

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

April 24, 2025

The Macomb/St. Clair Workforce Development Board met in person at Michigan Works! Clinton Township Career Center on Thursday, April 24, 2025, with 15 board members present during roll call, 2 board members arriving after roll call to reach 17 members, to meet quorum. The following members listed below joined:

IN-PERSON ROLL CALL:

LINDA AZAR	KRISTA BARR
DAN CASEY	JAMES SAWYER
SHANNON WILLIAMS	JOHN TUCKER
PETE LACEY	LESLEY MURPHY
CHARLES SHAW	KAREN ROSINSKI
KAREN ARONDOSKI	CHRISTOL JAMES
VICKY ROWINSKI	TANISE HILL
LOREE GODFREY	

AFTER ROLL CALL:

MELODY MAGEE	CATHERINE SUSKO
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OTHERS PRESENT:

Justin Al-Igoe, Director
Christina Seibert, Board Secretary
Tom Heuerman, Bureau of Services for Blind Persons
Gwen McNeal, Bureau of Services for Blind Persons
Jim Ellis, EDSI
Paul Blatt, Gesher
Jim Willis, Gesher
Jillian Geyman, Gesher
Noheli Torres, ETDI
Ann Lee, SER Metro-Detroit
Paul DuFord, ETDI

1. Call to Order

Charles Shaw, private sector member called the meeting to order at 3:02 pm.

2. Roll Call

Roll call was taken with 15 members. After the roll call, 2 members arrived, and a total of 17 members were present, allowing a quorum.

3. Guest Introductions

All attending guests introduced themselves to the board.

4. Hearing of the Public/ Public Comment

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TO: Macomb/St. Clair Workforce Development Board
FR: Jodi Henry, Chair
RE: Workforce Development Board Meeting
DA: April 24, 2025
Continued

No hearing from the public.

5. Approval of Previous Minutes

SHANNON WILLIAMS MOVED TO APPROVE MARCH 27, 2025; MINUTES AS PRESENTED; SUPPORTED BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

6. Chairperson Report

No updates from the chairperson.

7. Presentation- Shannon Williams

Board member and CEAC chair Shannon Williams provided information regarding Career and Technical Education updates for Region 16.

8. Board Action Items

A. One-Stop Operator RFP contract

Per the Workforce Innovation and Opportunity Act (WIOA), a One-Stop Operator (OSO) is required. The OSO works with Agency leadership to improve services, discuss best practices and provide guidance. Working largely as a consultant, services, training and meetings are approved the Executive Director and charged on an hourly basis.

PROPOSER NAME	Cost per hour
Learning Designs Inc.	\$150 + travel
Michigan Works! Association	\$65 + travel
Educational Data Systems, Inc. (EDSI)	\$125 + travel
Thomas P. Miller and Assoc.	\$280 (all included)
Roads Consulting Group	\$175 + travel

Scoring Summary

Proposer Name	Percentage
Learning Designs Inc	80%
Michigan Works! Association	85%
Educational Data Systems, Inc. (EDSI)	66%
Thomas P. Miller and Assoc.	70.5%
Roads Consulting Group	44.5%

Staff are recommending a contract be awarded to the Michigan Works! Association. Their bid shows a thorough knowledge of Workforce Development, especially as it occurs in Michigan. They also have the lowest per hour cost.

Specifically with the Michigan Works! Association and based upon guidance from the Michigan Department of Labor and Economic Opportunity, special crafting of the contract will be done to avoid a possible conflict of interest. Currently, the Michigan Works! Executive Director and one Board member sit on the Association's Board of Directors. This will be treated as a separate, more operational arrangement, with the Michigan Works! Association.

Request to approve the negotiating and signing of a One-Stop Operator contract with Michigan Works! Association for 7/1/25 through 6/30/27.

CATHERINE SUSKO MOVED TO APPROVE ONE-STOP OPERATOR RFP CONTRACT WITH MICHIGAN WORKS! ASSOCIATION, SUPPORTED BY SHANNON WILLIAMS. MOTION CARRIED UNANIMOUSLY.

B. Youth Program RFP contract

Due to a change in programmatic design (split between "unfunded" and "funded" services for Youth), staff released an RFP for an organization to bid on becoming the Service Provider for the Youth program. This bidder will also implement the In-High School programming funded by the Ballmer Group. In total, four bids were received:

PROPOSER NAME	# Direct staff	Total budget request
SER Metro	19	\$1,445,784
Employment Training and Designs, Inc	17	\$1,403,382
Educational Data Systems, Inc. (EDSI)	17	\$1,450,000
Gesher Human Services	17	\$1,407,101

Scoring Summary

PROPOSER NAME	Total points received
SER Metro	201/300
Employment Training and Designs, Inc	225/300
Educational Data Systems, Inc. (EDSI)	269.75/300
Gesher Human Services	261.5/300

Follow-up virtual interviews, as noted in the RFP, were offered to three agencies and two responded and had follow up interviews.

Staff are recommending a contract be awarded to Educational Data Systems, Inc (EDSI). This will be a change in the current Youth Program service provider. We were impressed with not only EDSI's program plan, but the support available through their agency (e.g. a behavioral health specialist on staff for job seekers).

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Request to approve the negotiating and signing of a Youth Services Provider contract with EDSI for 7/1/25 through 6/30/26.

TANISE HILL MOVED TO APPROVE YOUTH PROGRAM RFP CONTRACT WITH EDSI, SUPPORTED BY LOREE GODFREY. MOTION CARRIED UNANIMOUSLY.

C. Janitorial Services RFP contract

Our Clinton Township and Roseville Carer Centers do not have janitorial services as part of the lease so we need to bid out these services. This includes daily, weekly, monthly and semi-annual cleaning.

We decided to write the RFP for that a selected bidder would clean both Career Centers. In the past, we had separate companies for each location. In total, we received 18 bids. Most of them were over the budget we had set forth (maximum of \$70,000/year) so we ended up only grading four.

Scoring Summary

Proposer Name	Percentage	Total Annual cost
Road Runr	261/330 pts.	\$58,799
Superior Image	319/330 pts.	\$45,640
Detail Xperts	218/330 pts.	\$68,495
Augie's cleaning	251/330 pts.	\$69,142

Staff are recommending a contract be awarded to Superior Image. Not only were they the cheapest, but they have janitorial contracts all over Michigan and are a small, family-owned business.

Request to approve the negotiating and signing of a Janitorial contract with Superior Image Cleaning for 7/1/25 through 6/30/26.

SHANNON WILLIAMS MOVED TO APPROVE THE JANITORIAL SERVICES RFP CONTRACT WITH SUPERIOR IMAGE, SUPPORTED BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

D. Michigan Electric Vehicle Jobs Academy and Talent Action Team budget modification

Additional allocation of \$100,000 to be utilized for employer support.

DAN CASEY MOVED TO APPROVE THE MICHIGAN ELECTRIC VEHICLE JOBS ACADEMY AND TALENT ACTION TEAM BUDGET MODIFICATION, SUPPORTED BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

E. CEAC appointment- John Tucker

A recommendation has been received to appoint John Tucker from Autokiniton. Staff would like to add more representatives from various industries to CEAC regarding youth and educational issues as they relate to Workforce Development.

SHANNON WILLIAMS MOVED TO APPROVE CEAC APPOINTMENT OF JOHN TUCKER,

SUPPORTED BY CATHERINE SUSKO. MOTION CARRIED UNANIMOUSLY.

9. Discussion Items

- A. Workplace Skills training workshop development

10. Executive Director's Report

The board received a report from the Executive Director on federal, state, and agency updates. Other items in the report include the WIOA enrollment report and the Service Center traffic report.

11. Informational Items

- A. Incumbent Worker chart

12. Public Comment

Paul DuFord, President of Employment & Training Design Inc. (ETDI), addressed the board regarding the Youth contract.

13. Other Business

Board member Melody Magee informed the board of the Skills Trade Fair being held on May 21, 2025, from 1:00 pm until 7:00 pm at Warren Community Center.

13. Scheduling of Next Meeting:

The meeting will be held at Michigan Works! Clinton Township Career Center on Thursday, May 22, 2025, at 3:00 pm. Members will be notified, and packets will be sent electronically.

14. Adjournment

The meeting adjourned at 3:54 p.m.

Respectfully submitted,

Christina Seibert

Christina Seibert,
Recording Secretary

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