

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

August 23, 2018

The Macomb/St. Clair Workforce Development Board met Thursday, August 23, 2018 at the Clinton Township Michigan Works Career Center with the following members present:

(☑ denotes private sector):

AT ROLL CALL:

- | | |
|-------------------|-----------------|
| ✓ Patricia Anger | ✓ Peter Keating |
| Dan Casey | ✓ Joe Keppler |
| Jason Dahl | ✓ Mike Kramer |
| ✓ Ann Forster | Monika Leasure |
| ✓ Jennifer Gavin | Jim Sawyer |
| Lee Graham | ✓ Sam Serra |
| Tanise Hill | ✓ Charles Shaw |
| ✓ Carter Hitesman | Erin Smith |
| ✓ Lindsey Hoover | |

MEMBERS ABSENT:

- | | |
|---------------------|-------------------|
| ✓ Karen Arondoski | Jim Peltier |
| ✓ Hannah Costello | Bill Peterson |
| ✓ Sharise Eckenrode | ✓ Danielle Reeves |
| April Fidler | Maria Zardis |
| Valerie Nunn | |

OTHERS PRESENT:

- | | |
|------------------------------------|---------------------------|
| John Bierbusse, Executive Director | Paul Duford, ETDI |
| Elizabeth White, BSBP | Deborah Szatkiewski, PATH |
| Carla Duford, ETDI | Coordinator |

**Macomb/St. Clair Workforce Development Board
August 23, 2018**

1. Call to Order

Vice-Chair Mike Kramer called the meeting to order at 3:04 p.m.

2. Roll Call

Roll call was taken with 17 members present (10 private sector).

3. Approval of Previous Minutes

PATRICIA ANGER MOVED TO APPROVE THE JUNE 27, 2018 MINUTES AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

The Vice-Chair had nothing to report.

5. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of August 14, 2018

a. Recommendation to Approve FY 2018/2019 Community Ventures Plan (CV)

Committee Chair Tanise Hill informed members that Community Ventures began six years ago in Saginaw, Pontiac, Flint and Detroit by offering up to \$5,000 to businesses who hired and retained an employee with barriers for at least one year.

She further explained that this program is now extended to the entire state creating a Business Resource Network of employers who will receive up to \$1,500 to offer full-time employment to returning citizens, substance abusers, individuals with disabilities and the homeless. A Success Coach will work with the company to identify employees with barriers and to provide support services that will address a specific barrier to employment.

Macomb/St. Clair will initially hire three success coaches. It is expected that there will be additional allocations during the year that may be used to hire more success coaches if the need arises.

MONIKA LEASURE MOVED TO APPROVE THE FY 2018/2019 COMMUNITY VENTURES PLAN; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve FY 2019 PATH Service Providers

Ms. Hill reported the results of the bid process to deliver PATH services in the Port Huron, Roseville and Clinton Township Michigan Works Career Centers for Fiscal Year 2019. A Request for Proposal was released in May, a bidder's conference was held in June with proposals due July 27. The proposals were evaluated by two administrative staff.

St. Clair Shores Adult and Community Education was the only bidder to deliver PATH services to 300 participants in the Port Huron Michigan Works! Career Center. This organization has a strong history of past performance and is being recommended to continue delivering services in the Port Huron Center.

Four proposals were received to deliver PATH services to 480 participants in the Roseville Michigan Works! Career Center. The bids came from St. Clair Shores Adult and Community Education, Jewish Vocational Services, the current provider, Employment and Training Designs, Inc. and SERCO, Inc. Employment and Training Designs earned the highest score from both evaluators based on the quality of their program design

**Macomb/St. Clair Workforce Development Board
August 23, 2018**

and the cost analysis. They are being recommended to begin delivery of PATH Services in the Roseville Career Center on October 1st.

Two bids were received to provide PATH services to 480 participants in the Clinton Twp. Career Center including Employment and Training Designs, Inc., the current provider, and St. Clair Shores Adult and Community Education. Of the two bids, Employment and Training Designs earned the highest score and it is recommended that they continue providing PATH services at the Clinton Twp. Career Center for FY 2019.

MONIKA LEASURE MOVED TO APPROVE THE FY 2019 PATH SERVICE PROVIDERS; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve FY 2019 PATH Transportation Services

Macomb Community Action submitted the only proposal to deliver door-to-door transportation to PATH customers needing transportation to the Clinton Twp. PATH program. They are the current provider and are being recommended to continue these services for FY 2019.

ERIN SMITH MOVED TO APPROVE THE FY 2019 PATH TRANSPORTATION SERVICES; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.

d. Informational Items

i. One-Stop Operator Report

The One-Stop Operator is conducting a Strategic Process Review by interviewing staff, supervisors and directors within the career centers. The goal is to encourage innovative methods and best practices in the delivery of services and to ensure consistency of operations within all career centers. At the end of the interview process he will provide results and conclusions toward addressing issues identified during the review. The One-Stop Operator plans to present a series of recommendations to Administrative staff.

ii. Occupational Training Report

Charts were presented to the Board with details of approved WIOA Adult and Dislocated Worker training plans during 2016 and 2017. 63% of total credit and non-credit training was done through Macomb Community College, Dorsey, U.S. Truck Driving Training and St. Clair County Community College.

During 2016, the most popular training programs for both WIOA Adult learners and Dislocated Workers was CDL-A truck driving and LPN programs.

During 2017, a majority of Adults learners enrolled in CDL-A and medical programs including Certified Nurse Assistant, LPN, RN, Bachelor of Science in Nursing, Medical Assistant and Medical Billing programs while a majority of WIOA Dislocated Workers enrolled in CDL-A, Business Management, LPN and Medical Billing.

There was a high emphasis in manufacturing and service industries for on-the-job training contracts written in PY 2016 and 2017 for both Adult and Dislocated Workers.

iii. Amazon Employee Recruitment

Ms. Hill reported that Amazon has asked Michigan Works for assistance in recruiting candidates and with on-boarding orientations at their new distribution center in Shelby Township. Initially they planned to hire 160 warehouse associates but have scaled that back to 70 new hires for the August 26th opening. Macomb/St. Clair worked with Macomb Community College to provide the necessary space for their initial hiring needs.

**Macomb/St. Clair Workforce Development Board
August 23, 2018**

Michigan Works promoted Amazon's recruitment flyer by contacting customers, posting to Facebook, LinkedIn, Twitter and by contacting all local news outlets. Amazon expects to employ 1,000 workers by next Spring

iv. Telling Our Story

The Board viewed the most recent issue of "Telling Our Story" written by career planners highlighting achievements of customers in training or employment. One of the articles acknowledged a PATH customer who received tuition assistance from Michigan Works and is now employed as a sonographer at St. John Hospital earning \$33.00 per hour. The newsletter also included the story of an unemployed customer who knew he needed new skills to improve his employment opportunities. The on-the-job training program helped him get back to work quickly and after successfully completing 480 training hours he was hired by Morley Candy in food production. Several "thankyou" messages from customers were also included in this issue. Board members are encouraged to read the entire issue.

Ms. Hill ended her report by encouraging other members of the Board to join the One-Stop Committee.

B. ADMINISTRATIVE COMMITTEE

1. Meeting of August 9, 2018

a. Recommendation to Approve PY 2018 Capacity Building and Professional Development Budget

Lindsey Hoover explained that the Capacity Building allocation is paid as dues to the Michigan Works! Association who provides professional development to the Michigan Works Agencies. This budget totals \$73,134.

MONIKA LEASURE MOVED TO APPROVE PY 2018 CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT BUDGET; SUPPORT BY JOE KEPPLER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve FY 2018/2019 Community Ventures (CV) / Business Resource Network (BRN) Budget

Community Ventures is a one-year grant that will fund the hiring of success coaches with the goal of assisting businesses to alleviate high employee turnover. The success coach will work with the business to identify eligible workers and provide supportive services to reduce barriers to full-time employment. The initial allocation to Macomb/St. Clair is \$574,621 with additional allocations expected during the year. Funding will provide for salaries/wages and fringe benefits to the success coaches and for supportive services to the employee. The budget totals \$517,221.

PATRICIA ANGER MOVED TO APPROVE FY 2018/2019 CV/BRN BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve CY 2018 Reemployment Services and Eligibility Assessment (RESEA) Budget

This budget provides funding from the Unemployment Insurance Agency to deliver additional employment services to individuals identified as likely to exhaust their unemployment benefits before returning to work. The budget totals \$90,721.00.

MONIKA LEASURE MOVED TO APPROVE CY 2018 RESEA BUDGET; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

**Macomb/St. Clair Workforce Development Board
August 23, 2018**

d. Recommendation to Approve PY 2017 Dislocated Worker Budget Modification

Macomb/St. Clair received an additional \$300,000 in PY 2017 Dislocated Worker funds in July, too late to spend during that program year. The funds will be carried-in to PY 2018. This budget remains at \$1,780,204.

**PATRICIA ANGER MOVED TO APPROVE PY 2017 DISLOCATED WORKER BUDGET MODIFICATION;
SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.**

e. Recommendation to Approve PY 2018 WIOA Adult Budget Modification

This budget shows an actual carry-in from 2017 of \$204,240, an increase of \$84,240 over the estimated carry-in. These monies will be added to the classroom training for a total budget of \$2,947,731.

**CHARLES SHAW MOVED TO APPROVE PY 2018 WIOA ADULT BUDGET MODIFICATION; SUPPORT BY
MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

f. Recommendation to Approve PY 2018 WIOA Dislocated Worker Budget Modification

Actual carry-in to the 2018 Dislocated Worker budget is adjusted upward to \$1,219,793. The additional funds will be added to PY 2019 carry-in and to the classroom training. This modified budget totals \$2,002,062.

**MONIKA LEASURE MOVED TO APPROVE PY 2018 WIOA DISLOCATED WORKER BUDGET
MODIFICATION; SUPPORT BY ERIN SMITH. MOTION CARRIED UNANIMOUSLY.**

g. Recommendation to Approve PY 2018 WIOA Youth Budget Modification

This budget was modified to show the actual carry-in from 2017 of \$580,222. The additional \$60,000 over the estimated carry-in will be added to PY 2019 carry-in. This budget stays at \$2,435,928.

**ANN FORSTER MOVED TO APPROVE PY 2018 WIOA YOUTH BUDGET MODIFICATION; SUPPORT BY
TANISE HILL. MOTION CARRIED UNANIMOUSLY.**

h. Recommendation to Approve PY 2018 WIOA Administration Budget Modification

Carry-in was adjusted in this budget to reflect actual carry-in of \$295,855. The additional funds will be carried into 2019. This budget remains at \$273,400.

**TANISE MOVED TO APPROVE PY 2018 WIOA ADMINISTRATION BUDGET MODIFICATION; SUPPORT
BY SAM SERRA. MOTION CARRIED UNANIMOUSLY.**

**i. Recommendation to Approve PY 2018 WIOA Michigan Works Career Center Support
Budget Modification**

The initial PY 2018 budget was derived from WIOA dislocated worker, adult and youth dollars. Now that an allocation of \$235,966 has been received, the amount of support from these programs has been reduced. The modified budget remains at \$439,050.

**MONIKA LEASURE MOVED TO APPROVE PY 2018 WIOA CAREER CENTER SUPPORT BUDGET
MODIFICATION; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.**

**j. Recommendation to Approve PY 2018 Wagner-Peyser Employment Service Budget
Modification**

The actual carry-in from 2017 totaled \$325,908. The extra funds will increase the Employment Service Provider line item. The modified budget equals \$1,071,997.

**Macomb/St. Clair Workforce Development Board
August 23, 2018**

ERIN SMITH MOVED TO APPROVE PY 2018 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET MODIFICATION; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

k. Recommendation to Approve FY 2018 PATH Temporary Assistance to Needy Families (TANF) Budget Modification

Macomb/St. Clair requested an additional \$300,000 in funding for the PATH program. Since it is unclear what the upcoming allocation will be for Fiscal Year 2019, most of these dollars will go to carry-in for the next fiscal year with some line items slightly increased. This revised budget totals \$4,805,143.

Mr. Bierbusse added that he learned that morning that the allocation will be reduced by 5%.

CHARLES SHAW MOVED TO APPROVE FY 2018 PATH TANF BUDGET MODIFICATION; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

l. Recommendation to Approve Hiring Three (3) Business Resource Network (BRN) Success Coaches

Using funds from the one-year Community Ventures Grant, Macomb/St. Clair will hire three Success Coaches; two in Macomb County and one in St. Clair County. The Success Coach will assist businesses in reducing high employee turnover by providing supportive services to eligible employees to address specific barriers to maintaining full-time employment. Once the grant ends, it is expected that enough employers will be willing to support this program going forward.

JIM SAWYER MOVED TO APPROVE THE HIRING OF THREE BRN SUCCESS COACHES AS PRESENTED; SUPPORT BY SAM SERRA. MOTION CARRIED UNANIMOUSLY.

6. Executive Director's Report

Mr. Bierbusse thanked Jim Sawyer, Board Member and President of Macomb Community College, for providing space to Amazon for their hiring needs. He went on to explain the Amazon hiring process stating that on-line job postings are limited to approximately ten openings at a time. Applicants are offered a position and invited to an On-Boarding Orientation which includes drug screening. This process continues until they reach the number of desired employees. He also stated that because they process a small number of applicants at a time, we have been able to offer Career Center conference room space and they are no longer using Macomb Community College.

The Executive Director also expanded on the One-Stop Committee Report by detailing the implementation of the Community Ventures Plan. He explained that Macomb/St. Clair is seeking to partner with employers who are willing to offer opportunities to returning citizens, the homeless, substance abusers or who have a disability. The employer must offer full-time employment, up to 30 hours per week at a minimum of \$11.50 per hour. Upon hiring an eligible employee, the employer will receive a stipend of up to \$1,500 (\$500 for the first three months of employment). The employer must also be willing to offer workspace for the Success Coach to meet with employees to discuss barriers in a confidential manner. The Success Coach will identify potential Community Venture (CV) participants to develop a career pathway and provide supportive services to ensure that the participant is successful in maintaining long term employment. The Success Coach will be trained on resources that are available through Michigan Works! and how to make referrals to agencies outside of Michigan Works!.

Finally, Mr. Bierbusse discussed the Food Assistance Employment and Training Program. Federal law limits food assistance eligibility for 18 to 49-year-old able-bodied adults without dependents to three months in a

**Macomb/St. Clair Workforce Development Board
August 23, 2018**

thirty-six-month period unless the individual is meeting work participation requirements. For the past several years all of Michigan's counties received a waiver of the work participation requirement based on the county's unemployment rate. On October 1, 2018 Macomb and St. Clair counties will lose the waiver and start delivering services to Time Limited Food Assistance recipients.

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, September 27, 2018. Members will be notified.

10. Adjournment

PATRICIA ANGER MOVED TO ADJOURN; SUPPORT BY JOE KEPPLER. MOTION CARRIED. The meeting adjourned at 3:54 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary