

OAKLAND COUNTY WORKFORCE DEVELOPMENT BOARD MEETING  
JULY 29, 2025 - THE IROQUOIS CLUB  
BLOOMFIELD HILLS, MICHIGAN

MEMBERS PRESENT: C. Castiglione, D. Darbyshire, H. Flowers, J. Kerr,  
(13) A. Lord, L. McCall, J. Petroskey, L. Royston, S. Shelby,  
J. Steenbergh, W. Thibodeau, C. Tribuzio and G. Wooten

MEMBERS ABSENT: J. Becher, P. Boegner, S. Carlson, L. Graham, J. Harrington-Davis,  
W/NOTICE: T. Hatfield, B. Steeh, and D. Zaliwski  
(8)

STAFF: J. Llewellyn, R. Al-Igoe, K. Arnone, D. Lake, L. Rivard-Weston,  
D. Scigaj, T. Shaffer, J. St. Henry, and S. Wills

OTHERS: Greg Anderson – Goodwill Industries of Greater Detroit  
Brooke Clancy - Oakland County Michigan Works! Waterford  
Summer Capitan - Oakland County Michigan Works! Pontiac  
Sherry Kless – Oakland County Michigan Works! Oak Park  
Beth Michaels - Oakland County Michigan Works! Waterford  
Charlene Thomas - Oakland County Michigan Works! Southfield  
Denise VanHee - Oakland County Michigan Works! Troy  
Leena Zachariah - Oakland County Michigan Works! Southfield

The meeting was called to order at 8:10 a.m. by Chairperson David Darbyshire.

1. Welcome, Call to Order, and Introductions  
David Darbyshire welcomed those present and thanked them for coming. Mr. Darbyshire asked the guests to introduce themselves.
2. ROLL CALL – Quorum Established
3. Previous Minutes  
Motion by C. Castiglione, Supported by L. Royston

RECOMMEND APPROVAL OF THE MINUTES FROM THE 5/6/25  
WORKFORCE DEVELOPMENT BOARD MEETING, AS SUBMITTED.

Motion Carried by Unanimous Voice Vote.

4. Manager's Report  
Jennifer Llewellyn updated the Board on the activities of the MWA and state and federal initiatives.

Motions from the Executive Committee Meeting of 7/25/25:

5. The Oakland County Michigan Works! Agency's (MWA's) Talent and Growth Barrier Removal (TGBR) Allocation for 5/1/25 – 3/31/26  
Motion by H. Flowers, Supported by C. Castiglione

RECOMMEND THAT THE OAKLAND COUNTY WORKFORCE DEVELOPMENT BOARD APPROVE:

- THE OAKLAND COUNTY MICHIGAN WORKS! AGENCY'S (MWA's) ALLOCATION OF \$341,893 FOR THE TALENT AND GROWTH BARRER REMOVAL (TGBR) INITIATIVE, WHICH IS FUNDED WITH MICHIGAN TALENT AND GROWTH (T & G) DOLLARS FOR THE PERIOD OF MAY 1, 2025 THROUGH MARCH 31, 2026; AND
- THE ATTACHED BUDGET INFORMATION SUMMARY.

Motion Carried by Unanimous Voice Vote.

6. The MWA's Plan and Allocation for the National Farmworker Jobs Program (NFJP): 10/1/24 – 9/30/25  
Motion by J. Petroskey, Supported by L. Royston

RECOMMEND THAT THE WORKFORCE DEVELOPMENT BOARD APPROVE A PLAN, AN ALLOCATION, AND A BUDGET INFORMATION SUMMARY FOR THE "NATIONAL FARMWORKERS JOBS PROGRAM (NFJP)", WHICH IS FUNDED AT \$52,508 FOR THE PERIOD OF OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

Motion Carried by Unanimous Voice Vote.

7. The MWA's Workforce Innovation and Opportunity Act (WIOA) Statewide Activities (SWA) Allocation for "Continuity of Service Delivery": 7/1/25 – 6/30/26  
Motion by S. Shelby, Supported by C. Tribuzio

RECOMMEND THAT THE WORKFORCE DEVELOPMENT BOARD APPROVE:

- THE OAKLAND COUNTY MICHIGAN WORKS! AGENCY'S (MWA's) PROGRAM YEAR 2025 (i.e., JULY 1, 2025 THROUGH JUNE 30, 2026) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) STATEWIDE ACTIVITIES (SWA) ALLOCATION OF \$251,517 FOR "CONTINUITY OF SERVICE DELIVERY"; AND
- THE ALLOCATION BUDGET, WHICH IS DELINEATED IN THE ATTACHED NARRATIVE.

Motion Carried by Unanimous Voice Vote.

Motions from the Executive Committee Meeting of 7/25/25: (cont.)

8. Amendments to the Workforce Development Board's Bylaws  
Motion by H. Flowers, Supported by S. Shelby

RECOMMEND THAT THE WORKFORCE DEVELOPMENT BOARD ADOPT THE ATTACHED AMENDMENTS TO, AND DELETE THE ATTACHED LANGUAGE FROM, THE FOLLOWING SECTIONS AND ARTICLES OF THE BOARD'S BYLAWS:

- SECTION 4. ("ALTERNATE MEMBERS") OF ARTICLE III ("MEMBERSHIP");
- SECTION 4. ("ORGANIZATION, VOTING, AND CONDUCT OF BOARD MEETINGS") OF ARTICLE IV ("MEETINGS"); AND
- SECTION 2. ("ORGANIZATION, VOTING, AND CONDUCT OF EXECUTIVE COMMITTEE MEETINGS") OF ARTICLE VI ("COMMITTEES").

Motion Carried by Unanimous Voice Vote.

9. The MWA's Program Year 2025 (i.e., July 1, 2025 – June 30, 2026) WIOA Adult, Dislocated Worker, and Youth Allocations  
Motion by C. Tribuzio, Supported by L. Royston

RECOMMEND THAT THE WORKFORCE DEVELOPMENT BOARD APPROVE PROGRAM YEAR 2025 (i.e., JULY 1, 2025 THROUGH JUNE 30, 2026) ALLOCATIONS, WHICH ARE DELINEATED IN THE ATTACHED NARRATIVE FOR THE FOLLOWING PROGRAMS:

- THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ADULT PROGRAM;
- THE WIOA DISLOCATED WORKER PROGRAM; AND
- THE WIOA YOUTH PROGRAM.

Motion Carried by Unanimous Voice Vote.

Motions from the Executive Committee Meeting of 7/25/25: (cont.)

10. The MWA's Initial Calendar Year 2024 Reemployment Services and Eligibility Assessment (RESEA) Program Allocation for 7/1/24 – 9/30/26  
Motion by L. Royston, Supported by S. Shelby

RECOMMEND THAT THE WORKFORCE DEVELOPMENT BOARD APPROVE THE OAKLAND COUNTY MICHIGAN WORKS! AGENCY'S CALENDAR YEAR 2024 (i.e., JANUARY 1, 2024 THROUGH DECEMBER 31, 2024) INITIAL REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM ALLOCATION OF \$520,543, WHICH IS DELINEATED IN THE ATTACHED BUDGET INFORMATION SUMMARY (BIS), AND WHICH IS FOR THE PERIOD OF JULY 1, 2024 THROUGH SEPTEMBER 30, 2026.

Motion Carried by Unanimous Voice Vote.

11. The MWA's Program Year 2025 WIOA SWA Allocation for Customer Relationship Management (CRM)  
Motion by W. Thibodeau, Supported by H. Flowers

RECOMMEND THAT THE OAKLAND COUNTY WORKFORCE DEVELOPMENT BOARD APPROVE THE OAKLAND COUNTY MICHIGAN WORKS! AGENCY'S (MWA's) PROGRAM YEAR 2025 (i.e., JULY 1, 2025 THROUGH 30, 2026) WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) STATEWIDE ACTIVITIES (SWA) CUSTOMER RELATIONSHIP MANAGEMENT (CRM) ALLOCATION OF \$12,665, WHICH IS DELINEATED IN THE ATTACHED NARRATIVE.

Motion Carried by Unanimous Voice Vote.

12. The MWA's Program Year 2025 WIOA SWA Career Exploration and Experience Events (CEEE) Allocation  
Motion by C. Tribuzio, Supported by C. Castiglione

RECOMMEND THAT THE WORKFORCE DEVELOPMENT BOARD APPROVE THE OAKLAND COUNTY MICHIGAN WORKS! AGENCY'S (MWA's) CAREER EXPLORATION AND EXPERIENCE EVENTS (CEEE) ALLOCATION OF \$40,000, AS DELINEATED IN THE ATTACHED NARRATIVE, FOR THE PERIOD OF JULY 1, 2025 THROUGH DECEMBER 31, 2026.

Motion Carried by Unanimous Voice Vote.

New Business:

13. & Nominations and Elections for Program Year 2025 (July 1, 2025 – June 30, 2026) Board Officers.  
14.

Chairperson  
Vice-Chairperson  
Secretary  
Treasurer

At the Board's May 6, 2025 meeting, David Darbyshire was nominated as Chairperson. At the Board's July 29, 2025 meeting, no other nominations were made.

Motion by C. Castiglione, Supported by L. McCall

RECOMMEND THAT NOMINATIONS FOR CHAIRPERSON BE CLOSED,  
AND THAT A UNANIMOUS BALLOT BE CAST FOR DAVID DARBYSHIRE.

Motion Carried by Unanimous Voice Vote.

At the Board's May 6, 2025 meeting, Hernando Flowers was nominated as Vice-Chairperson. At the Board's July 29, 2025 meeting, no other nominations were made.

Motion by L. Royston, Supported by J. Kerr

RECOMMEND THAT NOMINATIONS FOR VICE-CHAIRPERSON BE CLOSED,  
AND THAT A UNANIMOUS BALLOT BE CAST FOR HERNANDO FLOWERS.

Motion Carried by Unanimous Voice Vote.

At the Board's May 6, 2025 meeting, Paula Boegner was nominated as Secretary. At the Board's July 29, 2025 meeting, no other nominations were made.

Motion by G. Wooten, Supported by A. Lord

RECOMMEND THAT NOMINATIONS FOR SECRETARY BE CLOSED,  
AND THAT A UNANIMOUS BALLOT BE CAST FOR PAULA BOEGNER.

Motion Carried by Unanimous Voice Vote.

At the Board's May 6, 2025 meeting, Christina Tribuzio was nominated as Treasurer. At the Board's July 29, 2025 meeting, no other nominations were made.

Motion by C. Castiglione, Supported by L. McCall

RECOMMEND THAT NOMINATIONS FOR TREASURER BE CLOSED,  
AND THAT A UNANIMOUS BALLOT BE CAST FOR CHRISTINA TRIBUZIO.

Motion Carried by Unanimous Voice Vote.

New Business (cont.)

15. Appointments to the Oakland County Workforce Development Board's Executive Committee for Program Year 2025

Motion by L. Royston, Supported by C. Castiglione

RECOMMEND THAT THE WORKFORCE DEVELOPMENT BOARD RATIFY THE APPOINTMENTS OF THE FOLLOWING INDIVIDUALS TO THE BOARD'S PROGRAM YEAR 2025 (i.e. JULY 1, 2025 THROUGH JUNE 30, 2026) EXECUTIVE COMMITTEE:

- JACK BECHER
- PAULA BOEGNER
- DAVID DARBYSHIRE
- DR. HERNANDO FLOWERS
- TIM HATFIELD
- LAUREN ROYSTON
- BOB STEEH
- CHRISTINA TRIBUZIO

Motion Carried by Unanimous Voice Vote.

17. The Board's Alternate Signatory

Motion by C. Tribuzio, Supported by L. Royston

RECOMMEND THAT, FOR THE REMAINDER OF CALENDAR YEAR 2025, AND FOR CALENDAR YEAR 2026, THE WORKFORCE DEVELOPMENT BOARD DESIGNATE DR. HERNANDO FLOWERS, THE BOARD'S VICE-CHAIRPERSON, AS THE ALTERNATE SIGNATORY TO SIGN WORKFORCE DEVELOPMENT PLANS AND MODIFICATIONS FOR DAVID DARBYSHIRE, THE BOARD'S CHAIRPERSON.

Motion Carried by Unanimous Voice Vote.

COMMUNICATIONS:

1. April 25, 2025 Email from J. Anderson re: Oakland County Michigan Works! Novi
2. May 23, 2025 Press Release "44M in Grant Awards Will Help Remove Employment Barriers for At-Risk Michiganders"
3. May 29, 2025 Press Release "Oakland County Michigan Works! Hosts 'Race to Talent' Event, Honors Four Employers for Exemplary Apprenticeship Programs"
4. May 30, 2025 Press Release "Humanetics Honored with Impact Award for Excellence in Registered Apprenticeship Program"
5. June 4, 2025 Email from A. Williams re: Oakland County Michigan Works! Waterford
6. June 6, 2025 Email from Oakland County re: Gather with Pride Event
7. June 11, 2025 Letter from Director Susan Corbin to the Honorable Lori M. Chavez-DeRemer re: federal Executive Orders
8. June 12, 2025 Crain's Detroit Article "New Program to Position Pontiac Residents for Jobs on Construction Projects"

COMMUNICATIONS: (cont.)

9. June 12, 2025 Letter from State of Michigan Department of Labor and Economy Opportunity re: Cycle II Monitoring
10. June 18, 2025 Letter from Tom and Judy re: Oakland County Michigan Works! Pontiac
11. June 20, 2025 Email from Oakland County re: Juneteenth Event
12. June 24, 2025 Press Release: "Michigan Ranks #1 Nationally in Adult Credential Attainment and Serves More Job Seekers than Any Other Midwest State."
13. June 26, 2025 Letter from State of Michigan Department of Labor and Economic Opportunity re: WIOA Comprehensive Review
14. Thank You Letter from K. Mroczek re: Oakland County Michigan Works! Novi
15. Thank You Letter from Troy Adult Education and Careers re: Oakland County Michigan Works! Troy

The above communications were reviewed and received and filed by the Board.

PUBLIC COMMENT:

David Darbyshire announced that the City of Pontiac will be holding its Road Kill night event on Friday, August 9<sup>th</sup>.

Joe Petroskey stated that the OCC Auburn Hills Campus will be hosting a car show from 9:00 a.m. to 2:00 p.m. also on August 9<sup>th</sup>.

The meeting was adjourned at 9:35 a.m.

Foregoing minutes subject to approval.

Respectfully submitted:

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Debbie Lake, Recording Secretary

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Paula Boegner, Secretary