

JOINT MEETING OF THE MICHIGAN WORKS! SOUTHEAST CONSORTIUM BOARD AND

MICHIGAN WORKS! SOUTHEAST WORKFORCE DEVELOPMENT BOARD

MARCH 18th, 2026 | WASHTENAW AMERICAN JOB CENTER

1201 E. ELLSWORTH RD. ANN ARBOR MI 48108

10:00 AM TO 12:00 PM

DRAFT MINUTES

1. Call to order – Michigan Works! Southeast Consortium – Douglas “Doug” Ingles, Chair

- Chair Doug Ingles called the meeting to order at 10:06AM.

2. Call to order – Michigan Works! Southeast Workforce Development Board –Richard “Rick” Currie, Chair

- Chair Rick Currie called the meeting to order at 10:06AM.

3. Roll Call – Michigan Works! Southeast Consortium Board

- **Consortium Board members in attendance included:**

- Commissioner Ray Snell, Jackson County
- Commissioner Jim Van Doren, Lenawee County
- Commissioner Terry Collins- Lenawee County
- Commissioner Doug Ingles, Hillsdale County
- Commissioner Kevin Collins, Hillsdale County
- Commissioner Douglas Helzerman, Livingston County
- Commissioner Caroline Sanders, Washtenaw County

- **Board members absent included:**

- Commissioner Shannon Beeman, Washtenaw County
- Commissioner Darius Williams, Jackson County
- Commissioner Crystal Lyte, Washtenaw County
- Commissioner Jay Gross, Livingston County

4. Roll Call – Michigan Works! Southeast Workforce Development Board

- **WDB Members in attendance Included:**

- | | | |
|-----------------------------|------------------------------------|-----------------------------|
| - Rich Chang | - Patrick Farver | - Alternate Melissa Sheldon |
| - Alternate Jamal Robertson | - Hernando Flowers | - Bill Rayl |
| - Richard Currie | - Donald German | - Ryan Tarrant |
| - Sean Duval | - Marcus James (online) | - Alternate Amber Collins |
| - Brian Waite | - Alternate Rose Bellanca (online) | - Deb Polich |

5. Introductions/ Other individuals in attendance:

- Shamar Herron, Executive Director, Michigan Works! Southeast
- Misty Shulters, Deputy Director, Michigan Works! Southeast
- Tim Pielack, Technology Specialist, Michigan Works! Southeast
- Kevin Hassenzahl, Network & Systems Administrator, Michigan Works! Southeast
- Johnny Epps, Service Center Manager, Michigan Works! Southeast Washtenaw County
- Angela Watkins, Service Center Manager, Michigan Works! Southeast Jackson County
- Sandy Vallance, Service Center Manager, Michigan Works! Southeast Hillsdale County
- Dawn Awrey, Service Center Manager, Michigan Works! Southeast Livingston County
- Ashley Vandenbusche, Serv. Center Manager, Michigan Works! Southeast Lenawee County
- Chad Gibbs, Research & Education Manager, Michigan Works! Southeast
- Robin Aldrich, Technology Manager, Michigan Woks! Southeast
- Lisa McAllister, Human Resources Manager, Michigan Works! Southeast
- Ronald Cain, Contract and Policy Administrator, Michigan Works! Southeast

6. Call to the Public – Commissioner Doug Ingles

- Commissioner Helzerman spoke during public comment.

7. Approval Of the Agenda (Both Boards)

- Consortium Board, Commissioner Doug Ingles (quorum reached at 10:27am)
 - Commissioner Van Doren moved to approve Agenda as presented. Commissioner Helzerman supported. Motion carried with no opposition.
- Workforce Development Board, Richard Currie
 - H. Flowers motioned to approve the agenda as presented. R. Chang supported. Motion carried with no opposition.

8. Approval of Minutes – (Both Boards)

- Consortium Board, Commissioner Doug Ingles
 - Commissioner Snell motioned to approve & adopt November 19, 2025. CB meeting minutes as presented. Commissioner Van Doren supported. Motion carried with no opposition.
- **Workforce Development Board, Rick Currie**
 - R. Chang motioned to approve & adopt the January 14th, 2026 WDB meeting minutes as presented. P. Farver supported. Motion carried with no opposition.

9. Consent Agenda- WDB (IWT APPROVALS)

Employer Name	Training Name	Training Provider	County	Total Amount	# of Trainees	Training Dates
Jackson Area Transportation Authority	<ul style="list-style-type: none"> Leading Edge Series Part 2 	Jackson College	Jackson	\$8,938.98	9	3/10/2026-4/30/2026
Aludyne	<ul style="list-style-type: none"> Blueprint Reading 	MMTC	Livingston	\$495.00	1	4/1/2026-4/30/2026
Melling Industries	<ul style="list-style-type: none"> Industrial Blueprint Reading Basic Gauges & Measurement Machining Theory & Methods 	JAMA	Jackson	\$15,000.00	9	2/4/2026-4/27/2026
America's Preferred Home Warranty	<ul style="list-style-type: none"> Leading Edge Series 2.0 	Jackson College	Jackson	\$13,197.00	16	2/5/2026-4/3/2026

- B. Rayl motioned to approve consent agenda as presented. R. Tarrant supported. Motioned carried with no opposition.

10. New Business- WDB

- A.** Policy & Contract Administrator Ronald Cain JR (MWSE) gave a brief overview of the newly revised Signatory Authority policy and explained all modifications that were made to the policy.
- D. Polich motioned to adopt new Signatory Authority Policy as presented. H. Flowers supported. Motion carried without opposition.
- B.** WDB Resolution 25-05- A Resolution Honoring Dr. Hernando Flowers was offered up by Chair Currie.
- S. Duval motioned to adopt WDB Resolution 25-05, A Resolution Honoring Dr. Hernando Flowers. R. Chang Supported. Motion carried with no opposition.

11. Items to be considered for Approval- CB

- A.** Resolution 25-14, A Resolution Approving the modified 2025-2026 budget
- Commissioner Snell motioned to adopt Resolution 25-14 as presented. Commissioner Helzerman supported. Motion carried with no opposition.
- B.** 2026 Consortium Board meeting date changes (Nov. 18th, 2026 will additionally be a third joint meeting of both boards)
- Commissioner Van Doren motioned to approved 2026 meeting date changes as presented. Commissioner K. Collins supported. Motion carried with no opposition.
- C.** Resolution / Proclamation to celebrate & encourage the usage of Michigan Works! Southeast

- Commissioner T. Collins motioned for CB board members to return to their respective county commissions to present and advocate for a proclamation recognizing June annually as Michigan Works! Southeast Month. Commissioner Sanders supported.

Roll call vote: T. Collins- Yes, D. Ingles-Yes, D. Helzerman-No, K. Collins-No, C. Sanders-Yes, R. Snell-No, J. Van Doren- Yes. Motion passes 4-3.

- D.** Approve new WDB member Chuck North, Representing Hillsdale Intermediate School District for the Education sector.
- Commissioner K. Collins motioned to appoint Chuck North from Hillsdale intermediate School District to The Michigan Works! Southeast Workforce Development Board. Commissioner D. Helzerman supported. Motion carried with no opposition.
- E.** Approve new WDB member Lauren Cato, Representing AGET Manufacturing in Lenawee County for the private sector.
- Commissioner K. Collins motioned to appoint Laren Cato from AGET Manufacturing to The Michigan Works! Southeast Workforce Development Board. Commissioner D. Helzerman supported. Motion carried with no opposition.
- F.** Review revised Signatory Authority Policy
- Commissioner Van Doren motioned to approve modifications to the Signatory Authority Policy as presented. Commissioner R. Snell supported. Motion carried with no opposition.
- G.** Resolution 25-15, A Resolution Honoring Dr. Hernando Flowers was offered up by Chair Ingles
- Commissioner T. Collions motioned to adopt Resolution 25-15 as presented. Commissioner J. Van Doren Supported. Motion carried with no opposition.

12. Review of Previously signed documents by the Consortium Board Chair

- A list of items that Board Chair D. Ingles has signed since the last board meeting was provided for transparency purposes to the full board.
- This was well received by the entire board, and it was communicated by several members they hope to see this practice continue.

13. Committee Reports

- H. Flowers provided verbal report for CEAC & meeting minute copies were provided for the group
- M. James provided verbal report for the operations committee & meeting minute copies were provided for the group

- R. Currie provided verbal report out for the executive committee

14. Presentation- Michigan Works! Southeast Leadership Team Regional Update

- MWSE Staff shared updates related to their teams, county-level efforts, and other ongoing departmental activities via an in-person presentation.

15. Executive Directors Report

- Executive Director Shamar Herron supplied a presentation providing organizational updates.

16. Call to the public

- Chair Ingles put out a call to the public for comment. There were none.

17. Adjournment

- Commissioner Helzerman motioned to adjourn the CB meeting. Commissioner Sanders supported. Motion carried with no opposition. Meeting adjourned at 12:03pm.
- D. Polich motioned to adjourn the WDB meeting. R. Chang supported. Motion carried with no opposition. Meeting adjourned at 12:03pm.

The next meeting of the Consortium Board is scheduled for 10:00 am on Wednesday, May 20th, 2026 at the Washtenaw American Job Center

The next meeting of the Workforce Development Board is scheduled for 10:00am on Wednesday, May 13th, 2026 at the Washtenaw American Job Center.