

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

February 23, 2017

The Macomb/St. Clair Workforce Development Board met Thursday, February 23, 2017 at the Clinton Township Michigan Works Service Center with the following members present (☑ denotes private sector):

AT ROLL CALL:

Deborah Bouts	Monika Leasure
✓ Hannah Costello	Valerie Nunn
✓ Ann Forster	Bill Peterson
Tanise Hill	Gary Polulak
✓ Lindsey Hoover	✓ Charles Shaw
✓ Joe Keppler	Erin Smith
✓ Mike Kramer	

THERE WAS NO QUORUM

MEMBERS ABSENT:

✓ Patricia Anger	✓ Virginia Gronley
✓ Karen Arondoski	✓ Carter Hitesman
Dan Casey	✓ Peter Keating
April Fidler	✓ Mary Matuja
✓ Sharise Gavliniski	Mike Moran
✓ Patti Gendernalik	Rick Niedieck
✓ Carl Gervason	Jim Sawyer

OTHERS PRESENT:

John Bierbusse

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1. Call to Order

Chairperson Costello called the meeting to order at 3:00 p.m.

2. Roll Call

Roll call was taken with 13 members present (6 private sector). No Quorum

3. Approval of Previous Minutes - Tabled

4. Chairperson's Report

Chairperson Costello announced that there was not a quorum. Action items are tabled and will be brought to the floor for discussion and vote at the March 23, 2017 meeting. Informational items were reported on from each committee.

5. Standing Committee Reports

A. YOUTH PROGRAMS COMMITTEE

1. Meeting of February 15, 2017

Without a quorum, all action items were tabled and will be presented in March for board review.

- a. Recommendation to Negotiate with Current Providers for PY 2017 Contract Extensions
- b. Recommendation to Approve Policy for Follow-Up Services
- c. Informational Items
 - i. Current Program Activity

Mike Kramer, Committee Chair, introduced Cris Robson, Youth Specialist, to give a brief description of events leading up to the first Manufacturing Day in 2014 when Macomb County aligned with National Manufacturing Day for the purpose of inspiring high school students to consider a career in the manufacturing field upon high school completion. Ms. Robson also recapped events of last year's Manufacturing Day which involved fifty-six companies providing on-site tours to over 1,600 students from every high school in Macomb County. This year's program is scheduled for October 6, 2017 when Macomb County will host one of the nation's largest organized events. Ms. Robson proceeded to give members details of this year's marketing contest in which students from all districts were invited to produce a short video highlighting the educational value of Manufacturing Day. She showed the winning video featuring Fisher Company of St. Clair Shores which was produced by students from the Pankow Center Broadcast Journalism program within L'Anse Creuse School District. Board members showed great interest in this information.

Mr. Kramer continued the committee report with details of the Health/Medical Job Fair which was held at the Clinton Twp. Service Center last month. Participants who are in training or have recently completed training in the medical field were invited to complete an application for the opportunity to interview with ten health care employers. The Young Professionals program along with the PATH program sponsored the event with staff on hand to give support to prospective applicants in completing applications, fine-tuning and printing resumes and with interviewing tips. Employers remarked on the quality of candidates and are in the process of completing 2nd and 3rd follow-up interviews. We hope to have hiring results available at a future meeting.

B. INDIVIDUALS WITH DISABILITIES COMMITTEE

1. Meeting of February 16, 2017

- a. Informational Items
 - i. Report on Staff Training Provided by MRS-BNU

Deborah Bouts updated the Board on the disability sensitivity training for staff at all Michigan Works Service Centers. Trainers from Business Network Unit of Michigan Rehabilitation Services have completed the half-day sessions at all service centers. Feedback from staff gave the training consistently high marks in content

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and facilitation. Ms. Bouts stated that the committee believes this initial training has accomplished the goal of introducing disability etiquette to staff and has been an excellent starting point. Possibilities for follow-up training on the specifics of ADA compliance will continue to be discussed. Gwen McNeal from BSBP will bring an overview of training that her organization is prepared to offer addressing the range of blindness from low-vision to total blindness for future consideration.

ii. Update of Accessibility Evaluation Provided by MRS and BSBP

Allan Eisenhauer, Procurement Coordinator, brought the Board up to date on the progress being made at the service centers to address compliance issues that were identified in the completed MRS and BSBP Accessibility Evaluation. Allan presented before and after pictures of the clerical space in each service center showing the adjustments made to counter heights allowing for ease of access to wheel chair bound customers. He also discussed restroom compliance issues that are being remedied including bathroom signage in braille, baby changing stations with instructions for use in braille, toilet paper dispensers which will now be placed in ADA compliant locations. Also ordered for the resource rooms are track ball mice and high contrast black keyboards with yellow keys and large black lettering for low-vision customers. Handicap and van accessible parking is currently being addressed.

iii. Report on Services for Individuals with Disabilities

Members of the Board were provided a statistical report of persons attending our service centers that self-identify as disabled. The report shows the total number of registrations within four funding sources, the number and percentage of the total number who are identified as disabled and their employment outcomes. Disabled customers entering our service centers are there to find employment but may be hesitant to self-identify as disabled. Service center staff are encouraged to make people aware of available services that will help the disabled become employed.

iv. Disability Navigator Report

Ms. Bouts gave the Board an overview of the responsibilities of the Disability Navigator position as presented to the committee by Lynn Hosking. The position allows for a flexible schedule enabling Lynn to spend more time with a person for resume writing, job searching or determining what services would be beneficial and if accommodations are necessary to access those services. Accommodations include arranging for interpreters for the deaf, and brailleing the workshop calendars and distributing them to all the centers. She also maintains a library of resource materials for information and referral. Ms. Hosking receives referrals from ES, case managers, and other agencies and explains the services of Michigan Rehabilitation Services as an option, in addition to the services of Michigan Works.

Ms. Bouts reported on the on-line program called "At Your Service" which was researched by the committee to provide a basic understanding of the needs of disabled persons. This tool is used nationally by companies at new employee orientations. She stated that several members of the committee have agreed to take the test and will report their findings to determine if this might be useful as part of Michigan Works new employee orientations.

C. ONE-STOP COMMITTEE

1. Meeting of February 17, 2017

Without a quorum, all action items were tabled and will be presented in March for board review.

- a. Recommendation to Approve Apprenticeship Success Coordinator Plan
- b. Recommendation to Approve Trade Adjustment Assistance (TAA) Program Plan
- c. Informational Items
 - i. Program Enrollment Report

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In Committee Chair Neidieck's absence, Mr. Bierbusse explained that last October a plan was prepared for service center staff showing the expected quarterly performance at each of the five Michigan Works Service Centers for classroom training enrollments for adult and dislocated worker customers, on-the-job training (OJT), Region 10 Sector Partnership-National Emergency Grant (SP-NEG) for dislocated workers and Reemployment Services & Eligibility Assessment (RESEA) work-based training activities. These numbers are derived as a percentage of customers visiting each site. The Sector Partnership-National Emergency Grant training dollars for dislocated workers is unique to Macomb County and needs to be spent down by June 30, 2017 when that grant ends. Port Huron, as part of Region 6, does not share in the Sector Partnership funding.

A copy of the chart showing the Plan vs Actual services people have received during the first and second quarters of PY 2016 was given to the Board. Overall classroom training goals for adult customers were surpassed while the goals for dislocated workers lagged behind expected numbers. OJT numbers for the second quarter were slightly above the stated goal. Classroom training under SP-NEG exceeded its goal but OJT numbers fell short. The RESEA numbers did not meet the expected goal. Funds that were not used in this grant became available in January for RESEA Work Based Training for Special Populations.

D. ADMINISTRATIVE COMMITTEE

1. Meeting of February 9, 2017

Without a quorum, all action items were tabled and will be presented in March for board review.

- a. Recommendation to Modify PY '16 Wagner-Peyser Employment Service Budget
- b. Recommendation to Approve PY '16 WIOA Statewide Activities Apprenticeship Success Coordinator Budget
- c. Recommendation to Approve PY '16 Apprenticeship USA State Accelerator Budget
- d. Informational Items
 - i. Outcome Report on Make It In America Grant

The Make It in America Challenge was a three-year grant ending September 30, 2016. Macomb/St. Clair partnered with the Center for Automotive Research, Michigan Manufacturing Technology Center and Macomb Community College who provided training to unemployed and incumbent workers. Bill Peterson, Committee Chair, reported on actual outcomes versus projected goals. 78 dislocated and incumbent workers was the anticipated goal with the actual number at 276 with 265 earning a credential. 63 unemployed customers who finished training became employed by the next quarter after graduation with 51 of those customers entering training related employment. Macomb/St. Clair expected that those who were unemployed before training would receive wages of \$14/hour once employed and \$16/hour for incumbent workers. No actual data was available at the end of the grant.

ii. TAA Outcome Report for FY 2016

The most recent TAA Training and Outcome Data received from the state shows that Macomb/St Clair enrolled 201 TAA participants in PY 2016. Of those, 122 enrolled in training. After exit, 19 of 22 customers completed training. Macomb/St. Clair's entered employment rate of 81.5% reflects employment during the first quarter after exit. The employment retention rate of 97.5% reflects employment during the 2nd and 3rd quarter after exit. The average earnings for TAA customers was approximately \$42,000 per year.

iii. Review of Annual Accounts of Funding Sources

The Annual Accounts of Funding Sources spreadsheet shows individual allocations for all WDB programs and total funding for the years 2007 through 2017. Total funding was at its highest during 2009-2010, the height of the recession, and has been reduced each year since 2010 except for an increase in funding due to the \$5.9 million Department of Defense Grant received in 2015. Despite cuts in funding we have been able to reduce staff numbers through attrition without the need for lay-offs.

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6. Executive Director's Report

Mr. Bierbusse reported on meeting with newly elected Congressman Paul Mitchell at the Port Huron Service Center earlier in the week. Mr. Mitchell, a former WDB member from 1987-1995, was interested in meeting with staff to become more informed on the work that is being done on behalf of Michigan's workers and employers in the Michigan Works System. Mr. Bierbusse felt that it was a positive meeting.

Mr. Bierbusse notified the Board that at the 5th Annual Macomb Business Awards held on February 14, 2017 Macomb/St. Clair was presented with the Economic Development Partner of the Year Award which he accepted on behalf of the Board. He displayed the award for all members to view.

Mr. Bierbusse congratulated Binson's Medical Equipment and Supplies for receiving the Michigan Works Association 2017 Impact Award presented on February 22nd for strategic partnership with Michigan Works to provide local employment and training opportunities. Lindsey Hoover, Workforce Development Board member and Binson's Director of Human Resources told board members that Binson's has partnered with Michigan Works to hire 300 new employees and nearly 50 OJT contracts have been written since July 2014.

7. Other Business

There was no other business.

8. Hearing of the Public

There were no comments from the public


9. Scheduling of Next Meeting

The next general meeting is scheduled for March 23, 2017. Members will be notified.

10. Adjournment

The meeting adjourned at 3:55 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary