

**MEETING MINUTES OF THE
MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD**

November 8, 2023, In-Person

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

10:00 am – 12:00 Noon

Call to Order – Workforce Development Board Vice Chair, Rich Chang called the meeting to order at 10:05 am

Roll Call – Called by Executive Administrative Assistant, Michigan Works! Southeast, Marsha Meadows
Michigan Works Southeast Workforce Development Board: Quorum present for In Person Workforce Development

Board Members in attendance:

- Rich Chang - New Foundry
- Shantalita Bailey - Michigan Rehabilitation Services, DHHS
- Sean Duval - Golden Limousine International
- Pat Farver – Lenawee Now
- Lee Graham - Operators Engineers 324
- Tim Hutchins - HVALF
- Marcus James - Stable Inc, LLC
- Tina Matz – Core Education
- Katy Pek - Destination Ann Arbor
- Deb Polich - Creative Washtenaw, Artrain
- Jamal Robertson - DTE (Alternate for Molly Luempert-Coy)
- Philip Santer - Ann Arbor SPARK
- Jamie Vandenburg - Jackson College

Board Members not in attendance:

- Richard Currie, Chair – Hitachi Astemo America's Inc
- Maria Birkett - Wacker Chemical Corporation
- Molly Luempert-Coy-DTE (Alternate Jamal Robertson was in attendance)
- Donald Germann - County National Bank
- James Hogan - Display Max Merchandising
- Jeremiah “JJ” Hodshire - Hillsdale Hospital
- Kevin Oxley - Jackson County ISD
- Bill Rayl-Michigan Manufacturers Association
- Troy Reehl - Hillsdale County ISD
- John Salyer - Ann Arbor Electrical JATC

Michigan Works! Southeast Staff in attendance:

- Shamar Herron, Executive Director, Michigan Works! Southeast
- Misty Shulters, Deputy Director, Michigan Works! Southeast
- Marsha Meadows, Executive Administrative Assistant, Michigan Works! Southeast
- Daniel Childs, Systems/Network Administrator, Michigan Works! Southeast
- Tim Pielack, Technology Specialist Michigan Works! Southeast
- Robin Aldrich, IT Manager, Michigan Works! Southeast – VIA ZOOM
- Kimberly Bilko, Fiscal Manager, Michigan Works Southeast – VIA ZOOM
- Chad Gibbs, Research and Education Manager, Michigan Works! Southeast
- Angela Watkins, Jackson Service Center Manager, Michigan Works! Southeast – VIA ZOOM
- Sandy Vallance, Hillsdale Service Center Manager, Michigan Works! Southeast – VIA ZOOM

Others in attendance included:

- Ryan Hundt, Chief Executive Officer, Michigan Works Association
- Jenny Heath, Executive Director – CTE & Secondary Programs, – Lenawee ISD
- Dale Rogalski, Vocational Rehabilitation Coordinator, Michigan Rehabilitation Services
- Ryan Rowe, CTE Director and CEPD Administrator, Washtenaw ISD
- Danielle Kelly, CPA, Plante Moran, Manager
- Alex Gossage, Executive Director, Disability@work,
- Michelle Lewis, CPA, Plante Moran, Senior Manager

Introductions

Call to the Public:

None

Approval of the Agenda

Call for Workforce Development Board to approve the Agenda for November 8, 2023 Workforce Development Meeting – Rich Chang

MOTION: Phil Santer

SUPPORT: Sean Duvall

MOTION APPROVED

Approval of the Minutes

Call for Workforce Development Board to approve the Minutes for September 13, 2023 Michigan Works! Southeast Joint Consortium Board and Workforce Development Board Meeting – Rich Chang

MOTION: Marcus James

SUPPORT: Pat Farver

MOTION APPROVED

Consent Agenda

Call for Workforce Development Board to approve the Consent Agenda for workforce Development Board Resolution 23-12 MMI in the amount of \$3,485.00 - Rich Chang

MOTION: Sean Duvall

SUPPORT: Marcus James

DISCUSSION: Shamar stated that the 1 IWT had been reviewed and approved by both the Operations and Executive Committees with pertinent information listed if anyone would like more information it may be discussed.

MOTION APPROVED

Resolutions for Consideration of the Workforce Development Board

a. WDB RESOLUTION 23-10

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR AWARD YEAR (AY) 2022 FEDERAL REENTRY EMPLOYMENT OPPORTUNITIES (REO)/PARTNERS FOR REENTRY OPPORTUNITIES IN WORKFORCE DEVELOPMENT (PROWD) FUNDING FISCAL YEAR (FY) 2023 MICRI IN THE AMOUNT OF \$563,725

Call for Workforce Development Board to approve the WDB Resolution 23-10 – Rich Chang

Discussion: Shamar Herron stated straight forward, reviewed by Operations Committee led by Marcus, as well as the Executive Committee, any specific questions on any of these Incumbent Worker Training opportunities for our employers, I am more than willing to answer them.

Richard Currie pointed out graph outlining each proposal, relevant information on pages 1 and 2.

MOTION: Marcus James

SUPPORT: Lee Graham

DISCUSSION: Rich Chang summarized stating it was 1 of 7 states in the country to be approved for this grant and it takes a lot of time and effort to get it pushed through. Some background is to be used for Milan Federal Prison for job readiness work, to send staff into the facilities and work with those about nine months till they are released. We partner with two community partners around this. Farmer Melvin from We the People Opportunity Farm in Ypsilanti, and also out of Ypsilanti, A Brighter Way.

Shamar advised that both the leaders from these partners are former felons, who did twenty-five plus years. They put together a curriculum called the Art of Reentry and they will lead the social, emotional piece of reentry. We will do the work readiness portion. They will talk about how to keep your confidence, how do you approach your family, how do you maintain dignity. All the pieces folks like you and I may not think about as we walk through the day. After spending 30 years in a facility there is a lot more than just going out and gaining employment. We thought it was imperative to not only talk about work readiness but to discuss what it means to reenter society. We believe these two gentlemen are the reason why we got the grant. We attended a conference in Chicago with the other 6 states and nobody else is doing anything like this. We had to plead our case several times at both the state and federal levels on why we thought this mad so much sense. This a unique partnership, it is going to be very impactful. We have had two session, one yesterday, we have a broad mix of frontline staff and managers that are going to the facility.

Misty stated her key points she wanted to make sure everyone was aware of is this is a three-stage program. MWSE is delivering the stage one services. When the individuals are released they will transition into stage two, and that will be at one of four RRC's, also known as half way houses. Those are outside our service area in Grand Rapids, Kalamazoo, one northern and central, Michigan.

So, we are partnering strongly with our Michigan Works in those areas because they will then step in and take on stage-two services to further develop and connect those individuals to training and employment opportunities. And then stage-three is that employment opportunity once they have graduated through their time in the RRC. We are the foundation in setting the stage one services for success in stage three.

MOTION CARRIED

b. WDB RESOLUTION 23-11

A RESOLUTION APPROVING THE RECEIPT OF FUNDS FOR FISCAL YEAR (FY) 2024 FAE&T (FOOD ASSISTANCE EMPLOYMENT AND TRAINING) PLAN INSTRUCTIONS IN THE AMOUNT OF \$108,518 PROGRAM DELIVERY ALLOCATION \$7,612 SUPPORTIVE SERVICES ALLOCATION FUNDING Call for Workforce Development Board to approve the WDB Resolution 23-11 - Rich Chang

MOTION: Marcus James

SUPPORT: Tina Matz

DISCUSSION: Rich advised it is for individuals receiving Food Assistance from the state. Misty advised it is a small funding stream for us because it is a small population that actually qualify for these services. The individuals in the Food Assistance Program must be able bodied without dependents. So, it is a smaller population that we serve and as you can see the dollars match that smaller population. We can do employment, training and barrier removal, for those individuals we often try to co-enroll into one of our other workforce development programs to ensure that they have optimal services available.

Shamar gave background as to why he grimaces over this on particular funding source. My one call, my one and only call from the white house is that we were practicing discrimination against an individual because there are some age restrictions that go along with this. I think it 18-49 and this person was 55 and they felt like we were practicing age discrimination. So, I had to explain to the white house about how this is a federal grant and they should probably walk up the street and talk to the people who are running this over at SNAP TANF.

Rich Chang asked if there were similar programs for folks that have dependents?

Misty answered yes, there is a Food Assistance Plus program which delivered by partners and is heavy on administration for our organization, so we enroll those individuals when referred to us in our Adult program to provide services.

MOTION CARRIED

c. WDB RESOLUTION 23-13

A RESOLUTION APPROVING THE RECEIPT OF FUNDS TRADE ADJUSTMENT ASSISTANCE (TAA) APPROPRIATION YEAR (AY) 2022/FISCAL YEAR (FY) 2024 ALLOCATIONS FOR THE TIME PERIOD OF OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024, TAA PLAN AND MERIT STAFF CERTIFICATION FOR FY 2024 IN THE AMOUNT OF \$397,328 (PROGRAM AWARD \$283,806, ADMINISTRATIVE FUNDS \$14,190 AND CASE MANAGEMENT \$99,332)

Call for Workforce Development Board to approve the WDB Resolution 23-13 – Rich Chang

MOTION: Marcus James

SUPPORT: Pat Farver

DISCUSSION: Rich Chang gave background that the TAA has not be reapproved since 2000 but we have participants currently on the books that we still need to support and need to keep funding. This is to support those insisting folks, we are not taking on new enrollees because there is no funding for them.

Shamar advised that the funding has not been reapproved since 2021. This is just funding for people who work for an organization that was certified as eligible for this funding and it is because they lost their employment due to foreign trade. Essentially what the Trade program highlights, it is a broad program and is very helpful for those who have the certification.

Misty added one point. If an individual was employed with an organization that was certified prior to 2021, that is a lifetime benefit. So, we are receiving these funds to not only support those individuals that are currently taking advantage of that benefit but, someone my come to us that had a separation ten, fifteen, twenty years ago under trade and still be able to utilize that benefit. So, the funding is still there to be able to support them with there employment and training goals. And, we are required to do outreach annually to make sure they are aware that if they were under a certified or with an employer that was certified for trade that that benefit still exists for them and we are here to support. For those that follow our social media you may be seeing some of that in the near future. Sean Duvall thanked her for tidbit of information that he had never heard.

MOTION CARRIED

Committee Reports (Informational)

a. Strategy Reports - none

b. Nomination Committee – Rich stated that this was information that the Consortium Board would approve. Jamie Vandenburg has requested Amber Collins to replace Jeremy Frew as the alternate for Jackson College Education.

c. Career & Educational Advisory Council (CEAC) – September 19, 2023

Shamar stated that the guest speaker, Jack Townsley, spoke on his work in his new role at Lenawee Now, incorporating all of the facets of education, CTE and couple other projects he is working on. We continue to work out the CEAC, it is in a metamorphous stage. We plan to bring on a new chairperson and we are looking at co-chairs for the CEAC as Jeremy Frew who was the chairperson and had to step away as he took another role with a different organization. So right now, we are in the planning stages, we have some conversations on deck with an individual at this table, who will hopefully be willing to serve as one of the co-chairs. The vision is we will have an educational chair and then we will have a private sector chair. We are looking to blend the notion of education and employment and start to have some strategy around conversations opposed to us just doing educational updates all the time. We are excited about the conversations and the potential direction of the CEAC. If you remember Pam Gosla, Chad is steadily working to not necessarily fill the shoes but create his own pair of shoes that he is going to walk in as the Regional Leader around Adult Education, Research and Education overall.

Chad stated there seems to be an uptick in, as Shamar indicated in a year of changes for making a more interactive group, putting a value on it and spreading that throughout the CEAC group. Just having a reemphasis on the quality of the meeting time and the quality of the interactions between

and how it can be used more for interactions. We also had some 61B discussions that I think we are going to bring up later today.

Shamar stated that the reason CEAC stays on our agenda is because we are by WIOA legislation the governing body for the CEAC group, so therefore, we must approve many of the plans and programs and strategic plans that they put through. We are the body that approves those, that is why they stay on the agenda, that is why we have a guest here that will talk about that 61B plan. We are actively recruiting, especially on the private sector side. I think educationally we have great representation across the entire region but we are looking for private sector employers to step in and help lead those conversations.

Sean asked if it was asked for board member or non-board member?

Shamar answered we would take both. Recruiting in any of our five counties. That is Hillsdale, Jackson, Lenawee, Livingston and Washtenaw and beyond to be perfectly honest. If they are willing to help, guide the conversations and shape how we are going to educate our young people and prepare them for the private sector in employment, we would love to have somebody. We are moving it from six meetings a year to four meetings a year. But those are going to be four very intense meetings, where we actually get things done and create one or two sub-committees as well.

Rich asked if there was a limit to how many people you want on the CEAC Committee?

Shamar answered that he thinks if we get three or four more private sector individuals, we will have a pretty good mix, and have the voices that we need at the table to be able to create balance.

d. Operations Committee – October 30, 2023 Notes – Marcus James

Marcus stated that this committee meets once a month and it is Rich Chang, Rick Currie, Don Germann, James Hogan, myself along with Shamar and Misty and now with Kimberly, since she is our fiscal person. We go through into all the nitty gritty of the operations, once a month, twelve months a year, we are scheduled. So, just to show appreciation to those folks for doing that. If you look at the meeting minutes and one of the links you will see on your electronic copy is to the performance dashboard. If you click on that link it will take you to the website that Misty and her folks keep updated and there is lots of great information there on how we are doing performance wise in this region for the workforce development group. I think it is worth going to and taking a look at. This last meeting, we got updates from the Fiscal organization, the HR organization and Operations. They went through all things that are going on within their groups. It was a very good meeting and then you see some key highlights, and action items we had to take care of. I think that is enough of an overview and at that meeting we also look at the Incumbent Worker Training each month. You have the minutes in your packet, if you have any questions about that feel free to contact any of those individuals as I told you on the committee.

Shamar wanted to take a quick moment and thank Marcus for the way he approaches the work. Which is highly ethical, he asks the right questions, he has done his research, he done his homework, as Marcus does. So, when he asks questions it is coming from a space of him being educated in what we have done and helping to keep the organization square in terms of how we operate. So, thank you Marcus,

Marcus thanked him and said he appreciated it.

e. Executive Committee Meeting, October 4, 2023 and November 1, 2023 – Rich Chang

Rich stated actually we really do not have a lot to update, concerning the stuff that we discussed that is going in front of the board in this packet anyways. Just maybe a small update that ties into the Business Resiliency piece. We have a little bit of an initiative that we kind of kicked off that is more like a research at this point. Where Michigan Works Southeast, Michigan Public Policy and the

AAATA and is really around public transportation access. It originally started off around public transportation access for child care. And it expanded into public transportation access for pretty much everything. Groceries, in particular, Michigan Works Southeast, access to jobs, job seekers, those that are actually employed and the places where they actually go to work. So, we will get some really data that will help us actually interact with businesses, when we have to consider, business locations that job seekers are trying to reach on the other side of the county. What do they need to do to partner with transportation options to get those workers to there? For Michigan Works Southeast, it is county dependent. Like Hillsdale as far as I know does not have public transportation. How do make sure those workers can easily get to those workplaces without also being a financial burden to them.

Presentation:

- a. **Plant Moran GAP (virtual) – (attached) Danielle Kelly and Michelle Lewis**
- b. **Michigan Works Association (in person) – Ryan Hundt – (attached)**
- c. **Strategic Plan (virtual) – Jenny Heath – (attached)**

Call for Workforce Development Board to approve the Strategic Plan – Rich Chang

MOTION: Phil Santer

SUPPORT: Marcus James

MOTION CARRIED

d. Executive Report Summary – Shamar Herron

Shamar thanked Jenny, Ryan and Plant Moran for their presentations. A couple of high-level highlights for you.

One, we are currently in audit with our auditing firm, RPC. We are being audited for both 2022 and 2023 program years. It is a lot, so keep Kimberly, myself and Misty in your thoughts and prayers. We are also being monitored by the state next week.

Misty stated as if we don't have enough going on behind the scenes next week. We are also, externally celebrating National Apprenticeship Week. We as a team have looked at each day as a national category in apprenticeships. Like youth in apprenticeships, women in apprenticeships, under represented populations, and designed plans for each one of those days and are excited. We have like eighteen of us coming to OE 324 on Monday with some canned questions we will be asking so we learn and grow as an organization. John Salyer and his team have an event about women in electric apprenticeships on Tuesday, so we a group of individuals that will be attending that as well. On Wednesday we have Access for All, who provide opportunities for pre-apprenticeships and a lot of skilled trades tracks. They are going to do a live webinar for us, so we educate parents and students and career changers on what those opportunities look like and how pre-apprenticeship programs really does set them up for success to connect with those tracks. We have a lot of social media and data points that are just going to be flying around next week. We are really, really excited to be engaged in this and have full event.

Crystal asked if there is a location to access, Access for All?

Misty answered yes, absolutely, I had just spoke with our Communications Manger this morning and we are going to have an agenda pushed out. All of this will be on our social media and our website. We have Apprenticeship Works is our reigning page on our website, which all this information will be posted on as well about the different events and the live webinar on Wednesday, with Access for All starts at 10:00, there is an event registration link but we will push all of that out today to all of you by email.

Shamar stated that Mayor, Daniel Mahoney is hosting the conversation around Access for All, so we are excited about that.

Couple other quick hitters, we mentioned MiCareer Quest, if you have a serious interest, I need to know by today, if your interested. I can take someone over.

Rich Chang advised he had participated and it is a really good event.

Marcus stated he had too and it is really good.

Shamar advised that lastly, he did want to make the board aware that last night we had a small fire at the Washtenaw Service Center. He was there till about 12:30, it did not have major impact, he feels very blessed that the damage that was done was not extensive. Headed back over there when we are done to continue to access. It was mostly water damage from suppressing the fire. No fouls, no major equipment was harmed. Nobody was there, it happened after work hours. I feel very fortunate that the amount of damage that was done, I won't say minor but it was not as bad as it could have been. Everyone is safe. Other than that, we look forward to seeing you all next year, that is our next meeting. Marsha is going to send out the Calendar in the next day so that shows what the schedule will look like. We will keep the regular cadence, I think that is the conversation that was to be had for number 11, is making sure you want to keep the same cadence we have had, which is the second Wednesday of the month. Marsha will send out the dates and add them onto your calendars, she has been trying to get rid of Maggie's stuff, add her own and when you see these cancellations happening, its Marsha cleaning up the calendar.

Rich thanked Shamar and Misty.

Sean asked Shamar to speak on Sunday.

Shamar said Sunday, the Gala, the Washtenaw My Brother's Keeper Gala, thanks Sean. So many of you know I am a board member for Washtenaw, My Brother's Keeper. That is an Obama initiative that started in 2014 where we try to uplift our young boys and men of color and help them know they are supported and appreciated. Washtenaw County was the first county in the nation to sign on as a member of the My Brother's Keeper initiative. We had over 300 people show up it was an amazing event. We also did a fitting for suits, so every young person that was interested, we got fitted and gave them a suit and a tie and shoes. We affirmed them as a group. They were about 50 of them and we helped them to understand in front of everyone that we are here to support them. We are going to start doing a major gifting campaign, so, if your feeling so inclined in this giving season, you will get information from me. If you follow me on socials, I put that stuff out there.

Other Items:

2024 WDB Meeting Calendar Schedule

Call to Public:

None

Adjournment:

Michigan Works! Southeast Workforce Development Board

Call for Workforce Development Board to adjourn: Rich Chang

MOTION: Deb Polich

SUPPORT: Lee Graham

MOTION CARRIED

Meeting Adjourned at 12:00 pm