

**Macomb/St. Clair Workforce Development Board
June 27, 2019**

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

June 27, 2019

The Macomb/St. Clair Workforce Development Board met at 4:00 p.m. Thursday, June 27, 2019 at Voyager Restaurant with the following members present:

() denotes private sector):

AT ROLL CALL:

- | | |
|-------------------|-----------------|
| ✓ Patricia Anger | Christol James |
| ✓ Karen Arondoski | ✓ Peter Keating |
| Dan Casey | Monika Leasure |
| ✓ Ann Forster | Val Nunn |
| ✓ Danielle Hart | ✓ Charles Shaw |
| ✓ Lindsey Hoover | ✓ Karen Vaughn |

NO QUORUM

AFTER ROLL CALL:

- ✓ Jennifer Gavin

MEMBERS ABSENT:

- | | |
|---------------------|---------------|
| ✓ Hannah Costello | ✓ Mike Kramer |
| Jason Dahl | Jim Peltier |
| ✓ Sharise Eckenrode | Bill Peterson |
| Lee Graham | Jim Sawyer |
| Tanise Hill | ✓ Sam Serra |
| ✓ Carter Hitesman | Erin Smith |
| ✓ Joe Keppler | Maria Zardis |

OTHERS PRESENT:

John Bierbusse, Executive Director
Karen Caston, DHHS

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1. Call to Order

Vice-Chair Lindsey Hoover called the meeting to order at 4:00 p.m.

2. Roll Call

Roll call was taken with 12 members present (8 private sector). No quorum.

3. Approval of Previous Minutes

Due to the lack of a quorum, the vote to approve the May 22, 2019 minutes will be postponed until the August 22, 2019 Board of Directors meeting.

4. Chairperson's Report

Vice-Chair, Lindsey Hoover, introduced two new members of the Workforce Development Board, Danielle Hart, Human Resources & Safety Specialist with Paslin and Karen Vaughn, owner of American Ink USA Printing & Graphics. Both will represent the private sector on the Board. Members gave Ms. Hart and Ms. Vaughn a warm welcome.

Ms. Hoover read a letter sent from the State's Department of Talent and Economic Development with official notification that the Macomb/St. Clair Workforce Development Board has been recertified and is in compliance with the State of Michigan Workforce Development Agency for Program Years 2019 and 2020.

Ms. Hoover determined that due to the lack of a quorum, all recommendations will be reviewed at this meeting and voted on at the August 22, 2019 meeting of the Board of Directors.

5. Standing Committee Reports

A. ADMINISTRATIVE COMMITTEE

1. Meeting of June 13, 2019

a. Recommendation to Approve FY 2019 Food Assistance Employment & Training Budget Modification

Patricia Anger reported to the Board that \$35,000 in additional funding was received from the state for the Food Assistance Employment & Training program. This money will support infrastructure costs to the career centers. The modified budget totals \$240,107.

b. Recommendation to Approve FY 2019 TAA Case Management Budget Modification

Ms. Anger explained that TAA funding is separated into two budgets; program activities and case management. This case management budget supports case managers who work with TAA customers and the costs associated with infrastructure. The additional \$50,000 will be added to Office Supply and Case Management bringing this modified budget to \$515,164.

c. Recommendation to Approve PY 2019 WIOA Administration Budget

This budget is made up of contributions from WIOA Adult, Dislocated Worker and Youth programs to pay salaries, fringe benefits and mileage of core Administrative staff positions. Carry-in dollars are kept at high levels and can be re-programmed for use in other areas if needed in the future. This budget totals \$277,200.

Gavin arrived

d. Recommendation to Approve PY 2019 Senior Community Services Employment (SCSEP) Program Budget

The SCSEP budget supports job training and job placement for up to 19 hours per week at minimum wage for economically disadvantaged individuals who are 55 years or older. The 2019 allocation remains the same as

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last year with funds used primarily for wages, benefits and support of the career center contract. The budget totals \$818,485

e. Recommendation to Approve PY 2019 Mt. Clemens MWCC Infrastructure Budget

WIOA legislation requires that the cost of service center operations be distributed between all organizations who are physically located within the centers and partner organizations who are not providing services within the career centers but who benefit from our services. Shared costs are determined by a formula based on the number of participants served within the zip code area of each Michigan Works Career Center.

The Mt. Clemens Career Center will receive funds for infrastructure costs from Michigan Rehabilitation Services, the Unemployment Insurance Agency and Veterans Employment Services as well as funding contributed by Workforce Development Board programs. This infrastructure budget totals \$183,832.

f. Recommendation to Approve PY 2019 Clinton Township MWCC Infrastructure Budget

The Clinton Township Career Center will receive funding for infrastructure costs from in house partners and from Chippewa Valley Schools and Utica Community Schools Adult Education. The amount budgeted for rent has increased because the office space dedicated to the Department of Defense is coming to an end and the cost of rent must be absorbed by the Clinton Twp. Career Center. This Infrastructure budget totals 536,869.

g. Recommendation to Approve PY 2019 Roseville MWCC Infrastructure Budget

The Roseville Career Center will receive infrastructure funding from Workforce Development Board programs, Michigan Rehabilitation Services, the UIA, Lake Shore Public Schools and HUD. This budget is equal to the previous year's budget at \$268,827.

h. Recommendation to Approve PY 2019 Warren MWCC Infrastructure Budget

Warren Michigan Works will receive infrastructure funding from Workforce Development Board programs, Michigan Rehabilitation Services, UIA, HUD, Warren Woods Public Schools and Utica Community Schools for a total budget of \$165,660.

i. Recommendation to Approve PY 2019 Port Huron MWCC Infrastructure Budget

The Port Huron Career Center receives revenues from co-located partners, UIA, Michigan Rehabilitation Services and Port Huron Area Schools. This budget totals \$224,465.

j. Recommendation to Approve Administrative Cost Pool Budget

The Administrative Cost Pool is made up of contributions from various funding sources to support administration of general operations. Wages, salaries and fringe benefits of administrative staff and indirect costs paid to the County of Macomb to act as fiduciary for Macomb/St. Clair make up the majority of this budget which equals \$1,170,900.

k. Recommendation to Approve Information Technology & Computerization Budget

Pooled contributions from a variety of workforce programs support salaries and fringe benefits for IT staff, mileage, computer maintenance and repair, cell phones, equipment supplies, and computer hardware and software purchases. This budget totals \$890,100.

l. Recommendation to Approve Computer Technician Position

Due to the amount of work involved in installation, maintenance and troubleshooting of the computer network,

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there is a need to hire a second Computer Technician. The Board reviewed the job posting.

B. ONE-STOP COMMITTEE

1. Meeting of June 18, 2019

a. Recommendation to Approve WIOA Policies

i. WIOA Dislocated Worker Eligibility Policy

Jennifer Gavin reported on four WIOA Dislocated Worker policies being revised making them more inclusive.

The WIOA Dislocated Worker Eligibility policy has been revised so that it no longer includes a minimum age requirement of 18 years old to be eligible for dislocated worker services. All other eligibility requirements apply.

ii. WIOA Dislocated Worker Eligibility and Definition of Attachment to the Workforce

The Federal Government requires that a definition of "Attachment to the Workforce" be included in the dislocated worker policy. The current definition is defined as being employed three weeks in the last twelve months. Macomb/St. Clair has changed that to say an individual shall be considered "attached to the workforce" if they can demonstrate loss of employment and they are able, available and seeking employment or employed.

iii. WIOA Dislocated Worker Eligibility and Definition of Unlikely to Return

This policy defines the reason an individual is unlikely to return to their previous occupation and is used in determining WIOA eligibility for dislocated workers. It has been revised locally by adding, "The applicant lost their job due to substance abuse and/or resulting legal issues due to substance abuse."

iv. WIOA Dislocated Worker Eligibility and Definition of Stop-Gap Employment

Stop-gap employment is used to refer to a job that a person takes when laid off as a means for paying bills until they return to their previous industry or occupation. The Macomb/St. Clair Workforce Development Board has determined that individuals in a stop-gap employment

position are under-employed and may meet any or all of the following criteria:

- Individuals employed less than full-time who are seeking full-time employment.
- Individuals who are employed in a position that is inadequate with respect to their skills and training.
- Individuals who are in a job that pays less than 80% of their lay off wage.

b. Recommendation to Approve Change in Individual Training Account (ITA) Cap Value

Ms. Gavin explained that an ITA is the funding method used for customers in occupational skills training programs. The current policy states that the maximum amount paid by Macomb/St. Clair is based on the greater value of \$5,000 for short-term training programs or \$10.75 per class hour for programs at training institutions such as the Community Colleges. The proposed change to this policy recommends an increase from \$10.75 to \$12.25 per training hour due to an increase in tuition costs.

c. Informational Items

i. Implementation Plan for WIOA National Emergency Grant (Opioid Crisis)

A copy of the Implementation Plan was given for to the Board for review. The State has contracted with Macomb/St. Clair Workforce Development Board for \$1,770,000. They will retain nearly \$40,000 for administrative costs.

Macomb/St. Clair will define who is eligible by updating policies to accommodate underemployed individuals, complete a contract with CARE, hire or assign Career Planners to be housed at the Macomb County Jail, hire

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Business Account Managers to recruit employers for job placements, develop internal policies, and begin registering participants by June 30, 2019.

The subcontract negotiated with CARE of SE Michigan for \$786,810 will be used to hire five participants trained to become certified Peer Recovery Coaches who will receive an hourly rate of \$15.00 per hour plus benefits.

A chart showing Projected Grant Activity was provided showing a 2-year grant total of 230 participants receiving career services, 70 enrolled in training and 151 exited to employment.

ii. Report on Business Resource Network (BRN) - Community Ventures

Members received an update on the BRN program. Funding has been extended through September 30, 2020. Currently 10 companies, 8 in Macomb County and 2 in St. Clair County, have signed on for no cost services to their employees through September 30, 2019. A chart showing the cost to companies who continue with the program after September 30, 2019 was reviewed.

Part of the job of Success Coaches working with BRN employees is to refer them to agencies for needed support or use program funds for supportive services. Checks have been issued for a car payment, bus passes, mortgage payment, driver's test fee and car repair.

A partnership has been created with Chemical Bank and PNC Bank. Chemical Bank is providing their "Mobile Empowerment Center", a specially designed bus to provide free financial services to BRN member employees that delivers free counseling and education on understanding credit scores, how to prevent identity theft, budgeting and mortgage information.

To demonstrate the benefit of this program to companies, a report can be run through the Salesforce program showing all services provided and time spent by the Success Coach since the enrollment date for each company. The report can also show the amount of program funds issued to their employees for support services.

iii. State Monitoring of Business Services and Going Pro Skilled Trades Fund

The Board received information on the Going Pro Talent Fund Review performed by the State's Department of Talent & Economic Development to discuss processes and identify best practices to be shared among other MWAs. A report on their findings has not been received, but the reviewers stated they were favorably impressed with Macomb/St. Clair's delivery system. Changes in the coming year include an on-line application process making it easier and more efficient for employers. Staff were also given the opportunity to express concerns and ways in which the program could be improved for both the MWAs and for our employer customers.

iv. Facility Closure Report

Ms. Gavin discussed the closure of two retail stores in Macomb County, Lord & Taylor at Lakeside Mall and Dress Barn in Chesterfield Township, Shelby Township, and Warren.

v. One-Stop Operator Report

Members received an update on leadership team meetings being held with all staff at the career centers. A plan has been developed to ensure that all new employees receive training on servicing customers with disabilities. Discussions have been held on how to make sure that customer files remain secure and how to maintain a safe and secure work environment. New strategies to increase training enrollments and workshop participation were also discussed at the leadership team meetings.

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The 2nd Customer Focus Group that was held June 5th at the Warren Career Center with 13 attendees resulting in valuable feedback. The next focus group will be held in St. Clair County in July.

The One-Stop Operator has been sitting in on Circuit Workshops in Clinton Township, Roseville and Warren recording observations in the areas of presentation effectiveness, equipment/materials/resources used, customer engagement, best practices and recommendations. His team will continue observing workshops in Mt. Clemens and Port Huron before issuing a final report.

vi. Expungement Clinic

Jennifer Gavin provided information on a Free Expungement Clinic offered by OLHSA and Lakeshore Legal Aid on June 28, 2019 to those who meet eligibility requirements. Registered participants can meet with an attorney to receive free legal advice on removing criminal charges from their record for up to two misdemeanors and one felony conviction. DUIs and traffic offenses, capital offenses and sexual criminal conduct may not be expunged. This information was distributed to all staff to share with customers.

6. Executive Director's Report

Mr. Bierbusse updated Members on the most recent labor market statistics for Macomb and St. Clair Counties with charts showing yearly trends from 1999 through 2018 along with monthly trends for January through March 2019.

Statistics show that the labor force in Macomb County, those employed or actively looking for work, has reached 1999 levels. But because Macomb County has seen an 11% increase in population the percentage of people in the labor force has not fully rebounded. The chart of Macomb County Residents Employed show that there has been growth in employment since the recession years but despite the steady drop in the unemployment rate there are still individuals who have not returned to the workforce.

The labor force in St. Clair County is currently at 76,000, remaining below 1999 levels. The number of employed St. Clair County residents began to rise in 2011 but still has not reached pre-recession levels of 2008. The unemployment rate in 2018 at 4.7% is similar to the 4.2% in 2000 with slightly higher rates during the first three months of 2019.

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 **3:00 pm, Thursday, August 22, 2019 at the Clinton Township Michigan Works Career Center**. Members will be notified.

10. Adjournment

The meeting adjourned at 5:01 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary