

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

October 22, 2015

The Macomb/St. Clair Workforce Development Board met Thursday, October 22, 2015 at the Clinton Township Michigan Works Service Center with the following members present (☑ denotes private sector):

AT ROLL CALL:

- | | |
|--------------------|------------------|
| ✓ Karen Arondoski | ✓ Mike Kramer |
| Dan Casey | Ken Lampar |
| Michael Connors | Monika Leasure |
| ✓ Hannah Costello | ✓ Mary Matuja |
| ✓ Ann Forester | Jennifer Miller |
| ✓ Carl Gervason | William Peterson |
| ✓ Virginia Gronley | James Sawyer |
| Tanise Hill | ✓ Charles Shaw |
| ✓ Joseph Keppler | Erin Smith |

MEMBERS ABSENT:

- | | |
|---------------------|---------------|
| ✓ Pat Anger | ✓ Maria Kokas |
| Deborah Bouts | Mike Moran |
| ✓ Sharise Gavlinski | Rick Niedieck |
| ✓ Patti Gendernalik | Valerie Nunn |
| ✓ Carter Hitesman | Gary Polulak |
| ✓ Pete Keating | |

OTHERS PRESENT:

John Bierbusse

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1. Call to Order

The meeting was called to order by Carl Gervason at 3:00 p.m.

2. Roll Call

Roll call was taken with 18 members present (9 private sector)

3. Approval of Previous Minutes

JENNIFER MILLER MOVED TO APPROVE THE MINUTES OF SEPTEMBER 24, 2015 AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

There was no report by the Chair.

5. Election of Officers

William Peterson opened the floor to nominations for the election of officers.

MIKE KRAMER NOMINATED CARL GERVASON FOR CHAIR; SUPPORT BY CHARLES SHAW. JENNIFER MILLER MOVED TO CLOSE THE NOMINATIONS; SUPPORT BY MARY MATUJA. Mr. Gervason accepted the nomination. CARL GERVASON WAS UNANIMOUSLY ELECTED AS CHAIR OF THE MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD.

MARY MATUJA NOMINATED HANNAH COSTELLO FOR VICE CHAIR; SUPPORT BY JENNIFER MILLER. JENNIFER MILLER MOVED TO CLOSE THE NOMINATIONS; SUPPORT BY MONIKA LEASURE. Ms. Costello accepted the nomination. HANNAH COSTELLO WAS UNANIMOUSLY ELECTED AS VICE CHAIR OF THE MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD.

MONIKA LEASURE NOMINATED PAT ANGER FOR SECRETARY/TREASURER; SUPPORT BY CHARLES SHAW. While not in attendance, Ms. Anger previously agreed to accept if nominated. There were no other nominations. PATRICIA ANGER WAS UNANIMOUSLY ELECTED AS SECRETARY/TREASURER OF THE MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD.

6. Administrative Committee Report - Meeting of October 15, 2015

A. Recommendation to Approve Fiscal Year 2016 Program Plans

1. Partnership, Accountability, Training & Hope (PATH)
 - a) PATH Program

The PATH program is intended for individuals with dependent children who are applying for or receiving cash welfare and are referred by the Department of Health and Human Services (DHHS) with the goal of helping customers obtain self-sufficiency. Funding for the PATH program consists of Federal Temporary Assistance for Needy Families (TANF) funds and State General Fund/General Purpose (GF/GP) funds. A local PATH Plan with input from MWA and DHHS staff is designed that meets state and federal guidelines.

MARY MATUJA MOVED TO APPROVE THE FY 2016 PATH PLAN AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

- b) PATH Refugee Program

Macomb/St. Clair receives a separate allocation to service the large refugee population in Macomb County. The goal of the PATH Refugee program is to work with cash welfare applicants and recipients to find employment or training that will lead to economic self-sufficiency. Funding for the PATH Refugee program consists of Federal Temporary Assistance for Needy Families (TANF) funds and State General Fund/General

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Purpose (GF/GP) funds. A local PATH Plan with input from MWA and DHHS staff is designed that meets state and federal guidelines.

MARY MATUJA MOVED TO APPROVE THE FY 2016 PATH REFUGEE PLAN AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

2. Food Assistance Employment and Training Program

The Food Assistance Employment and Training program is a voluntary program for 18 to 49 year old able-bodied adults without dependents. The program provides job search, job placement and training services. Participants are referred by the Department of Health and Human Services.

Because the majority of Prisoner Re-entry Program participants are also eligible for Food Assistance, the Food Assistance Employment and Training program can provide job placement and training services to Prisoner Re-entry participants. Funding for the Food Assistance Employment and Training program consists of the Federal Supplemental Nutrition Assistance program (SNAP) funds.

MARY MATUJA MOVED TO APPROVE THE FY 2016 FOOD ASSISTANCE EMPLOYMENT & TRAINING PROGRAM PLAN AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

3. Prisoner Re-entry Program

a) Macomb County

Macomb/St. Clair administers the Prisoner Re-entry grant for two sites, Macomb County and the St. Clair/Thumb Region. The Macomb County Prisoner Re-entry office is located in Mt. Clemens. The goal of this program is to reduce offender recidivism. Prisoner Reentry staff work with the offenders to provide services that may include transitional housing, work supplies, transportation passes, assistance in obtaining identification, access to healthcare resources and domestic violence programming. The parole board designates who is eligible to receive services prior to release from prison. The Prisoner Re-entry program is funded by the State of Michigan through the Michigan Department of Corrections.

MARY MATUJA MOVED TO APPROVE THE FY 2016 MACOMB COUNTY PRISONER RE-ENTRY PLAN AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

b) St. Clair/Thumb Area

The St. Clair/Thumb Area Prisoner Re-entry program includes St. Clair, Lapeer, Sanilac, Tuscola and Huron Counties. The local office is housed in the Port Huron Michigan Works Service Center. It provides for the same services as in Macomb County. All services are delivered in collaboration with state and local agencies to provide for the parolees' successful transition into the community and is funded through the Michigan Department of Corrections.

MARY MATUJA MOVED TO APPROVE THE FY 2016 ST. CLAIR/THUMB AREA PRISONER RE-ENTRY PLAN AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

4. Trade Adjustment Assistance (TAA) Program

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program goal is to provide eligible workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed as quickly as possible. Previously under TAA, the MWAs were reimbursed for services provided; this year the MWA must provide a Plan to the state and will receive an allocation to provide services to eligible customers.

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MONIKA LEASURE MOVED TO APPROVE THE FY 2016 TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM PLAN AS PRESENTED; SUPPORT BY VIRGINIA GRONLEY. MOTION CARRIED UNANIMOUSLY.

5. Reemployment Services and Eligibility Assessment (RESEA)

The Reemployment Services and Eligibility Assessment program will replace the State's Unemployment Insurance Agency's program for Unemployment Insurance Claimants who have been "profiled" as unlikely to return to work prior to exhausting their benefits. The program was scheduled to begin on October 1st, 2015 but has been delayed to allow for all of the operation details to be worked out

VIRGINIA GRONLEY MOVED TO APPROVE THE FY 2016 REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM PLAN AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

B. Recommendation to Approve Program Year 2015 Budget Modifications

1. Workforce Investment Act (WIA) Carry-In

The following WIA budgets reflect that unused funds from PY 2014 could not be carried-in to the PY 2015 WIOA budgets.

a) Adult

The actual carry-in from the PY 2014 Adult Program budget is \$657,020. The contribution to information technology & computerization totals \$32,000. These carry-in dollars will be used for classroom training, on-the-job training and supportive services. The PY 2015 WIA Adult program budget is \$625,020.

MARY MATUJA MOVED TO MODIFY THE PY 2015 WIA ADULT PROGRAM BUDGET AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

b) Dislocated Worker

The actual carry-in from the PY 2014 is \$744,415 with \$38,500 planned for information technology & computerization. The dislocated worker program budget totals \$705,915. This will be used for classroom training, on-the-job training, support services and support of the Michigan Works Service Centers

VIRGINIA GRONLEY MOVED TO MODIFY THE PY 2015 WIA DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

c) Youth

The Youth program budget shows an actual carry-in from PY 2014 of \$513,617 with \$28,417 slotted for information technology & computerization. The majority of the carry-in dollars from PY 2014 will be used for in-school and out-of school youth training contracts, wages and support of the Michigan Works Service Centers. The budget totals \$485,200

MARY MATUJA MOVED TO MODIFY THE PY 2015 WIA YOUTH PROGRAM BUDGET AS PRESENTED; SUPPORT BY VIRGINIA GRONLEY. MOTION CARRIED UNANIMOUSLY.

d) Administration

Carry-in from PY 2014 is increased to \$703,246 with \$290,846 being contributed to the Administrative Cost Pool. This budget will cover administration salaries, wages & fringe benefits for administrative staff who work with the WIOA adult, dislocated worker and youth programs. The budget totals \$412,400.

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**MARY MATUJA MOVED TO MODIFY THE PY 2015 WIA ADMINISTRATION BUDGET AS PRESENTED;
SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

2. Workforce Innovation and Opportunity Act (WIOA)

The following PY 2015 WIOA budgets have been modified to show that WIA carry-in dollars is not available under WIOA legislation.

a) WIOA Adult

The modified PY 2015 WIOA Adult program budget shows \$0 carried-in from PY 2014. The contribution to information technology & computerization has been reduced to \$138,000. Line items for participant transportation, classroom training, on- the-job training and supportive services have been decreased while support of the service centers has increased slightly. The proposed PY 2015 modified budget now totals \$2,166,433.

**MARY MATUJA MOVED TO MODIFY THE PY 2015 WIOA ADULT BUDGET AS PRESENTED; SUPPORT
BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.**

b) WIOA Dislocated Worker

The modified PY 2015 Dislocated Worker program budget shows that no WIA dollars were carried over from PY 2014 with the amount dedicated to information technology & computerization being decreased to \$131,500 leaving \$1,797,902 available to budget. Line items for participant transportation, classroom training, on- the-job training, supportive services and support of the service centers have been decreased.

**MARY MATUJA MOVED TO MODIFY THE PY 2015 WIOA DISLOCATED WORKER BUDGET AS
PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

c) WIOA Youth

With no carry-in from PY 2014, the modified PY 15 WIOA Youth budget totals \$2,067,201. This reflects a decrease in funds being budgeted for in-school youth wages and benefits and in-school youth training contracts, support services and support of the service centers.

**MARY MATUJA MOVED TO MODIFY THE PY 2015 WIOA YOUTH PROGRAM BUDGET AS PRESENTED;
SUPPORT BY JENNIFER MILLER. MOTION CARRIED UNANIMOUSLY.**

d) WIOA Administration

The Administration budget is derived of contributions from three WIOA programs; adult, dislocated worker and youth. Since the PY 2015 WIA Administration budget has been allocated for administrative salaries, wages & fringe benefits for this year there is no need to use WIOA dollars for the Administrative budget. The modified PY 2015 WIOA Administration budget is \$0.

**MARY MATUJA MOVED TO MODIFY THE PY 2015 WIOA ADMINISTRATION PROGRAM BUDGET AS
PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

3. Workforce Investment Act (WIA) National Emergency Grant (NEG)

a) Job Driven Region 10

Macomb/St. Clair is the fiduciary for Prosperity Region 10 which includes Macomb County, City of Detroit, SEMCA (Wayne County and Monroe) and Oakland County. This budget is for the second year of the two-year grant. Carry-in from PY 2014 is \$698,386. \$523,086 will be passed on to the other three Michigan Works Agencies who are part of Region 10. The remaining funds will be used by Macomb/St. Clair for classroom

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training, on-the-job training, supportive services, employment tools and employer outreach. The budget totals \$673,386.

MONIKA LEASURE MOVED TO MODIFY THE PY 2015 WIA NATIONAL EMERGENCY GRANT (NEG) JOB DRIVEN (JD) REGION 10 BUDGET AS PRESENTED; SUPPORT BY JENNIFER MILLER. MOTION CARRIED UNANIMOUSLY.

b) Job Driven Region 6

Macomb/St. Clair is also the fiduciary for Region 6 which includes seven counties; Genesee, Huron, Lapeer, Sanilac, Shiawassee, St. Clair and Tuscola. The total available for the second year of this two-year budget comes from PY 2014 carry-in of \$1,111,777. The budget includes \$790,000 which will be passed on to the other two Michigan Works Agencies in Region 6 and the remaining \$271,777 will be used by Macomb/St. Clair for classroom training, on-the-job training, supportive services, employment tools and employer outreach. The budget totals \$1,061,777.

MONIKA LEASURE MOVED TO MODIFY THE PY 2015 WIA NATIONAL EMERGENCY GRANT (NEG) JOB DRIVEN (JD) REGION 6 BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

4. Wagner-Peyser Employment Service

Wagner-Peyser Employment Service funds are used to assist the unemployed in returning to the labor force. The increased carry-in from PY 2014 will go toward increasing the estimated carry-in to PY 2016. Minor adjustments to the budget include an increase in staff development and the support of the Employment Service provider. The budget totals \$963,924.

MARY MATUJA MOVED TO MODIFY THE PY 2015 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

C. Recommendation to Approve Program Year 2015 Budget

1. Workforce Innovation and Opportunity Act (WIOA) National Emergency Grant (NEG)

a) Sector Partnership Region 10

The NEG Sector Partnership grant is a new two-year grant that Macomb/St. Clair is administering for Region 10 which includes Macomb County, City of Detroit, SEMCA (Wayne County and Monroe) and Oakland County. The grant is designed to develop enhanced employment and training services to dislocated workers. The initial allocation is \$1,082,521. \$459,521 will be set aside as carry-in for PY 2016. \$302,800 will be passed on to the other three Michigan Works agencies in Region 10. The budget for the first year of this grant totals \$600,600.

MARY MATUJA MOVED TO APPROVE THE PY 2015 WIOA NATIONAL EMERGENCY GRANT-SECTOR PARTNERSHIP REGION 10 BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

D. Recommendation to Approve Fiscal Year 2015 Budget

1. Trade Adjustment Assistance (TAA)

a) Administration

An allocation of \$114,000 was made available by the state and had to be utilized by September 30, 2015. The entire amount is committed to case management.

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MONIKA LEASURE MOVED TO APPROVE THE FY 2015 TAA ADMINISTRATION BUDGET AS PRESENTED; SUPPORT BY MIKE CONNOR. MOTION CARRIED UNANIMOUSLY.

E. Recommendation to Approve Fiscal Year 2016 Budgets

1. Partnership, Accountability, Training and Hope (PATH)
 - a) Temporary Assistance for Needy Families (TANF)

The PATH TANF budget is comprised of federal funds. Macomb/St. Clair will receive approximately \$440,000 more in FY 2016 than FY 2015 due in part to the high referral rate in Macomb and St. Clair Counties. The proposed FY 2016 budget totals \$4,970,429.

MARY MATUJA MOVED TO APPROVE THE FY 2016 PATH TANF BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

- b) General Fund/General Purpose (State GF/GP)

GF/GP funds are comprised of State of Michigan funds and distributed through the revised formula allocation. The amount allocated is \$943,187 an increase over FY 2015 with \$113,180 used for Administrative costs leaving a budget totaling \$830,007.

MARY MATUJA MOVED TO APPROVE THE FY 2016 PATH GF/GP BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

- c) Refugee Services

The TANF Refugee budget is the 3rd part of the PATH program allocation. Macomb/St. Clair, one of only six MWAs in the state to received funding for refugees, was awarded an allocation of \$261,400. This budget supports our PATH refugee contract with Lutheran Social Services of Michigan to provide job search/job readiness activities to incoming refugees referred by Department of Health and Human Services (DHHS). The budget totals \$230,035.

MARY MATUJA MOVED TO APPROVE THE FY 2016 PATH TANF REFUGEE BUDGET AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

2. Food Assistance Employment and Training Program

The FY 2016 Food Assistance Employment & Training (FAE&T) Program allocation is used for individuals referred by Department of Health and Human Services who are receiving food assistance and individuals in the Prisoner Re-entry program who are receiving food assistance and have been mandated to attend by their parole officer. The FAE&T budget is used for job search/job readiness, various training programs, supportive services and customer outreach. The budget totals \$199,125

MARY MATUJA MOVED TO APPROVE THE FY 2016 FOOD ASSISTANCE EMPLOYMENT & TRAINING BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

3. Prisoner Re-entry
 - a) Macomb County

The State has extended the Prisoner Re-entry contract to Macomb/St. Clair for FY 2016. Macomb/St. Clair is the only MWA in Southeast Michigan providing Prisoner Re-entry services until a request for proposal (RFP) can be released by the state. The proposed FY 2016 allocation for Macomb County is identical to the FY 2015 budget. Minor adjustments have been made to the budget but short term housing remains the largest of the budget line items. The Macomb County Prisoner Re-entry budget total \$860,202.

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MARY MATUJA MOVED TO APPROVE THE FY 2016 MACOMB COUNTY PRISONER REENTRY BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

b) St. Clair/Thumb Area

The St. Clair/Thumb area Prisoner Re-entry contract will also be extended by the state for FY 2016 with an allocation of \$357,068 which is identical to the FY 2015 allocation. Short term housing and case management are the largest budget expenditures. The budget totals \$332,360.

MARY MATUJA MOVED TO APPROVE THE FY 2016 ST. CLAIR/THUMP AREA PRISONER REENTRY BUDGET AS PRESENTED; SUPPORT BY VIRGINIA GRONLEY. MOTION CARRIED UNANIMOUSLY.

4. Trade Adjustment Assistance (TAA)

a) Program

A Trade Adjustment Assistance (TAA) allocation of \$2,098,708 has been awarded to Macomb/St. Clair providing classroom training, on-the-job training, job search/job readiness and relocation allowance resources to eligible TAA customers. The budget totals \$1,993,808.

MARY MATUJA MOVED TO APPROVE THE FY 2016 TAA PROGRAM ACTIVITIES BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

b) Case Management

A separate allocation of \$734,547 was received to provide for TAA case management and service center infrastructure. With no administrative costs included, the budget totals \$734,547.

MARY MATUJA MOVED TO APPROVE THE FY 2016 TAA CASE MANAGEMENT BUDGET AS PRESENTED; SUPPORT BY MIKE CONNORS. MOTION CARRIED UNANIMOUSLY.

5. Reemployment Services and Eligibility Assessment (RESEA)

The Reemployment Services and Eligibility Assessment (RESEA) program will replace the State's Unemployment Insurance Agency's program for Unemployment Insurance Claimants who have been "profiled" as unlikely to return to work prior to exhausting their benefits. The State has appropriated a total of \$830,760 statewide for the RESEA program. Of that amount, \$115,637 has been allocated for the Macomb/St. Clair to budget for employment service providers. The funding period will end on December 31st, 2015. The budget totals \$104,137.

MARY MATUJA MOVED TO APPROVE THE FY 2016 RESEA BUDGET AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

6. Make It In America Challenge Grant

The Make It In America Challenge Grant is in the last year of a three-year grant. There is no additional allocation for this year with \$490,000 being carried in from FY 2015. The majority of the funding will go for classroom training at Macomb Community College. The budget totals \$468,000

MARY MATUJA MOVED TO APPROVE THE FY 2016 MAKE IN IN AMERICA CHALLENGE GRANT AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

F. Informational Items

1. Trade Adjustment Assistance (TAA) Expenditure Report

Customers in this program have lost jobs due to foreign competition making them eligible for retraining through

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the Trade Adjustment Assistance (TAA) program. There has been a steady decline in expenditures over the past several years. This report shows that TAA expenditures during FY 2014 totaled \$1,998,383 compared to \$1,444,363 during FY 2015.

2. Workforce Investment Act (WIA) Performance Report – PY 2014, 4th Quarter
Fourth quarter WIA performance levels for PY 2014 were reviewed. Of the 17 performance standards evaluated, 13 were exceeded and 4 met with incentive. Macomb/St. Clair had no standards that “met with no incentive” or “failed”. We have not yet received the final report for PY 2014. It was noted that performance will be measured by different standards for PY 2016 but we have not received details as of yet.

7. Executive Director's Report

Mr. Bierbusse had nothing to report.

8. Approval Talent District Career Council (TDCC) Chairs

As a member of Region 6 and Region 10 Talent District Career Council (TDCC), Macomb/St. Clair must be in concurrence with other members of the TDCC in approving individuals to serve as Chair of the TDCC for each region.

A. Region 6

Macomb/St. Clair Workforce Development Board concurs in the appointment, as recommended by the Region 6 Talent District Career Council (TDCC), of Dr. John Van Wagoner, to the position of Chairperson of the TDCC, for a term expiring September 30, 2016.

MARY MATUJA MOVED TO CONCUR WITH THE APPOINTMENT OF DR. JOHN VAN WAGONER AS TDCC REGION 6 CHAIR AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

B. Region 10

Macomb/St. Clair Workforce Development Board concurs in the appointment, as recommended by the Region 10 Talent District Career Council (TDCC), of Monika Leasure, to the position of Chairperson of the TDCC, for a term expiring September 30, 2016.

MARY MATUJA MOVED TO CONCUR WITH THE APPOINTMENT OF MONIKA LEASURE AS TDCC REGION 10 CHAIR AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

9. Approval of Bylaws

County Executive Mark Hackel along with Corporation Counsel proposed Bylaws for the Macomb/St. Clair Workforce Development Board to satisfy the requirements of the Workforce Innovation and Opportunity Act. The Bylaws were distributed to members of the board at the September 24, 2015 meeting. There was review and discussion of the proposed Bylaw by the Board with the following recommendations to amend:

First, Section 5. Quorum which states that “Fifty (50) percent of the total membership must be in attendance to constitute a quorum” be changed to read “A majority of the total membership must be in attendance to constitute a quorum”.

MONIKA LEASURE MOVED THAT SECTION 5. QUORUM BE CHANGED FROM “FIFTY (50) PERCENT” TO “A MAJORITY” AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

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Second, Section 10, paragraph (c) which states that "Members absent from three (3) consecutive meetings of the Board of Directors shall automatically result in his/her dismissal from the board of directors" be revised to read "Members' unexcused absence from three (3) consecutive meetings of the board of directors shall automatically result in his/her dismissal from the board of directors".

JENNIFER MILLER MADE A MOTION THAT IN SECTION 10, PARAGRAPH (C) INSERT "UNEXCUSED" BEFORE THE WORD ABSENCE"; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

Mr. Bierbusse stated that he will forward these recommendations to the County Executive's office asking for changes to be made to the Bylaws.

JENNIFER MILLER MOVED TO CONFIRM AND ADOPT THE BYLAWS WITH AMENDMENTS; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

10. Establishing Committee Structure

According to the Workforce Innovation and Opportunity Act (WIOA), standing committees may be established by the Board to provide information and assist the Board in carrying out its responsibilities. Standing committees must be chaired by a member of the Board, may include other members of the Board, and must include other individuals appointed by the Board who are not Board members but who have experience and expertise as determined by the Board. WIOA suggests three (3) standing committees; One-Stop Delivery Committee, Youth Committee and Individuals with Disabilities Committee. The Local Board may designate other standing committees in addition to those specified.

It is the responsibility of the Board Chair to establish committees. Mr. Bierbusse recommends that Macomb/St. Clair establish four (4) standing committees to include the following: One-Stop Delivery Committee, Youth Committee, Individuals with Disabilities Committee and Administrative Committee.

11. Other Business

Bill Peterson announced that Secretary Perez from Department of Labor has named November 2, 2015 through November 11, 2015 as National Apprenticeship Week. Jim Sawyer from Macomb Community College added that on November 4th, Macomb Community College will host an employer breakfast as part of National Apprenticeship Week to showcase the value of apprenticeship in developing a skilled workforce.

12. Hearing of the Public

There was no hearing of the public

13. Scheduling of Next Meeting: Wednesday *December 2, 2015, 6:00 p.m. Villa Penna Banquet Center*

14. Adjournment

WILLIAM PETERSON MOVED TO ADJOURN; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED.

The meeting adjourned at 4:25 p.m.

Respectfully submitted,



Jean Wurmlinger
Recording Secretary