

# MICHIGAN WORKS! SOUTHEAST CONSORTIUM BOARD MEETING-DRAFT MINUTES

November 19, 2025 | WASHTENAW AMERICAN JOB CENTER

1201 EAST ELLSWORTH, ANN ARBOR MICHIGAN 48108

10:00 AM TO 11:30 AM

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**1. Call to order – Michigan Works! Southeast Consortium Board – Doug Ingles-Chair**

- Chair Ingles called the meeting to order at 10:04am.

**2. Roll Call – Michigan Works! Southeast Consortium Board – Ashley Vandebusch**

- Board members in attendance included:
  - Commissioner Ray Snell, Jackson County
  - Commissioner Terri Collins- Lenawee County
  - Commissioner Doug Ingles, Hillsdale County
  - Commissioner Kevin Collins, Hillsdale County
  - Commissioner Douglas Helzerman, Livingston County
  - Commissioner Crystal Lyte, Washtenaw County
  - Commissioner Darius Williams, Jackson County
  - Commissioner Jim Van Doren, Lenawee County
  - Commissioner Caroline Sanders, Washtenaw County
  - Commissioner Wes Nakagiri, Livingston County
- Board members absent included:
  - Commissioner Shannon Beeman, Washtenaw County
  - Commissioner Darius Williams, Jackson County
  - Commissioner Jim Van Doren, Lenawee County

**Other individuals in attendance:**

- Shamar Herron, Executive Director for Michigan Works! Southeast
- Misty Shulters, Deputy Director for Michigan Works! Southeast
- Ashley Vandebusch, Service Center Manager for Michigan Works! Southeast
- Tim Pielack, Technology Specialist for Michigan Works! Southeast
- Robin Aldrich, IT Manger for Michigan Works! Southeast
- Jim O'Donnell, Fiscal Manger for Michigan Works! Southeast
- Lisa McAlister, Human Resources Manager for Michigan Works! Southeast

**3. Introductions**

- Time was given for introductions

**4. Call to the Public – Doug Ingles, Chair**

- Commissioner Helzerman spoke during public comment.
- Commissioner Nakagiri spoke during public comment.
- Commissioner Sanders spoke during public comment.

**5. Approval of the Agenda**

- Commissioner Snell motioned to adopt agenda with the removal of the PATH program funding award amount under Resolution 25-12. Commissioner Sanders supported. Motion carried with no opposition and full board support.

**6. Approval of minutes from September 10th, 2025 Consortium Board meeting:**

- Commissioner T. Collins motioned to adopt meeting minutes as presented. Commissioner K. Collins supported. Motion carried with no opposition and full board support.

**7. Resolutions for consideration by the Consortium Board offered up by Chair Ingles:**

**A. CB RESOLUTION 25-9**

**A RESOLUTION RATIFYING COMPUTER PURCHASE**

- Commissioner Snell motioned to adopt the resolution as presented. Commissioner Helzerman supported.
- Executive Director Herron provided synopsis of resolution-discussion followed
- After discussion, Commissioner T. Collins motioned to amend Resolution 25-9 to include language capping the cost of the purchase of the computers to \$150,000.00 Commissioner Snell supported. Motion carried with changes with no opposition and full board support.

**B. CB RESOLUTION 25-10**

**A RESOLUTION APPROVING COMPENSATION SCALE ADJUSTMENT**

- Commissioner Snell motioned to adopt resolution as presented. Commissioner K. Collins supported.
- Executive Director Herron provided a brief synopsis of resolution, along with Human Resources Manager Lisa McAllister.
- The Board discussed the resolution, with questions about COLA increases & how they factor in, along with questions about the methodology behind how the ranges were calculated. Reiteration that this is just an adjustment to the pay ranges, no employee pay increases were a direct result of this scale adjustment. Board also requesting amount we pay consultant for this review.
- Snell motioned to amend language of Resolution 25-10 to strike "NO INCOME WILL CHANGE" from the resolution and replace it with the language "Current employee wages will not be altered as a result of this adjustment."
- Commissioner Snell motioned to approve Resolution as amended
- Full board support with opposition from Commissioner Nakagiri recorded. Resolution adopted.

**C. CB RESOLUTION 25-11**

**A RESOLUTION APPROVING 2026 BOARD MEETING DATES**

- Commissioner T. Collins motioned adopting the resolution as presented. Commissioner Snell supported.
- Board meeting dates for 2026 are as follows: January 21, March 11, May 20, June 17, September 9<sup>th</sup> & November 18<sup>th</sup>, 2026.
- Full board support, no opposition. Resolution adopted.

## **D. CB RESOLUTION 25-12**

### **A RESOLUTION APPROVING ACCEPTANCE OF GRANT FUNDING**

- i. Commissioner C. Sanders motioned adopting the resolution as amended (removal of receipt of PATH grant funding from list) Commissioner K. Collins supported.
- ii. Executive Director Herron provided a brief synopsis of resolution, along with Deputy Director Misty Shulters.
- iii. Full board support, no opposition. Resolution adopted.

## **E. CB RESOLUTION 25-13**

### **A RESOLUTION APPROVING RELEASE OF RFP FOR LENWEE AMERICAN JOB CENTER SPACE**

- i. Commissioner Snell motioned adopting the resolution as proposed. Helzerman supported.
- ii. Executive Director Herron provided a brief synopsis of resolution, along with Deputy Director Misty Shulters.
- iii. Full board support, no opposition. Resolution adopted.

## **8. New Business**

### **A. Conversation around funding & county support**

- Director Herron led discussion around the status of State & Federal funding and stressed the importance of advocacy at the local level. Director Herron requested assistance from the board to consider recognizing Michigan Works! Southeast when and where possible. Commissioner Snell requested that Director Herron Draft a resolution and send it to counties for possible adoption.

## **9. Directors Report**

- Director Herron Director Herron provided a written report, providing a comprehensive update on key activities and initiatives across various areas of the organization.

## **10. Public Comment**

- None

## **11. Adjourn Michigan Works! Southeast Consortium Board**

- Commissioner Helzerman motioned to adjourn. Commissioner Sanders supported. Motion carried. Meeting adjourned at 11:33am.

**The next meeting of the Michigan Works! Southeast Consortium board will be held on January 21st, 2026, at 10:00 AM at Michigan Works! Southeast Washtenaw County AJC.**