

## ADMINISTRATIVE COMMITTEE MINUTES

April 22, 2009

### I. ROLL CALL

#### MEMBERS PRESENT:

William Peterson  
Carl Gervason  
Patty Gendernalik  
Mary Matuja

#### MEMBERS ABSENT:

Charles Shaw

#### OTHERS PRESENT:

John Bierbusse

Mr. Peterson called the meeting to order at 8:40 a.m.

### II. APPROVAL OF MARCH 12, 2009 COMMITTEE MINUTES

**MARY MATUJA MOVED TO APPROVE THE MINUTES OF MARCH 12, 2009 AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

### III. WORKFORCE INVESTMENT ACT (WIA)

#### a. Recovery Act: Recommendation to Approve py'08 Budgets

##### i. Adult

Mr. Bierbusse reported receipt of Recovery Act funds. The adult program allocation is \$2,521,775 of which three percent will be used for administrative costs; \$45,000 for information technology and computerization, and \$1,200,000 to be carried into the new year beginning July 1<sup>st</sup>. The majority of funds will be dedicated to training additional economically disadvantaged adults. The budget totals \$1,201,122.

After review and discussion, **MARY MATUJA MOVED TO APPROVE THE PY'08 ADULT PROGRAM RECOVERY ACT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

Mr. Bierbusse announced February unemployment statistics: State of Michigan at 12.8%; Macomb County at 14.5%; St. Clair County at 18.1%; City of Warren at 16.6%; Sterling Heights at 11.8%; Clinton Township at 16.1%; and the City of Port Huron at 24.6%.

##### ii. Dislocated Worker

The local Recovery Act allocation for dislocated workers is \$5,184,409 of which three percent is dedicated to administrative costs; \$85,000 to information technology and computerization; and a carry-in to the new year of \$2 million. Again, the majority of funds are dedicated to training. The budget totals \$2,943,877.

After review and discussion, **CARL GERVASON MOVED TO APPROVE THE PY'08 DISLOCATED WORKER RECOVERY ACT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

##### iii. Youth

There is \$5.5 million of Recovery Act funds available for the youth program to be used primarily for the summer program servicing approximately 1600 economically disadvantaged young people. While funds can be extended to 2011, there is major emphasis to expend funds this summer. Recruitment of students has begun in local schools and contact will also be made to young people who have been through the system since January to inform them of the availability of jobs. Over \$1 million is targeted to the out-of-school population and consideration is being given to extend out-of-school programs until the end of next March rather than terminating September 30<sup>th</sup>. The budget totals \$4,757,753.

**After review and discussion, MARY MATUJA MOVED TO APPROVE THE YOUTH PROGRAM RECOVERY ACT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.**

**iv. Administrative**

The Recovery Act administration budget is comprised of contributions from the three previous budgets and totals \$633,266, however, the majority of funds are being allocated to the administrative cost pool. The budget totals \$54,120 and will be used to support one full-time staff person.

**After review and discussion, MARY MATUJA MOVED TO APPROVE THE ADMINISTRATION RECOVERY ACT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

**IV. MICHIGAN OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM**

**a. Recommendation to Modify PY'08 Budget**

An additional \$6,000 was received and incorporated into the 2008 Older American Community Service Employment Program budget. Funds were added to participant wages and fringes allowing staff to enroll additional participants. The budget totals \$593,860.

**PATTI GENDERALIK MOVED TO MODIFY THE PY'08 OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve PY'08 Recovery Act Budget**

The Recovery Act allocation for the Michigan Older American Community Service Employment Program is \$145,167 and will support an additional 15 participants for a one-year period. The budget totals 131,376.

**MARY MATUJA MOVED TO APPROVE THE OLDER AMERICAN RECOVERY ACT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.**

**V. MICHIGAN PRISONER RE-ENTRY INITIATIVE (MPRI)**

**a. Recommendation to Modify FY'09 Macomb County Budget**

Due to the early release of prisoners into Macomb County, the Department of Corrections has issued an additional \$156,000 to service these individuals. Based upon past experience, line items were increased for mental health services, transportation, health care services and other identified areas. The budget totals \$993,485.

**MARY MATUJA MOVED TO MODIFY THE FY'09 MACOMB MPRI BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Modify FY'09 Thumb Area Budget**

Similar circumstances increased the Thumb Area budget by \$137,000. Majority of funds are anticipated to be spent for housing costs. The budget totals \$724,300.

**MARY MATUJA MOVED TO MODIFY THE FY'09 THUMB AREA MPRI BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

**VI. Recommendation to Modify PY'08 Information Technology & Computerization Budget**

Recovery Act funds were added to the Information Technology and Computerization budget to allow for purchase of additional computers and related software. Also, two part-time staff have been promoted to full-time status as approved by the board in March. The budget totals \$787,800.

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**PATTI GENDERNALIK MOVED TO MODIFY THE PY'08 INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

**VII. Recommendation to Modify PY'08 Administrative Cost Pool Budget**

Increases from Recovery Act funds to the Administrative Cost Pool were due primarily to the addition of staff previously approved at the March general meeting. The budget now totals \$1,483,120.

**MARY MATUJA MOVED TO MODIFY THE PY'08 ADMINISTRATIVE COST POOL BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

**VIII. TRADE ADJUSTMENT ASSISTANCE (TAA)**

**a. Expenditure Report**

Since the State's policy revision for distribution of TAA funds, there is no initial allocation granted for the year. Funds are requested as needed and the organization is reimbursed for actual expenditures, eliminating the need for monthly budget modifications.

Year-to-date comparisons were reviewed reflecting fiscal year 2008 at \$1,488,975.36 compared to fiscal year 2009 at \$1,998,410.76.

After review and discussion, the report was accepted and filed.

**IX. OTHER BUSINESS**

There was no other business.

**X. ADJOURNMENT**

The meeting adjourned at 9:25 a.m.

Respectfully submitted,

Laura Carne  
Recording Secretary