

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

January 28, 2016

The Macomb/St. Clair Workforce Development Board met Thursday, January 28, 2016 at the Clinton Township Michigan Works Service Center with the following members present ( denotes private sector):

**AT ROLL CALL:**

Dan Casey	Ken Lampar
Mike Connors	Monika Leasure
<input checked="" type="checkbox"/> Hannah Costello	<input checked="" type="checkbox"/> Mary Matuja
<input checked="" type="checkbox"/> Ann Forster	Gary Polulak
<input checked="" type="checkbox"/> Carl Gervason	Jim Sawyer
Tanise Hill	<input checked="" type="checkbox"/> Charles Shaw
<input checked="" type="checkbox"/> Peter Keating	Erin Smith
<input checked="" type="checkbox"/> Mike Kramer	

**ARRIVED AFTER QUORUM**

Deborah Bouts

**MEMBERS ABSENT:**

<input checked="" type="checkbox"/> Pat Anger	<input checked="" type="checkbox"/> Maria Kokas
<input checked="" type="checkbox"/> Karen Arondoski	Jennifer Miller
<input checked="" type="checkbox"/> Sharise Gavliniski	Mike Moran
<input checked="" type="checkbox"/> Patti Gendernalik	Rick Niedieck
<input checked="" type="checkbox"/> Virginia Gronley	Valerie Nunn
<input checked="" type="checkbox"/> Carter Hitesman	William Peterson
<input checked="" type="checkbox"/> Joe Keppler	

**OTHERS PRESENT:**

John Bierbusse  
Cris Robson, Youth Specialist

Gwen McNeal, LARA  
Bureau of Services for Blind  
Persons

**Macomb/St. Clair Workforce Development Board  
January 28, 2016**

**1. Call to Order**

Chairman Gervason called the meeting to order at 3:10 p.m.

**2. Roll Call**

Roll call was taken with 15 members present (7 private sector).

**3. Approval of Previous Minutes**

**HANNAH COSTELLO MOVED TO APPROVE THE MINUTES OF DECEMBER 2, 2015 AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**4. Chairperson's Report**

Chairman Gervason had nothing to report.

**5. Standing Committee Reports**

**A. ONE-STOP COMMITTEE**

**1. Meeting of January 19, 2016**

**a. Recommendation to APPROVE the Clinton Township Michigan Works Service Center Lease**

On October 22, 2015 a Request for Proposal (RFP) was released seeking space to lease for a Michigan Works Service Center in central Macomb County. The RFP was sent to thirteen Real Estate and Brokerage firms, advertised in the Macomb Daily and posted on our website. The response was due by December 11, 2015. The only response received was for our present location at 43630 Hayes Road in Clinton Township. It was recommended by the committee that we lease the space we now occupy for a five-year option at \$18.50 per square feet which is \$.38 less than what we are currently paying. The current landlord is required to replace carpet, paint and perform necessary repairs to the building.

There was discussion as to why we did not receive more responses to the RFP. Mr. Bierbusse explained that the request was very specific in the location and the number of square feet being sought which were limiting factors.

**GARY POLULAK MOVED TO APPROVE THE CLINTON TOWNSHIP MICHIGAN WORKS SERVICE CENTER LEASE AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

**b. Informational Items**

**i. Review of Committee Responsibilities**

The responsibility of the One-Stop Committee, as defined by WIOA legislation, is to provide information and assist with operational and other issues relating to the One-Stop Delivery System. The One-Stop Committee will assess labor market employment and training needs, coordinate the delivery of services at the Michigan Works Service Centers, make recommendations to the Workforce Development Board on the selection of service providers at the Michigan Works Service Centers, evaluate the effectiveness of occupational skills training and other contracted services, make recommendations to improve the delivery of services at Michigan Works Service Centers including additional services to be provided, make recommendations on location, size and services to be provided at each Michigan Works Service Center and develop marketing strategies for Michigan Works Service Center.

**Macomb/St. Clair Workforce Development Board  
January 28, 2016**

**ii. Macomb/St. Clair Michigan Works Service Centers – Location, Size and Lease Information**

A chart was provided to members of the Board with lease information on each of the five Michigan Works Service Centers showing their square footage, monthly rent, cost per square foot and the date the lease is set to expire. Members were also provided with a flyer that is available to customers showing service center addresses, phone/fax numbers and a map to their locations.

**iii. Customer Flow through the Michigan Works Service Centers**

Every customer who visits a Michigan Works Service Center for the first time is required to register for basic services consisting of registration in the Pure Michigan Talent Connect System. The Board reviewed charts which track the number of people who have registered for basic services between 2007-2015 in both Macomb and St. Clair Counties. During the height of the recession in 2008 and 2009 traffic levels were at their highest numbers. In 2015 the Roseville and Clinton Township Service Centers accounted for 51% of the registrations; Warren 18%; Port Huron 16% and Mt. Clemens 15%.

**iv. Data on Traffic through the Michigan Works Service Centers**

The Board reviewed the 2015 Service Center Traffic chart which shows the overall amount of foot traffic at each center. It includes not only first time registrants but repeat visitors who return to complete various activities. In 2015, a total of 128,824 people came through our service centers.

**v. Review of Labor Market Information Sources**

Policy states that training services must be directly linked to an in-demand industry or occupation in the local area or planning region. Annually it is the responsibility of the WDB to list demand occupations for Macomb/St. Clair using labor market information sources provided through state sites. The Board was provided a copy of the 2015 Macomb/St. Clair Demand Occupation list. In order for an occupation to be listed it must meet growth and wage criteria. The occupation must have at least 11% growth and 50 or more openings or have positive change and at least 100 openings in Southeast Michigan. The median hourly wage must be \$13.43. Real time data is provided by the Workforce Intelligence Network (WIN) showing the top 20 jobs in demand for the last four quarters in the WIN Region which includes Genesee, Livingston, Macomb, Monroe, Oakland, Shiawassee, St. Clair, Washtenaw and Wayne counties.

**B. YOUTH COMMITTEE MEETING**

**1. Meeting of January 20, 2016**

**a. Recommendation to APPROVE Definition of “Requires Additional Assistance”**

Local areas are required to define the definition of “requires additional assistance to enter or complete an educational program or to secure or hold employment”. Macomb/St. Clair has defined “requires additional assistance” for Out-of-School Youth as someone who:

- Has a high school diploma or GED but requires additional training in order to obtain or retain employment that leads to self-sufficiency
- Has a currently incarcerated parent or guardian
- Has previously been placed in a foster home or group home.

The local definition of “requires additional assistance” for In-School Youth is someone who:

- Is at least 1 credit behind his/her peers in graduating from high school on schedule
- Has been suspended from high school within the last 12 months
- Is at risk of dropping out of high school as documented by the school
- Is currently on academic probation at a postsecondary school
- Is with or without a high school diploma or GED and requires additional education or training in order to obtain or retain employment that leads to self-sufficiency

**Macomb/St. Clair Workforce Development Board  
January 28, 2016**

- Has a currently incarcerated parent or guardian
- Has previously been placed in a foster home or group home.

**MONIKA LEASURE MOVED TO APPROVE DEFINITION OF “REQUIRES ADDITIONAL ASSISTANCE” AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to APPROVE “Incentive Activities”**

Participants enrolled in the Young Professionals program may be offered an opportunity to earn incentives when the incentives are tied to tasks or assignments related to an identified goal. Macomb/St. Clair has identified appropriate incentive activities such as attaining work-readiness skills, high school completion, occupational skills, career exploration and credential attainment. Another appropriate incentive activity may be a work-based learning placement. Incentives may be monetary, may include gas cards or retail gift cards but may not include entertainment such as movie passes, event tickets or gift cards to entertainment venues. Incentives must be approved by the WDB, limited to \$300 per program year and paid directly to the participant or to a third party when requested by the participant.

**MARY MATUJA MOVED TO APPROVE “INCENTIVE ACTIVITIES” AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.**

**c. Informational Items**

**i. Review of Youth Committee Responsibilities**

The responsibility of the Youth Committee is to provide information to assist the full Board in carrying out its responsibilities as it relates to the Youth program. The Youth committee will be responsible for the following:

- Assess the employment and training needs of in-school and out-of-school youth
- Design an integrated youth delivery system that focuses on a continuum of services
- Evaluate proposals submitted by service providers and make funding recommendations to the Board of Directors
- Evaluate marketing strategies to reach targeted youth populations
- Develop career pathways for youth to enter high demand/high wage employment
- Negotiate youth performance measures
- Recommend policy direction to the Macomb/St. Clair Workforce Development Board for the design, development and implementation of programs that benefit all youth
- Recommend ways to coordinate services among schools, public programs and community-based organizations serving youth
- Provide on-going leadership and support for continuous quality improvement for local youth program

**ii. WIOA Youth Overview**

An overview of Youth activities under WIOA was presented to the Board. The objective of the youth program is to support eligible young people with earning a diploma, prepare for postsecondary education, career readiness, work-based learning, employment in demand occupations, earning postsecondary credentials and gaining connections to employers. WIOA Youth funds are designated as either In-School Youth (ISY), low income students age 14-21, or Out-of-School Youth (OSY), age 16-24, based on the student's school status at the time of enrollment. WIOA legislation requires that 75% of Youth funding be spent on OSY programming. Locally, our youth programming is identified as “Michigan Works! Young Professionals”.

**iii. Michigan Works! Young Professionals - Marketing/Outreach, In-School Youth, Out-of-School Youth**

Marketing and outreach strategies that youth providers have found to be successful include distributing flyers

**Macomb/St. Clair Workforce Development Board  
January 28, 2016**

and sharing information with various community service agencies including Department of Health and Human Services. In Port Huron the youth provider was able to address a local radio audience regarding youth services. The Times Herald published an article highlighting a young woman who, with the help of Michigan Works, is working to obtain her high school diploma and then plans to attend training as an x-ray technician. The article gave specific information on how to contact a Michigan Works! Young Professional case manager for details of the program.

There are a total of six Youth providers with contracts awarded on a competitive basis. East Detroit Public Schools, Fitzgerald Public Schools and Warren Woods Public Schools are the three ISY providers servicing 209 youth with contracts totaling \$417,351.

The three OSY service providers are Employment & Training Designs operating in four of the five Michigan Works Service Centers. Blue Water Center for Independent Living and Virtual Learning Academy are located in Port Huron. Contracts total \$1,100,000 with 460 Out-of-School Youth being served.

**iv. Manufacturing Day**

The third annual Manufacturing Day was held on Friday, October 2, 2015. Forty-four area manufacturers opened their doors to 1,800 students from all 28 public high schools in Macomb County. The goal of Manufacturing Day is to create an awareness of high paying career opportunities in manufacturing and its importance to the economy of Macomb County.

**v. MI Bright Future**

MI Bright Future is an online-based collaboration of school districts, post-secondary education and workforce partners with the goal of connecting students with in-demand industries and employers. MI Bright Future provides middle and high school students with portal access to explore area companies and potential work-based learning opportunities such as job shadowing, internships and company tours which helps to strengthen the pipeline between schools and businesses by providing a platform to directly connect with one another.

Cris Robson, WIOA Youth Specialist presented a video to the board highlighting the Young Professionals program and also detailing MI Bright Future.

**C. ADMINISTRATIVE COMMITTEE**

**1. Meeting of January 14, 2016**

**a. Recommendation to APPROVE FY '16 Reemployment and Eligibility Assessment (REA) Pilot Program Plan**

Macomb/St. Clair is involved in the Reemployment and Eligibility Assessment (REA) pilot program. This program will enroll claimants referred by the Unemployment Insurance Agency (UIA) and those identified by Macomb/St. Clair as being at high risk of exhausting their unemployment benefits because they have been unemployed 10 weeks or longer. In order to make these customers more competitive in the workforce, they may need work-based training which includes on-the-job training (OJT), pre-apprenticeships, registered apprenticeships, customized training or transition training. The program will provide work-based training for a minimum of 80 claimants

**MARY MATUJA MOVED TO APPROVE THE FY 2016 REEMPLOYMENT AND ELIGIBILITY ASSESSMENT PILOT PROGRAM PLAN AS PRESENTED; SUPPORT BY GARY POLULAK. MOTION CARRIED UNANIMOUSLY.**

**Macomb/St. Clair Workforce Development Board  
January 28, 2016**

**b. Recommendation to APPROVE FY '16 Reemployment and Eligibility Assessment (REA) Pilot Program Budget**

Macomb/St. Clair received an allocation of \$343,000 for the REA Pilot program. \$34,300 of that allocation will be used for administrative costs. These funds will be used for career services, on-the-job training, pre-apprenticeship training and registered apprenticeships for claimants who are at risk of losing their unemployment benefits and have been enrolled in the REA pilot program. The budget totals \$308,700.

**MONIKA LEASURE MOVED TO APPROVE THE FY 2016 REEMPLOYMENT AND ELIGIBILITY ASSESSMENT PILOT PROGRAM BUDGET AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to APPROVE PY 2015-2017 Department of Defense, Office of Economic Adjustment (DOD-OEA) Advance Michigan Project Budget**

A Department of Defense, Office of Economic Adjustment (DOD-OEA) grant was awarded to support the Advance Michigan Defense Collaborative. The \$5.97 million 2-year DOD-OEA grant will support fifteen major projects that will strengthen the defense industry in Southeast Michigan. Macomb/St. Clair will serve as fiduciary for the grant with the Workforce Intelligence Network (WIN) and the Michigan Defense Center (MDC) subcontracting to manage the fifteen tasks identified in the grant. The grant requires matching funds, both hard match and soft match, and will total \$6,753,339.

**MARY MATUJA MOVED TO APPROVE THE PY 2015-2017 DEPARTMENT OF DEFENSE, OFFICE OF ECONOMIC ADJUSTMENT ADVANCE MICHIGAN PROJECT BUDGET AS PRESENTED; SUPPORT BY MICHAEL CONNOR. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to APPROVE PY 2015-2017 Department of Defense, Office of Economic Adjustment (DOD-OEA) Non-Federal Match Budget**

The Non-Federal Match budget identifies the amount of matching funds being provided through cash match, coming from the State of Michigan, and in-kind match coming from organizations such as WIN who do not charge their time back to the grant. This budget also identifies how the match dollars will be distributed. The total non-federal match funds are \$784,000.

**MONIKA LEASURE MOVED TO APPROVE THE PY 2015-2017 DEPARTMENT OF DEFENSE, OFFICE OF ECONOMIC ADJUSTMENT NON-FEDERAL MATCH BUDGET AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to APPROVE PY '15-'17 Department of Defense, Office of Economic Adjustment (DOD-OEA) Defense Industry Career Transition Center Budget**

The Defense Industry Transition Center, one of fifteen tasks identified in the DOD-OEA grant, is housed in the Clinton Township Michigan Works service center. This center is providing career transition services to displaced defense industry employees and recently separated veterans. The budget to operate the transition center totals \$878,737.

**MARY MATUJA MOVED TO APPROVE THE PY 2015-2017 DEPARTMENT OF DEFENSE, OFFICE OF ECONOMIC ADJUSTMENT DEFENSE INDUSTRY CAREER TRANSITION CENTER BUDGET AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

**Macomb/St. Clair Workforce Development Board  
January 28, 2016**

**f. Informational Items**

**i. PY 2014 Final WIA Performance Report**

The Board reviewed the final PY 2014 WIA Performance Report which showed that fifteen standards were exceeded; two standards met with incentive while there were no standards which met with no incentive and no standards which failed. The final report shows improvement during each quarter of PY 2014 with an excellent overall performance for PY 2014.

**ii. PY 2015 First Quarter WIA Performance Report**

A review of the first quarter of PY 2015 showed that thirteen standards were exceeded, three met with incentive, one met with no incentive. There were no failed standards. PY 2015 will be the last year that we are measured under WIA performance standards. At this point we do not know how or if the measurement will change under WIOA legislation.

**7. Executive Director's Report**

Mr. Bierbusse reported to the Board on the TechHire Initiative, a federal grant with \$100 million in grant funds available nationwide. The Workforce Intelligence Network (WIN) along with community colleges, Michigan Works Agencies in eleven counties and community based organizations are working together on a \$4 to \$5 million application for this grant. The focus of training will be IT and would include soft skills, employability skills, work experience, support services and case management to enhance technical skills taught by the training. The target population will be 17-29 year olds who lack education or experience to enter the IT field.

**8. Other Business**

There was no other business.

**9. Hearing of the Public**

Gwen McNeal, East Region Manager, Bureau of Services for Blind Persons, introduced herself to the members of the board. She and Elizabeth White, Central Region Manager, plan to alternate attendance at our Board meetings and are interested in the Individuals with Disabilities Committee.

**10. Scheduling of Next Meeting**

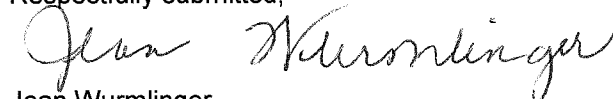
The next general meeting is scheduled for February 25, 2016. Members will be notified.

**11. Adjournment**

**PETER KEATING MOVED TO ADJOURN; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED.**

The meeting adjourned at 4:05 p.m.

Respectfully submitted,



Jean Wurmlinger,  
Recording Secretary