

**Macomb/St. Clair Workforce Development Board  
August 28, 2014**

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

August 28, 2014

The Macomb/St. Clair Workforce Development Board met Thursday, August 28, 2014 at the Clinton Township Michigan Works Service Center with the following members present (☑ denotes private sector):

**AT ROLL CALL:**

✓ Pat Anger	✓ Dominic LaRosa
Deborah Bouts	✓ Mary Matuja
John Bozymowski	✓ William Morelli
Dan Casey	Rick Niedieck
Thelma Castillo	William Peterson
✓ Hannah Costello	✓ Troy Piper
✓ Ann Forester	Gary Polulak
✓ Patti Gendernalik	✓ Charles Shaw
✓ Carl Gervason	Erin Smith
✓ Mike Kramer	✓ Mike Weigand
Ken Lampar	

**MEMBERS ABSENT:**

- Ken Austin
- ✓ Virginia Gronley
- ✓ Carter Hitesman
- ✓ Peter Keating

Maria Kokas  
Mike Moran  
Valerie Nunn

**OTHERS PRESENT:**

John Bierbusse  
Deborah Szatkiewski

Patrick Brown

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**1. Call to Order**

Vice-Chairman Gervason called the meeting to order at 3:05 p.m.

**2. Roll Call**

Roll call was taken with 21 members present (12 private sector)

**3. Approval of Previous Minutes**

**MARY MATUJA MOVED TO APPROVE THE MINUTES OF June 19, 2014 AS PRESENTED; SUPPORT BY PAT ANGER. MOTION CARRIED UNANIMOUSLY.**

**4. Chairperson's Report**

Vice-Chairman Gervason introduced two new members to the board, Thelma Castillo, President and CEO of Blue Water Area Chamber of Commerce and Troy Piper, Owner of Integrated Insurance.

**5. Committee Reports**

**A. Administrative Committee**

1. Meeting of August 14, 2014

**a. Recommendation to APPROVE PY'14 WIA Job Driven/National Emergency Grant (JD/NEG) Region 6 Budget**

Each Prosperity Region had the opportunity to submit a proposal to WDA for a two year JD/NEG grant. These funds will be used to implement job-driven partnerships that provide opportunities for workers to participate in various work-based training. St. Clair County is included in Region 6 while Macomb County is part of Region 10.

M/SCWDB has been selected as the fiduciary for Region 6 which applied for and was awarded \$1,400,000. A budget of \$568,000 was created with \$405,500 being passed on to the other two (2) Michigan Works Agencies within Region 6. Macomb/St. Clair will use our portion for classroom training, on-the-job training, supportive services, case management and employer outreach.

**PAT ANGER MOVED TO APPROVE THE PY'14 WIA JOB DRIVEN/NATIONAL EMERGENCY GRANT (JD/NEG) REGION 6 BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to APPROVE PY'14 WIA Job Driven/National Emergency Grant (JD/NEG) Region 10 Budget**

Macomb/St. Clair is also the fiduciary for Region 10 which applied for \$2,400,000 but was only awarded \$831,905. \$205,400 will be passed on to the other three (3) Michigan Works Agencies within Region 10. The remaining \$83,505 will be used by Macomb/St. Clair for classroom training, on-the-job training, supportive services, case management, employment tools and employer outreach.

**MARY MATUJA MOVED TO APPROVE THE PY'14 WIA JOB DRIVEN/NATIONAL EMERGENCY GRANT (JD/NEG) REGION 10 BUDGET AS PRESENTED; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to MODIFY PY'14 Adult Programs Budget**

Modifications to PY 2014 budgets are driven by the close-out of the last fiscal year. The adult program modification shows an increase in the actual carry-in from PY 2013 with an additional \$30,000 being contributed to Information Technology & Computerization for computer hardware and software purchases for the MW Service Centers and for classroom training, on-the job training, and support services. The revised budget totals \$2,634,956.

**MARY MATUJA MOVED TO MODIFY THE PY'14 Adult Programs BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.**

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**d. Recommendation to MODIFY PY'14 Dislocated Worker Program Budget**

The Dislocated Worker program actual carry-in from PY 2013 was adjusted to \$1,263,036. The contribution to Information Technology & Computerization increased to \$281,600. The increase to the budget will be used for classroom training, on-the-job training, supportive services and customer outreach. The revised budget totals \$3,368,384.

**WILLIAM MORELLI MOVED TO MODIFY THE PY'14 DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to MODIFY PY'14 Youth Program Budget**

The Youth Program modification reflects a less than projected carry-in from PY 2013. The carry-in to PY 2015 will be adjusted to \$90,000, down from the estimated \$150,000. This decrease can be partially offset by enrolling a portion of older youth participants in adult programs. The revised Youth Program budget totals \$2,512,725.

**DOMINIC LAROSA MOVED TO MODIFY THE PY'14 YOUTH PROGRAM BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.**

**f. Recommendation to MODIFY PY'14 Dislocated Worker National Emergency (DW/NEG) Grant Budget**

PY 2014 is the second year of the DW/NEG two-year grant. This grant serves the long term unemployed with classroom training and on-the-job training. The actual carry-in from PY 2013 was reduced to \$316,850. The budget is revised accordingly causing reductions in classroom training and on-the-job training. The revised budget totals \$290,950.

**MARY MATUJA MOVED TO MODIFY THE PY'14 DISLOCATED WORKER NATIONAL EMERGENCY (DW/NEG) GRANT AS PRESENTED; SUPPORT BY JOHN BOZYMOWSKI. MOTION CARRIED UNANIMOUSLY.**

**g. Recommendation to MODIFY PY'14 WIA Administration Budget**

This budget is derived from WIA Adult, Dislocated Worker and Youth contributions. The carry-in from PY 2013 was lower than estimated reducing projected carry-in to PY 2015. No other adjustments were necessary. The budget remains at \$388,040.

**DEBORAH BOUTS MOVED TO MODIFY THE PY'14 WIA ADMINISTRATION BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**h. Recommendation to MODIFY PY'14 Wagner-Peyser Employment Service Budget**

Wagner Peyser Employment Service funds are used to assist the unemployed in returning to the labor force. The actual carry-in from PY 13 was lower than estimated reducing the amount to PY 2015 carry-in. Minor increases to the budget include utility costs with office supplies being decreased. The budget totals \$1,485,600.

**HANNAH COSTELLO MOVED TO MODIFY THE PY'14 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**i. Recommendation to MODIFY PY'14 Information Technology & Computerization Budget**

The Information Technology & Computerization budget receives contributions from various budgets. The modification to PY 2014 reflects an increase from WIA Adult and Dislocated Worker budgets to be used to purchase personal computers and software for the service centers. The budget totals \$800,600.

**MARY MATUJA MOVED TO MODIFY THE PY'14 INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

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**j. Recommendation to APPROVE FY'14 Temporary Assistance to Needy Families (TANF) SYEP-Foster Care Budget**

\$6,000 in TANF funding has been allocated for support services to aid 45 youths enrolled in the SYEP-Foster Care summer job program.

**DOMINIC LAROSA MOVED TO APPROVE THE FY'14 TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) SYEP-FOSTER CARE BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**k. Informational**

**i. Trade Adjustment Assistance (TAA) FY 14 Expenditure Report**

The TAA Expenditure report for FY 2014 reflects a decline in expenditures. Currently \$1,718,069 has been expended compared to \$2,404,031 at this time last year. This decline is attributed to reduced need due to an improving economy. Macomb/St. Clair received additional resources for case management costs as indicated on the report. The additional funds offset costs charged to the WIA Dislocated Worker program.

**ii. WIA Performance Levels PY 2013**

WIA Performance Levels for PY 2013 were reviewed. The final Quarter showed that 12 standards were exceeded, three met with incentive, two met with no incentive and zero standards failed. It was noted that on-the-job training participants were taken out of the adult credentialed training pool which helped to meet with no incentive in that area. These customers normally count against us because they do not have the opportunity to receive credentials.

**B. Education & Adult Programs Committee**

**1. Meeting of August 21, 2014**

**a. Recommendation to APPROVE FY'15 English-as-a-Second Language Service Provider**

A Request for Proposal was released in May seeking a service provider to provide ESL Services to Michigan Works customers for FY 2015. There were four providers who submitted proposals. ACCESS, a new service provider is being recommended based on their program design, cost and experience in providing ESL services and site location.

**PAT ANGER MOVED TO APPROVE FY'15 ENGLISH-AS-A-SECOND LANGUAGE SERVICE PROVIDER AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to APPROVE FY'15 Computer Learning Center and Basic Skills Service Provider**

**i. Site 1 – Clinton Township**

A Request for Proposal was released soliciting proposals to identify a qualified service provider to provide staff for the on-site Clinton Township MWSC Computer Learning Center for FY 2015. Of the six service providers submitting proposals, L'Anse Creuse Public Schools is being recommended to continue providing these services as they have for the past two fiscal years.

**DEBORAH BOUTS MOVED TO APPROVE FY'15 COMPUTER LEARNING CENTER AND BASIC SKILLS SERVICE PROVIDER AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**ii. Site 2 – Off-site Macomb County**

The Macomb/St. Clair Workforce Development Board also considered funding one service provider to provide Basic Skills Upgrading/GED preparation services within Macomb County but outside of the Michigan Works Service Centers. There was only one provider who submitted a proposal and it was determined that it would be more beneficial to encourage our customers to work with Adult Education programs in our area who provide this service. No off-site Computer Learning Center will be funded for FY 2015.

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**c. Recommendation to APPROVE FY'15 PATH Service Providers**

**i. Refugee Services**

A service provider is needed to provide case management services for the PATH refugee population in Macomb County for FY 2015. The services will not be located in the Michigan Works Service Center. These individuals will be referred by local Department of Human Services (DHS). There were four proposals submitted. It was recommended that Lutheran Social Services of Michigan (LSSM) continue providing these services for the next fiscal year.

**DEBORAH BOUTS MOVED TO APPROVE FY'15 PATH REFUGEE SERVICES SERVICE PROVIDER AS PRESENTED; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

**ii. Port Huron MWSC**

The Macomb/St. Clair Workforce Development Board released a Request for Proposal seeking a service provider qualified in delivering job readiness, job search, and job placement services and the Food Assistance Employment and Training (FAE&T) program in the Port Huron Michigan Works service center to PATH customers referred by DHS. There were two providers submitting proposals. It was recommended that St. Clair Shores Adult & Community Education continue providing these services.

**PAT ANGER MOVED TO APPROVE FY'15 PORT HURON MWSC PATH SERVICE PROVIDER AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**iii. Roseville/Warren MWSC**

Three service providers submitted proposals for provide PATH case management services and the Food Assistance Employment and Training (FAE&T) program for the Roseville/Warren Michigan Works service centers. Of those, St. Clair Shores Adult & Community Education has been recommended to continue providing these services for FY 2015.

**MARY MATUJA MOVED TO APPROVE FY'15 ROSEVILLE/WARREN MWSC PATH SERVICE PROVIDER AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**iv. Clinton Township MWSC**

There were two proposals submitted to provide PATH and FAE&T services in the Clinton Township MWSC. St. Clair Shores Adult & Community Education is the current service provider and is being recommended to continue providing these services for FY 2015.

**MARY MATUJA MOVED TO APPROVE FY'15 CLINTON TOWNSHIP MWSC PATH SERVICE PROVIDER AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.**

**v. Transportation Services**

Macomb/St. Clair released a Request for Proposal to provide transportation services to PATH customers who are required by DHS to attend the PATH program. Primarily it is used by customers living in the Mt. Clemens area who are in need of transportation or who require door to door transportation to the Clinton Township service center to attend the PATH program at Clinton Township. There was only one proposal submitted. Macomb County Community Services Agency, the current provider, is being recommended by the committee to continue providing these services for FY 2015.

**HANNAH COSTELLO MOVED TO APPROVE FY'15 PATH TRANSPORTATION SERVICE PROVIDER AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

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**d. Information items**

**i. Trade Adjustment Assistance (TAA) Third Quarter Report**

The TAA Third Quarter Report shows that Macomb/St. Clair has 1,042 trade participants, the 2<sup>nd</sup> highest number enrolled in the state. Of those, 439 are receiving training (42%) with the remaining customers receiving a waiver. Through the third quarter 90% have completed training which is higher than the state average of 80.49%. Employment retention figures compiled shows that 263 individuals remained employed for 2 quarters and that their average earnings are close to \$45,000 per year.

**ii. Success Stories**

"Telling Our Story" is a monthly newsletter which highlights achievements of Michigan Works customers due in part to the impact of successful case management and innovative initiatives of our staff. The stories are submitted by staff from each of our five service centers. The June 2014 issue included articles on customers in training, successful job searches, a leadership workshop for WIA Youth participants and the first Journey to a Job Employability Boot Camp held at the Clinton Township service center. The committee reviewed the newsletter and was pleased to read of the successes of our customers and the great work being done by our staff.

**6. Executive Director's Report**

Mr. Bierbusse presented an article from the Workforce Intelligence Network (WIN) analyzing where Michigan currently stands in the economic recovery and observations on what it will take to get Southeast Michigan back to pre-recession employment levels. The article points out that the challenge is that labor force participation rates have remained sluggish and projections do not show a return to pre-recession participation rates until 2032, 18 years from now.

Mr. Bierbusse also passed out information which takes a look at jobs that have been posted by employers in the nine county area of SE Michigan between April and June 2014. This information is gathered from a large number of employment websites and shows that software developers for applications, registered nurses and retail salespersons are at the top of the list with laborers, freight, stock and material movers at the bottom. Retail/hospitality and healthcare are at the top of the demand list for both Macomb County and St. Clair Counties. Statistics show that the labor force continues to shrink in Macomb and St. Clair Counties while the employment numbers stay about the same.

**7. Other Business**

There was no other business.

**8. Hearing of the Public**

There was no hearing of the public.

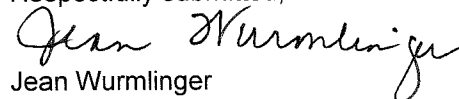
**9. Scheduling of Next Meeting**

The next general meeting is scheduled at the Clinton Township Michigan Works Office at 3:00 p.m., Thursday, September 25, 2014. Members will be notified.

**10. Adjournment**

**WILLIAM PETERSON MOVED TO ADJOURN; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED.** The meeting adjourned at 4:00 p.m.

Respectfully submitted,



Jean Wurmlinger  
Recording Secretary