

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

August 24, 2017

The Macomb/St. Clair Workforce Development Board met Thursday, August 24, 2017 at the Clinton Township Michigan Works Service Center with the following members present:  
(☑ denotes private sector):

**AT ROLL CALL:**

- |                   |                |
|-------------------|----------------|
| ✓ Karen Arondoski | ✓ Joe Keppler  |
| Deborah Bouts     | ✓ Mike Kramer  |
| Dan Casey         | ✓ Mary Matuja  |
| ✓ Ann Forster     | Valerie Nunn   |
| ✓ Jennifer Gavin  | Bill Peterson  |
| ✓ Carter Hitesman | Jim Sawyer     |
| ✓ Lindsey Hoover  | ✓ Charles Shaw |
| ✓ Peter Keating   |                |

**AFTER ROLL CALL:**

- |              |                |
|--------------|----------------|
| ✓ Erin Smith | ✓ Maria Zardis |
|--------------|----------------|

**MEMBERS ABSENT:**

- |                      |                |
|----------------------|----------------|
| ✓ Patricia Anger     | Tanise Hill    |
| ✓ Hannah Costello    | Monika Leasure |
| ✓ April Fidler       | Mike Moran     |
| ✓ Sharise Gavliniski | Gary Polulak   |
| Lee Graham           |                |

**OTHERS PRESENT:**

John Bierbusse, Executive Director  
Thomas Heuerman, BSBP  
Elizabeth White, BSBP  
Dr. Leo Murembya, DTMB/Bureau of Labor Market Information and Strategic Initiatives

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**1. Call to Order**

Vice Chair Kramer called the meeting to order at 3:05 p.m.

**2. Roll Call**

Roll call was taken with 15 members present, 10 private sector. Two members arrived after roll call.

**3. Approval of Previous Minutes**

**WILLIAM PETERSON MOVED TO APPROVE THE MINUTES OF JUNE 22, 2017 AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

**4. Vice-Chair's Report**

Mr. Kramer directed members to a letter from Mackinac Public Library thanking the Board for their monetary donation to the library in honor of Carl Gervason, long-time Board member who passed away this past year.

Mr. Kramer then introduced new Board Member Jennifer Gavin from Adecco Staffing Services. Jennifer has lived and worked in Macomb County her entire life. She strives to help people improve their lives through the world of work. Jennifer is very active in mentoring and coaching in the community. Jennifer was given a warm welcome from members.

**5. Standing Committee Reports**

**A. INDIVIDUALS WITH DISABILITIES COMMITTEE**

**1. Meeting of July 18 2017**

**a. Recommendation to Approve Piloting of At Your Service Disabilities Etiquette Online Training by MW Service Providers**

Ms. Bouts, committee chair, reported to the board on the two primary discussions that took place at the July 18<sup>th</sup> meeting. The first resulted in the committee recommendation that an on-line disability etiquette training entitled "At Your Service" be piloted by service providers to determine if this would be a useful tool as a new employee orientation requirement. The training instructs in best practices for working with customers who have disabilities. She noted the ability to track those within the organization who have completed the course, their score and the date completed.

**MARY MATUJA MOVED TO APPROVE THE PILOTING OF DISABILITIES ETIQUETTE ONLINE TRAINING "AT YOUR SERVICE" BY MW SERVICE PROVIDERS; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

*Zardis and Smith arrived.*

**b. Recommendation to Approve MW Staff Training by BSBP For Serving Customers who are Blind or with Low Vision**

Ms. Bouts reported that the second item taken up by the committee was staff training by BSBP to improve service provision and inclusion in all aspects of the Workforce system for persons who are blind. This training would complement earlier staff training by BNU/MRS. When questioned on the necessity to provide a 2<sup>nd</sup> staff training, Ms. Bouts explained that the original training addressed mental health, cognitive and physical disabilities but excluded visual impairment. Beth White from BSBP was in attendance. She stated that feedback from the community maintains that MWAs could do more to improve on services it offers to blind persons and that more visually impaired customers will take advantage of our services once we have more adaptive services in place. It was determined that the training will follow the same format as the earlier staff

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training by BNU/MRS. All service center staff will attend one half-day session. There is no cost to Michigan Works for this training.

**MARY MATUJA MOVED TO APPROVE STAFF TRAINING BY BSBP; SUPPORT BY CHARLES SHAW.  
MOTION CARRIED UNANIMOUSLY.**

**B. ONE-STOP COMMITTEE**

**1. Meeting of August 15, 2017**

**a. Recommendation to Approve Memorandums of Understanding (MOU)**

Mr. Bierbusse delivered the committee report reiterating that WIOA legislation requires MOUs be in place to establish coordination of services with fourteen different partner organizations. He reminded members that six MOUs were approved at the last WDB meeting. Since then three more MOUs requiring approval have been received from the Michigan Department of Health and Human Services, an agreement on services between the One-Stop and MRS; LARA/BSBP, the blind vocational rehabilitation agency in Michigan; and the AARP Foundation which is the national contractor for SCSEP.

**PETER KEATING MOVED TO APPROVE THE MEMORANDUMS OF UNDERSTANDING; SUPPORT BY  
DEBORAH BOUTS. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve Infrastructure Funding Agreement (IFA)**

The draft IFA insures the distribution of infrastructure costs between the WDB and partner organizations who are physically located in the Macomb/St. Clair Michigan Works One-Stop locations based on full time equivalents (FTEs) of staff stationed at each location. The WDB will pay all infrastructure costs and the partner organization will reimburse the WDB monthly. Quarterly the WDB will reconcile the actual costs and annually the budget will be modified to reflect the actual costs from the previous year. The state required that the draft IFA be sent to them by August 16, 2017.

**WILLIAM PETERSON MOVED TO APPROVE THE INFRASTRUCTURE FUNDING AGREEMENT;  
SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Approve Sole-Source Lease with Macomb Community College  
and Warren Woods School District**

Mr. Bierbusse reported that the WDB received approval from the state for sole-source procurement of temporary office space due to the loss of the Roseville Michigan Works Service Center to fire.

The Roseville PATH program is operating out of Macomb Community College South Campus at a monthly cost of \$3,500. This includes all infrastructure costs including computers and related equipment, a printer, a copier, software, phones and utilities and furniture. Mr. Bierbusse noted that this location is on the bus line and has not been disruptive to our PATH customers.

Wagner-Peyser Services from the Roseville center will be housed at Warren Woods. They are requiring a one-time technology fee of \$4,750, negotiated down from \$7,000, and a rental fee of \$1,500 per month. Warren Woods cannot provide additional phone lines, phones or a fax line. The rental fee includes two classrooms, three office spaces, use of the computer lab, utilities and custodial services. The furniture that we must purchase for this space will be used at the Roseville Service Center once it becomes operational.

Mr. Bierbusse stated that we are very fortunate to have obtained these short-term leases at a reasonable cost.

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**MARY MATUJA MOVED TO APPROVE THE SOLE-SOURCE LEASE AGREEMENTS WITH MACOMB COMMUNITY COLLEGE AND WARREN WOODS SCHOOL DISTRICT; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

**d. Informational Items**

**i. Plant Closure Report**

We received notice of two plant closures. MW staff met with employees of Illinois Tool Works on August 16<sup>th</sup> to offer reemployment services. Twenty workers are being laid off due to relocation to the company's larger facility in Illinois. The layoff of production workers, clerical and four administrative positions are expected in September.

In 2016 Fiat Chrysler in Sterling Heights eliminated an entire shift resulting in indefinite layoffs for 1,200 workers when the company stopped production of the Chrysler 300. Today approximately 2,900 workers have been certified for TAA benefits. Orientations will be scheduled to provide information on TAA services and how to apply for benefits. Employees who may be laid off over the next two years will be certified.

**ii. New Website**

Mr. Bierbusse reported that the committee received an update from Jordan Geml, Web and Communications Specialist, on the progress being made toward development of the new Michigan Works! Website. It is anticipated that the website will be functional by the end of August and that the board can look forward to viewing the website at the next meeting.

**C. ADMINISTRATIVE COMMITTEE**

**1. Meeting of August 10, 2017**

**a. Recommendation to Modify FY 2017 WIOA PATH TANF Budget**

Macomb/St. Clair received \$270,250 in funds recovered by the state from GST Michigan Works. These additional funds will provide \$220,000 of carry-in to PY 2018 and increase the amount budgeted for auto purchase support services for PATH customers along with support of the Michigan Works Service Center contract. The revised budget totals \$4,918,319.

**MICHAEL KRAMER MOVED TO APPROVE THE FY 2017 PATH TANF BUDGET MODIFICATION; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Modify FY 2017 TAA Case Management Budget**

This allocation supports case management services for workers who have lost their job due to overseas competition. Macomb/St. Clair received an additional \$225,000. This modified budget totals \$554,821

**MARY MATUJA MOVED TO MODIFY FY 2017 TAA CASE MANAGEMENT BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY**

**c. Recommendation to Modify PY 2017 Wagner-Peyser Employment Service Budget**

This adjusted budget shows an increase in carry-in from PY 2016 from \$187,000 to \$245,886. The additional dollars will be used for the Employment Service Provider. This budget totals \$1,016,998.

**CHARLES SHAW MOVED TO MODIFY PY 2017 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY**

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**d. Recommendation to Modify PY 2017 WIOA Adult Programs Budget**

The final allocation for PY 2017 totaled \$2,425,553. Based on the need for adult training dollars, \$600,000 is transferred into this budget from the Dislocated Worker budget. The estimated carry-in from PY 2016 has increased to \$1,474,511 allowing an increase in the amount budgeted for classroom training to \$2,350,964. The budget totals \$3,725,264.

**MARY MATUJA MOVED TO MODIFY PY 2017 WIOA ADULT PROGRAMS BUDGET; SUPPORT BY DEBORAH BOUTS. MOTION CARRIED UNANIMOUSLY**

**e. Recommendation to Modify PY 2017 WIOA Dislocated Worker Budget**

The final allocation for the Dislocated Worker budget equals \$2,856,655. The estimated PY 2016 carry-in has been reduced by \$50,454. \$600,000 is being transferred into the Adult Program budget. Classroom training, on-the-job training and the Michigan Works Service Center line items are reduced. This modified budget equals \$1,882,901.

**WILLIAM PETERSON MOVED TO MODIFY THE PY 2017 WIOA DISLOCATED WORKER BUDGET; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY**

**f. Recommendation to Modify PY 2017 WIOA Youth Program Budget**

The actual youth allocation of \$2,537,018 is \$8,000 less than the planning allocation. Carry-in from PY 2016 is slightly lower and the amount set aside for Information Technology and Computerization is reduced by \$20,000. The amounts budgeted for out-of-school youth janitorial services and the out-of-school youth service provider are reduced. This budget modification totals \$2,503,877.

**DEBORAH BOUTS MOVED TO MODIFY THE PY 2017 YOUTH PROGRAM BUDGET; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY**

**g. Recommendation to Modify PY 2017 WIOA Service Center Support Budget**

Prior to receiving the allocation for PY 2017, dislocated worker, adult, and youth programs contributed toward this budget. Now that an allocation of \$146,822 was received contribution from these programs is reduced by 30%. The budget remains at \$478,900.

**MARY MATUJA MOVED TO MODIFY THE PY 2017 WIOA SERVICE CENTER SUPPORT BUDGET; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY**

**h. Recommendation to Approve PY 2017 WIOA NEG-SP Budget**

Macomb/St. Clair manages this grant for Region 10 partners, Oakland County, the City of Detroit, and SEMCA. The carry-in from PY 2016 equals \$97,848. There is \$6,000 set aside for administrative costs. The funding will be used for classroom training and on-the-job training with \$50,266 remaining that has been budgeted for the City of Detroit's dislocated worker training program. This budget totals \$91,848.

**WILLIAM PETERSON MOVED TO APPROVE THE PY 2017 NEG-SP BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY**

**i. Recommendation to Approve PY 2017 DOD-OEA Advance Michigan Project - Federal Budget**

The period in which to spend-down the remaining dollars of this grant has been extended to June 30, 2018. The budget is derived from \$958,026 of carry-in from PY 2016.

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**WILLIAM PETERSON MOVED TO APPROVE THE PY 2017 DOD-OEA ADVANCE MICHIGAN PROJECT FEDERAL BUDGET; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY**

**j. Recommendation to Approve PY 2017 DOD-OEA Advance Michigan Project Non-Federal Match Budget**

This Department of Defense grant requires matching funds. \$44,165 of the cash match provided by the Michigan Economic Development Corporation is carried in from PY 2016 for administrative support of the grant.

**MARY MATUJA MOVED TO APPROVE THE PY 2017 DOD-OEA ADVANCE MICHIGAN PROJECT NON-FEDERAL MATCH BUDGET; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY**

**k. Recommendation to Approve PY 2017 DOD-OEA Defense Transition Center Budget**

The Defense Industry Transition Center located in the Clinton Township Service Center provides career transition services to displaced defense industry employees and recently separated veterans. The program has been extended for another year to expend carry-in from PY 2016. The budget totals \$58,065.

**MARY MATUJA MOVED TO APPROVE THE PY 2017 DOD-OEA DEFENSE TRANSITION CENTER BUDGET; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY**

**l. Informational - WIOA Performance Report**

Mr. Peterson directed members to charts detailing new performance standards for adults, dislocated workers, youth and Wagner-Peyser as directed under the WIOA legislation. He explained that seventeen performance standards under WIA have been replaced with six WIOA standards. And of the six measurements, only four have been clearly defined by the state to date. The first chart shows the goals that Macomb/St. Clair negotiated with the state and the actual numbers achieved. Of the available data for adult and dislocated worker programs, the actual outcomes exceed goals. The second chart explains that in order to meet our performance goals we must accomplish two things. Each row and each column must average at least 90% of the goal and each individual measure must be at least 50% of the goal. Available information shows that we are meeting all goals at this time.

**6. Executive Director's Report**

Mr. Bierbusse introduced Leo Murembya, Ph.D., Regional Research Coordinator, DTMB/Bureau of Labor Market Information and Strategic Initiatives for the State of Michigan. Dr. Murembya reported to the Board on Labor Market trends for Macomb & St. Clair Counties from 2000-2016. The four topics discussed were population; employment, unemployment and labor force; industry employment; and industry and occupational employment projections. Since 2000, Macomb County's population has increased by 10% but the labor force is still below 2000 levels. St. Clair County's population has decline by 3% with the labor force down by 16%. Macomb County's employment rate has nearly rebounded to pre-recession levels however St. Clair County lags behind. In some instances, Macomb County is out-pacing the state's recovery. He also provided data showing projected growth for the Metro Detroit area through 2024.

Several Board members requested that this information be emailed to them following the meeting.

**7. Other Business**

There was no other business

**8. Hearing of the Public**

There were no comments from the public

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**9. Scheduling of Next Meeting**

The next general meeting is scheduled for 3:00 pm, September 28, 2017. Members will be notified.

**10. Adjournment**

**WILLIAM PETERSON MOVED TO ADJOURN; SUPPORT BY MARIA ZARDIS. MOTION CARRIED.** The meeting adjourned at 4:45 p.m.

Respectfully submitted,



Jean Wurmlinger,  
Recording Secretary