2023
Marcus James reviewed the Slate of Officers for Election.
Sharon Miller, Chair and Richard Currie, Vice Chair.

Marcus James opened the floor for other nominations for Chair. There were no additional nominations. Nominations closed.

Marcus James call to approve Sharon Miller, Chair.

MOTION: James Hogan moved to approve Sharon Miller, Chair

SUPPORT: Grace Trudell

MOTION CARRIED

Marcus James opened the floor for other nominations for Vice-Chair. There were no additional nominations. Nominations closed.

Marcus James call to approve Richard Currie, Vice-Chair.

MOTION: Lee Graham moved to approve Richard Currie, Chair

SUPPORT: Deb Polich

MOTION CARRIED

Marcus James reviewed the Slate of Candidates for Executive Committee which are the current Executive Committee members.

Rich Chang, Donald Germann, Marcus James, Tina Matz, Bill Rayl, Troy Reehl, Grace Trudell

Marcus James opened the floor for other nominations for Executive Committee. There were no additional nominations. Nominations closed.

Marcus James call to approve the Slate of Candidates.

MOTION: John Salyer moved to approve the Slate of Candidates.

SUPPORT: James Hogan
MOTION CARRIED.

The Calendar Year 2023 Executive Committee. Officers- Sharon Miller, Chair; Richard Currie, Vice Chair; Rich Chang, Donald German, Marcus James, Tina Matz, Bill Rayl, Troy Reehl, Grace Trudell

8. Consent Agenda

Richard Currie reviewed WDB Resolutions and asked if any Resolution required to be placed under Resolutions for Consideration by WDB. No requests.

Richard Currie call for a motion to approve the Consent Agenda.

MOTION: Phil Santer moved to approve the Consent Agenda.

SUPPORT: Sean Duval

MOTION CARRIED

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

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

Richard Currie call to approve WDB Resolution 22-14

MOTION: Marcus James moved to approve WDB Resolution 22-14

SUPPORT: Troy Reehl

Shamar Herron reviewed. Discussion.

MOTION CARRIED

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

Richard Currie call to approve WDB Resolution 22-15

MOTION: Grace Trudell moved to approve WDB 22-15

SUPPORT: Rich Chang

Shamar Herron reviewed. Discussion.

MOTION CARRIED

10. Committee Reports

a. Career and Education Advisory Council (CEAC) – October 17, 2022

Shamar Herron provided report. Minutes for the meeting contained in the packet.

b. Operations Committee Meeting – October 24, 2022

Marcus James provided report. Notes for the meeting contained in the packet.

Discussion.

c. Executive Committee – October 5, 2022

Richard Currie provided report. Minutes contained in the packet.

11. On-going Business

a. Chair Report – Board Strategy Goals update

Goal 5: Board Engagement power point presentation by Richard Currie.

Discussion.

b. Executive Director Report

Presentation by Shamar Herron on Federal, State, Administration and Program.

Misty Shulters provided report on organizational targets.

Discussion.

i. Work Based Training Policy Modification reviewed by Shamar Herron.

12. Other

a. Reviewed 2023 Meeting Schedules for Workforce Development Board and Executive Committee

Follow-up comments by John Salyer, Phil Santer, Marcus James, Shamar Herron, Deb Polich.

13. Call to the Public

Richard Currie call to the Public. No Public Comment.

14. Adjournment

Richard Currie call to adjourn the meeting.

MOTION: Lee Graham

SUPPORT: Deb Polich

MOTION APPROVED

Meeting Adjourned at 11:42 am.

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

a. WDB RESOLUTION 22-16

A RESOLUTION APPROVING THE WIOA IWT CONTRACT FOR WORK SKILLS CORPORATION IN THE AMOUNT OF \$4,000

b. WDB RESOLUTION 22-17

A RESOLUTION ACCEPTING THE WORKFORCE INNOVATION AND OPPORTUNITY ACT STATEWIDE ACTIVITIES FUNDING TO SUPPORT PARTICIPATING TRAINING PROGRAMS IN THE AMOUNT OF \$187,500

MEMORANDUM

To: Michigan Works! Southeast Workforce Development Board

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

Date: January 4, 2023

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: Work Skills Corporation in the amount of \$4,000.

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

The need for Magna Flux training is essential to WSC. Finding workers in the job market with Magna Flux inspector certification is growing increasingly difficult. With providing current employees training Work Skills Corporation (WSC) can offer a pay increase which in turn should result in smaller turnover. It is vital WSC can support the growth and development of our staff. This training would tie into the development plan for people identified for promotion and growth opportunities within our WSC Production. Work Skills exists to provide employment. Enhancing our employees' skills will play major a role in averting layoffs. Between the automotive industry part shortage crisis, economic uncertainties, labor shortages and production needs changing, WSC will be better able to shift/rotate employees between available positions and avoid laying off personnel. Training is necessary for WSC to keep pace with changing requirements of our customers. Cross-training activities enable Work Skills to develop skills and knowledge throughout the company, support a culture of teamwork, and increase productivity. The grant monies, if awarded, would allow WSC to keep in step with the changing requirements based on the technology upgrades of our customer. Currently, the engine lift bracket job is the main source of work that WSC can utilize with our training participants. Over 110 program participants a year use this particular job as a vocational training tool and receive wages as a result. Program participants that perform the work on this job have the following barriers: amputation, autism spectrum disorder, back disability, brain injury, cancer, cerebral palsy, chronic fatigue syndrome, developmental disabilities, diabetes, domestic violence survivor, epilepsy, fibromyalgia, hearing loss, heart disease, homelessness, kidney disease, learning disability, mental illness, mental retardation, multiple sclerosis, muscular dystrophy, paraplegia, previous work injury, quadriplegia, substance abuse and vision loss. Additionally, there are over 33 WSC employees who support this production operation. Without this job WSC Production would be forced to downsize and reduce our workforce. The other unintended negative result would be revenue lost from contracts. The services that WSC offer would need to be scaled back because all revenue recognized from production is used to provide support services to WSC participants. **Magnetic Particle Inspection (MPI) Services.** An extremely sensitive nondestructive testing method for use on ferrous materials, magnetic particle testing can detect minute cracks open to the surface, and some subsurface discontinuities. The productivity and sensitivity of this method makes mag particle inspection an industry inspection standard requirement. How does magnetic particle inspection work? Magnetic particle examination for NDT is one of the more economical and speedy ways to ensure ferrous materials are safe and ready for use in the field. In simplified terms, this type of nondestructive inspection is performed by creating a magnetic field around the material being tested and then applying a carrier fluid which

holds particles typically made up of iron oxide. Any defect in the surface or just under the surface of the subject material will distort the magnetic field surrounding it, causing the particles in the carrier fluid to be drawn to it. This attraction is easily detected and identified. If there are no flaws in the material, the particles within the magnetic field will remain evenly distributed. **X-R-I NDT Testing Capabilities.** X-R-I Testing capabilities cover almost all the potential applications of MT testing. Conventional methods of direct magnetization, or induced magnetization are utilized with portable or fixed inspection systems. Multidirectional systems typically are employed for large volume NDT projects.

PY 2022 Incumbent Worker contracts for approval

Company Name	Grant Award Request Amount	# to be trained, area and Training Provider	County
Work Skills Corporation	\$4,000	4 / Magna Flux/ Magnetic Particle Level Testing 1 & 2/ X-R-I- Testing Inc.	Livingston

The Operations Committee reviewed and recommends approving the application.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD
RESOLUTION 22-16
A RESOLUTION APPROVING AN WIOA INCUMBENT WORKER TRAINING
CONTRACT FOR WORK SKILLS CORPORATION IN THE AMOUNT OF \$4,000

- 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 Operations Committee which 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 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 4, 2023

Subject: Workforce Innovation and Opportunity Act Activities Funding to Support (WIOA) Participant Training Programs

Board Action Requested

It is requested that the Michigan Works! Southeast Workforce Development Board accept grant allocation for WIOA Activities to Support Participant Training Programs in the amount of \$187,500.

Background

Michigan Works! Southeast funding for WIOA Statewide Activities funding is to assist with meeting local demands for training.

The funds allocated are available for expenditure through June 30, 2023.

Discussion

Allowable uses of WIOA Statewide Activities funding awarded include tuition payments, current attendance related fees, purchase of course materials, and supportive services. Applicable participants are those who are WIOA eligible Adults and Dislocated Workers, and meet the criteria listed in 20 Code of Federal Regulation 680.210.

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

RESOLUTION 22-17

A RESOLUTION ACCEPTING GRANT ALLOCATION FOR WIOA ACTIVITIES TO SUPPORT PARTICIPANT TRAINING PROGRAMS IN THE AMOUNT OF \$187,500.

WHEREAS, The Michigan Works! Southeast Consortium has been designated as a Michigan Works! area through a P.A. 7 agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and

WHEREAS, The Michigan Works! Southeast Consortium is funded by the United States Department of Labor (USDOL) and 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 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 Michigan Works! Southeast Workforce Development Board accept the grant allocation for WIOA Activities to Support Participant Training Programs in the amount of \$187,500.

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.

HILLSDALE

21 Care Drive
Hillsdale, MI 49242

517.437.3381

JACKSON

209 East Washington
Avenue | Suite 100
Jackson, MI 49201

517.841.5627

LENAWEE

1040 South Winter
Street | Suite 1014
Adrian, MI 49221

517.266.5627

LIVINGSTON

1200 Byron Road
Howell, MI 48843

517.546.7450

WASHTENAW

304 Harriet Street
Ypsilanti, MI 8197

734.714.9814

FISCAL/ADMIN

336 Harriet Street
Ypsilanti, MI 8197

January 2023 Executive Directors Report

(Welcome Back Sharon)

Federal

- No updates on Wagner Peyser Proposed Rule making
- Announcement of Sen. Debbie Stabenow came a shock to the system as she is a proponent of Mi Works

State

- Gov. Whitmer's re-election ensures a continued focus on employment training with a focus on the CHPS Act, Vehicle Electrification and all things mobility
- Congresswoman Slotkin re-elected, a positive as she is a proponent of the Michigan Works System
- LEO Director Corbin would like to meet with MWSE, Executive Director will work with the Board Chair to identify a time and who will be involved
- Preparing for Legislative Day March 14th and 15 (we need two days because of the large number of officials we have across the region)

Region	Senators		Districts	Representatives		Districts
	<i>First</i>	<i>Last</i>	-	<i>First</i>	<i>Last</i>	-
MI Works! Southeast	Sue	Shink	14	Jason	Morgan	23
	Jeff	Irwin	15	William	Bruck	30
	Joseph	Bellino	16	Reggie	Miller	31
	Jonathan	Lindsey	17	Jimmie	Wilson Jr.	32
	Lana	Theis	22	Felicia	Brabec	33
				Dale	Zorn	34
				Andrew	Fink	35
				Sarah	Lightner	45
				Kathy	Schmaltz	46
				Carrie	Rheingans	47
				Jennifer	Conlin	48
				Ann	Bollin	49
				Robert	Bezotte	50
			Mike	Mueller	72	

Local/Regional

Adult Education

- Program with Hillsdale Sheriff's office started and completed
- New Adult Ed Supervisor hired in preparation for Transition
- Transition: Pam Gosla is preparing to slowing enter retirement (**Thank You Pam-** Shining Start Award recipient @ 2022 MWA Annual Conference)

HILLSDALE

21 Care Drive
Hillsdale, MI 49242

517.437.3381

JACKSON

209 East Washington
Avenue | Suite 100
Jackson, MI 49201

517.841.5627

LENAWEE

1040 South Winter
Street | Suite 1014
Adrian, MI 49221

517.266.5627

LIVINGSTON

1200 Byron Road
Howell, MI 48843

517.546.7450

WASHTENAW

304 Harriet Street
Ypsilanti, MI 8197

734.714.9814

FISCAL/ADMIN

336 Harriet Street
Ypsilanti, MI 8197

Business Services

- Going Pro Talent Fund 2023 cycle I completed: 113 Application requesting \$6 Million in funding

Communications

- Currently looking for Communications Manager, took posting down for December

Finance

- The final Journal Entries were submitted to LEO for review and approval of activities to close out Cycle II close out reporting. Our disallowed cost was \$1,109.54
- Audit Starts with RPC in January 2023

HR

- 4 openings: Communications Manager, Business Services Specialist (forthcoming), WSC Career Advisor, WSC Customer Service Assistant 2 resignation: WSC Customer Service Assistant and Business Services Specialist
- Compensation Study - Contract with ASE executed

IT

- 0 major phishing compromises in the entire year of 2022
- KACE system testing through Deep Freeze on public facing devices is successful. This solution will allow IT to update those devices remotely and run updates during closed hours (evenings and/or weekends)

Hillsdale

- Voted "Best Employment Agency" of Hillsdale Daily News
- Engaged in several community based initiatives including school supply drive

Jackson

- Participated with LARA for a child care (Employer based) event at Jackson City Hall
- Worked with Local employer Techique on a major career fair

Lenawee

- Sponsored the Junior Achievement Crazy Bowling December 10th
- Hosted WACKER in person on 12/15- scheduled interviews in 3 rooms in our center. 15 offers made

Livingston

- Participated with Livingston Educational Services Agency (LESA) at the Michigan Career Education Conference
- Participated in Brighton Chamber Podcast (Can get you the link if you would like to listen)

Washtenaw

- Lease signed on New space located at 1201 E. Ellsworth Ann Arbor MI
- Mi Citizen Re-entry Initiative with LEO

HILLSDALE

21 Care Drive
Hillsdale, MI 49242

517.437.3381

JACKSON

209 East Washington
Avenue | Suite 100
Jackson, MI 49201

517.841.5627

LENAWEE

1040 South Winter
Street | Suite 1014
Adrian, MI 49221

517.266.5627

LIVINGSTON

1200 Byron Road
Howell, MI 48843

517.546.7450

WASHTENAW

304 Harriet Street
Ypsilanti, MI 8197

734.714.9814

FISCAL/ADMIN

336 Harriet Street
Ypsilanti, MI 8197

Organizational Targets

