

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

October 26, 2017

The Macomb/St. Clair Workforce Development Board met Thursday, October 26, 2017 at the Clinton Township Michigan Works Service Center with the following members present:

(☑ denotes private sector):

AT ROLL CALL:

- | | |
|-------------------|------------------|
| ✓ Patricia Anger | ✓ Lindsey Hoover |
| Deborah Bouts | ✓ Peter Keating |
| Dan Casey | ✓ Mike Kramer |
| ✓ Hannah Costello | Monika Leasure |
| Dahl, Jason | Jim Sawyer |
| ✓ Ann Forster | ✓ Charles Shaw |
| ✓ Jennifer Gavin | Maria Zardis |
| Lee Graham | |

AFTER ROLL CALL:

- | | |
|-------------------|---------------|
| ✓ Karen Arondoski | ✓ Mary Matuja |
| ✓ Joe Keppler | Erin Smith |

MEMBERS ABSENT:

- | | |
|---------------------|---------------|
| ✓ April Fidler | Mike Moran |
| ✓ Sharise Gavlinski | Valerie Nunn |
| Tanise Hill | Bill Peterson |
| ✓ Carter Hitesman | |

OTHERS PRESENT:

John Bierbusse, Executive Director
Bonnie DiNardo, SC4 Workforce Development

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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 15 members present, 8 private sector.

3. Approval of Previous Minutes

MIKE KRAMER MOVED TO APPROVE THE MINUTES OF SEPTEMBER 28, 2017 AS PRESENTED; SUPPORT BY MARIA ZARDIS. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

The attendance memo that was mailed to all members was again brought to the attention of those present. Chairperson Costello reiterated the importance of having a quorum in order to conduct business and thanked members for making the effort to attend each month.

Chairperson Costello made members aware of the change in venue for the next Board meeting stating that it will be a Holiday dinner meeting at Sajo's Restaurant in Clinton Township on December 7, 2017 at 6:00 p.m.

Aronoski, Matuja, Keppler, Smith arrived.

5. Election of Officers

The floor was opened to nominations for the election of officers. There were no nominations.

PATRICIA ANGER MOVED TO RE-ELECTED CURRENT OFFICERS; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

Hannah Costello was unanimously elected Board Chair, Michael Kramer as Vice-Chair and Patricia Anger as Secretary/Treasurer.

6. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of October 17, 2017

a. Recommendation to Approve MOU Between the M/SCWDB and MSHDA

WIOA legislation requires that Michigan Works Agencies have Memorandums of Understanding (MOUs) in place with our partner organizations defining how we will work together. The MOU between Macomb/St. Clair Workforce Development Board and Michigan State Housing Development Authority includes the process by which the Housing Authority will refer eligible residents to Michigan Works as well as the type of services that Michigan Works can provide to customers referred by HUD. This MOU will be in place for one year.

PATRICIA ANGER MOVED TO APPROVE THE MOU BETWEEN M/SCWDB and MSHDA; SUPPORT BY LEE GRAHAM. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve PY 2017 Employment Service (ES) Plan

As a bit of history, Mr. Bierbusse explained that before 1998 Employment Services was located within the Michigan Employment Security Commission (MESC) with the Unemployment Agency. Governor Engler separated the two believing that citizens would be better served with Employment Services being held in Michigan Works! offices. There are Employment Services offices in all five of the Macomb/St. Clair Michigan Works Career Centers. Mr. Bierbusse stated that this year we anticipate serving approximately

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25,000 ES customers, most of whom come into our offices to post resumes on the Talent Connect, a requirement for receiving unemployment benefits. Policy states that an Employment Service Plan must be sent to the State each year describing how the Michigan Works! Employment Service division will operate. Mr. Bierbusse discussed the many assurances included within the plan and provided a copy of the Budget Information Summary showing a beginning allocation of \$1,004,212.

DAN CASEY MOVED TO APPROVE PY 2017 EMPLOYMENT SERVICE PLAN; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

c. Informational Items

i. Report on FY 2018 Skilled Trades Training Fund (STTF) Applications

Mr. Bierbusse explained to members that STTF dollars are available to all employers throughout the state for up to \$1,500 to train new employees or incumbent workers. Employers can also receive up to \$3,000 in reimbursement for employees who enter into first year apprenticeship programs that are registered with the U.S. Department of Labor. This year Macomb/St. Clair received 43 applications requesting a total of \$2,397,116. Those applications are vetted by Administrative staff and then submitted to the state for final approval. Awards will be announced in late November.

ii. Refugee Navigator Report

Macomb/St. Clair was given additional monies to hire a Refugee Navigator to facilitate access to the services and resources necessary to remove barriers faced by work authorized immigrants and refugees while increasing the number of those individuals who use the One-Stop Service Centers. During the first three months, twenty-five work authorized immigrants were referred to the navigator and have attended an orientation and been provided with basic career services.

iii. Nominee for Impact Award

Each year the Michigan Works! Association hosts the Annual Impact Awards for individuals or businesses representing local success. Amber Steinmetz has been chosen to represent Macomb/St. Clair at this year's ceremony in Lansing on February 21st. During the event, award winners share their stories and the role Michigan Works! played in their success. Lawmakers are also present to deliver tributes and certificates of appreciation. Amber, a mother of three with a disabled husband came to Michigan Works requesting Temporary Assistance to Needy Families. She became employed and was then admitted to the nursing program at St. Clair County Community College. Receiving an Associate Degree in Nursing, Amber is now earning \$27.75 per hour at St. John Hospital and Medical Center as a Registered Nurse.

B. YOUTH COMMITTEE

1. Meeting of October 18, 2017

a. Recommendation to Approve Final Negotiations of WIOA Youth Contract Extensions

Peter Keating reported on the final budgets for a one-year contract extension of six current youth providers who offer Out-of-School Youth, In-School Youth and Summer Youth Employment programs. The PY 2017 contracts will cover July 1, 2017 through June 30, 2018. This is the third & final year for these contracts. Based on Federal allocations which have been reduced by 10% over last year, most budgets were reduced from the recommended amount approved at the April meeting of this committee. In-School Youth enrollment is limited to current enrollments carried over from PY 2016. Youth providers were able to limit non-essentials in order to reduce their budgets for PY 2017.

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Employment & Training Designs, Inc. (ETDI) provides Out-of-School Youth and In-School Youth programming in four of our five Michigan Works Service Centers. ETDI will serve 353 Out-of-School and 47 In-School Youth with a final budget of \$1,009,341.

Blue Water Center for Independent Living provides GED preparation and one-on-one tutoring and counseling for 60 Out-of-School youth. The final PY 17 budget totals \$166,500.

Virtual Learning Academy of St. Clair County serves 30 Out-of-School youth providing on-line high school completion for students who have been expelled or have dropped out of high school. Their final budget for PY 2017 will remain at the recommended level of \$75,000.

Eastpointe Community Schools, an In-School Youth provider for 28 students also provided services to 15 participants of the Summer Youth Employment Program. The final budget totals \$116,138.

Fitzgerald Public Schools, an In-School Youth provider for 38 students also served 50 students in the Summer Youth Employment Program. The final budget totals \$186,862.

Warren Woods Public Schools provides In-School Youth activities for 14 students and provided summer youth employment for 15 youth with a final budget of \$62,500.

The final PY17 Youth budgets total \$1,616,341 serving 583 In-School and Out-of-School youth. This is an overall reduction of \$168,740 from the PY 17 recommended budgets.

MARY MATUJA MOVED TO APPROVE FINAL NEGOTIATIONS OF WIOA YOUTH CONTRACT EXTENSIONS; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

b. Informational Items

i. Summer Work Experience

Summer Work Experience is a requirement of the Workforce Innovation and Opportunity Act Youth programming. Mr. Keating reported that Eastpointe Community Schools, Fitzgerald Public Schools and Warren Woods Public Schools provided 80 students in Macomb County with career exploration opportunities that included Automotive Technology, Culinary Arts, Information Technology, Media and Broadcasting Arts, Pharmacy Technician and Veterinary Technician. Each of these schools also took students on "talent tours" so they could experience a typical work day by visiting employers within a career-specific industry. In St. Clair County, ten participants were placed at various worksites throughout the community. Employers included Blue Water Habitat for Humanity, Lakeside Cemetery, Port Huron Times Herald, Sunshine Thrift, Suzanne's Fashions, United Methodist Free Store. Ninety students gained valuable work-readiness skills and experience while earning a total of \$97,333.

ii. Foster Care Summer Youth Employment Program

The Foster Care Summer Youth Employment Program for ages 14-20 served thirty foster youth in Macomb and St. Clair counties. They were able to choose from Culinary Arts, Media and Broadcasting Arts and Veterinary Technician. Employers mentoring foster youth this summer included Blue Water Habitat for Humanity, Blue Water Humane Society, Downriver Helping Hands, Kids in Distress, Kimball Library, Mid-City Nutrition, Peterson Spring, United Methodist Free Store, Yale Hardware and the Yale Library. Mr. Keating reported that Foster Youth earned a total of \$24,726.

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iii. Current Program Activity

Most Young Professionals need additional occupational skills training in order to enter the workforce. Since July 1, thirty-five Young Professionals have enrolled in occupational training programs at post-secondary institutions for a variety of careers in the medical field, truck driving, business management, legal assistant, lab technician, HVAC, cyber security and heavy equipment operator. Seven Young Professionals were placed in Paid Work Experience including retail sales, nurse assistant, advanced manufacturing and Information technology. Paid Work Experience is subsidized employment which often leads to unsubsidized employment. Nine Young Professionals have been enrolled in On-the-Job training in advanced manufacturing which leads to full-time employment.

C. ADMINISTRATIVE COMMITTEE

1. Meeting of October 12, 2017

a. Recommendation to Approve CY 2017 RESEA Program Budget

This program began last year by the State using penalty and interest funds collected by the Unemployment Insurance Agency. Michigan Works is given a list of unemployment recipients reaching the end of their benefits and invites them to attend an orientation and workshops aimed at helping them get back into the workforce. Michigan Works is reimbursed based on services provided to the recipient. \$14,800 is set aside for administrative costs leaving a total budget of \$134,073 to support the Employment Service Provider who delivers the RESEA services.

MARY MATUJA MOVED TO APPROVE THE CY 2017 RESEA PROGRAM BUDGET; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve CY 2017 America's Promise Budget

This federal grant was received by the Workforce Intelligence Network (WIN) on behalf of Southeast Michigan to be used for training programs at local community colleges. Macomb/St. Clair received \$865,000 and will contract with Macomb Community College and St. Clair County Community College for pre-apprenticeship and apprenticeship training programs. \$559,500 is reserved for carry-in to CY 2018. The remaining \$305,500 is budgeted for classroom training, job search/job readiness and case management

DEBORAH BOUTS MOVED TO APPROVE THE CY 2017 AMERICA'S PROMISE BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve FY 2018 TAA Case Management Budget

This allocation supports case management services for workers who have lost their job due to overseas competition. With no administrative costs, this budget totals \$346,312.

MARY MATUJA MOVED TO APPROVE FY 2018 TAA CASE MANAGEMENT BUDGET; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY

d. Recommendation to Approve FY 2018 TAA Program Activities Budget

Ms. Hoover, reported that this is the 2nd TAA budget with an allocation of \$1,038,035 for TAA program activities. These dollars will deliver classroom training, on-the-job training, job search-job readiness and a relocation allowance of up to \$3,000 per person to workers who have lost their job as a result of foreign trade. The budget totals \$989,462.

MARY MATUJA MOVED TO APPROVE FY 2018 TAA PROGRAM ACTIVITIES BUDGET; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY

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e. Informational Items

i. Stewart, Beauvais & Whipple, P.C. Tier I financial Monitoring Reports

The accounting firm of Stewart, Beauvais & Whipple was hired to monitor all contracts of the Macomb/St. Clair Workforce Development Board to ensure compliance with State and Federal Guidelines. Monitoring is broken down into two tiers. Tier I includes contracts beginning July 1st while Tier II consists of contracts beginning October 1st. Tier I monitoring, which was recently completed, shows that there were no fiscal issues but the audit firm did recommend that several contractors review the requirements of the new Uniform Guidance related to administering federal awards and its written policies and procedures to make sure they are in compliance with all the new requirements. There were no corrective actions required.

ii. 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 and has been reduced each year since 2010 except for an increase in 2015 due to the \$5.9 million Department of Defense Grant. It was noted that despite cuts in funding we have been able to reduce staff numbers through attrition without the need for lay-offs. Resources have transitioned over the past five years placing a greater emphasis in helping employers find qualified talent.

7. Executive Director's Report

Mr. Bierbusse distributed the agenda from the October 25th Business Partner Appreciation Breakfast held at Cherry Creek Golf Course. Representatives from twenty-one business partners attended this event at the invitation of Macomb/St. Clair Business Account Managers.

Mr. Bierbusse also reported that teleconferencing will be available beginning January 2018 allowing meeting participation for members who are not able to physically attend a meeting.

8. Other Business

There was no other business

9. Hearing of the Public

Bonnie DiNardo from St. Clair County Community College, Workforce Development was in attendance and introduced herself to the group.

10. Scheduling of Next Meeting

The next general meeting is scheduled for 6:00 pm, December 7, 2017 at Sajo's Restaurant. Members will be notified.

11. Adjournment

MARY MATUJA MOVED TO ADJOURN; SUPPORT BY PATRICIA ANGER. MOTION CARRIED. The meeting adjourned at 4:45 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary