

## ADMINISTRATIVE COMMITTEE MINUTES

February 12, 2009

### I. ROLL CALL

#### MEMBERS PRESENT:

William Peterson  
Patti Gendernalik

#### MEMBERS ABSENT:

Charles Shaw  
Carl Gervason  
Mary Matuja

#### OTHERS PRESENT:

John Bierbusse

Mr. Peterson called the meeting to order at 8:45 a.m.

### II. APPROVAL OF JANUARY 8, 2009 COMMITTEE MINUTES

**PATTI GENDERALIK MOVED TO APPROVE THE MINUTES OF JANUARY 8, 2009 AS PRESENTED; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

### III. PROGRAM YEAR 2008 BUDGET MODIFICATIONS

#### a. Workforce Investment Act

##### i. Adult

State of Michigan policy mandates that all MWAs expend 85% of their allocation within the year allocated. If more than 15% remains, the State redistributes those remaining excess carry-in funds to those agencies who did meet the 85% expenditure rate. As a result, the Macomb/St Clair WDB is in receipt of an additional \$63,555 to incorporate into the current budget. Due to the high demand for training and expanded eligibility guidelines through the *No Worker Left Behind* initiative, staff recommended transferring another \$1.95 million from the dislocated worker program into the adult program thereby making the total transfer to date at \$5 million. Increases were made to the classroom training, service center support, and customer outreach line items. The budget totals \$9,046,196.

After review and discussion, **PATTI GENDERALIK MOVED TO MODIFY THE PY'08 ADULT PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

##### ii. Dislocated Worker

Upon approval at the December general meeting, an additional \$3,250,000 was requested from the State for the Dislocated Worker program. The request was honored; however, the State announced that it will release these funds piecemeal. Last month 40% of funds were initially allocated and the resulting \$1.3 million was incorporated into the current dislocated worker program budget. The remaining \$1.9 million has been released and is incorporated into the current budget. Also received is \$45,522 in excess carry-in funds. Adjustments were made to the transportation, classroom training and service center support line items.

Since there are more customers enrolled in the adult program due to the *No Worker Left Behind* initiative, Mr. Bierbusse recommended transferring \$1.5 of these additional dollars into the adult program budget. With these adjustments, the current budget has increased approximately \$600,000. The current total of the dislocated worker budget is \$6,828,435.

After review and discussion, **PATTI GENDERALIK MOVED TO MODIFY THE PY'08 DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

##### iii. Youth

Excess carry-in funds of \$64,493 were received and incorporated into the Youth program budget. Additional dollars are targeted to in-school youth projects. The total budget is \$3,884,997.

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Staff continues to await notification of significant funding increases for the summer youth program. The youth facilitator staff who conduct current programs in area schools will receive training to identify eligible young people. Mr. Bierbusse reported further that Macomb County has agreed to provide space in property owned by the County in downtown Mt. Clemens.

After review and discussion, **PATTI GENDERNALIK MOVED TO MODIFY THE PY'08 YOUTH PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

**iv. Michigan Works Service Centers Support**

As a result of excess carry-in, the Service Center support budget was increased by \$33,455. This budget supports WIA activities within the five service centers. Funds were incorporated into the rent line item. The total budget is \$423,558.

After review and discussion, **PATTI GENDERNALIK MOVED TO MODIFY THE PY'08 MICHIGAN WORKS SERVICE CENTERS SUPPORT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

**v. Dislocated Worker - No Worker Left Behind**

Mr. Bierbusse reminded members that mid-year last year the Governor allocated special dollars for the *No Worker Left Behind* initiative through the State's discretionary funds. Excess dollars not spent last year were redistributed to other MWAs who qualified by spending at least 85% of their allocation. Monies are targeted to adult classroom training. The budget totals \$76,417.

After review and discussion, **PATTI GENDERNALIK MOVED TO APPROVE THE PY'08 DISLOCATED WORKER NO WORKER LEFT BEHIND PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

**IV. Fiscal Year 2009 Budgets**

**a. Jobs, Education & Training (JET) GF/GP Expansion**

The State unexpectedly distributed additional General Fund/General Purpose (GF/GP) funds that must be tracked separately. Therefore, a new column for this expansion in the amount of \$363,597 has been added to the JET budget. These new funds will be targeted to classroom training and current JET projects with 10% allotted for administrative costs. The second column of this budget reflects an increase of \$58,884 of excess WIA carry-in dollars.

A statewide increase of \$1.4 million of GF/GP funds and \$1.4 million of TANF dollars was released. The third column of the JET budget addressing the GF/GP contribution reflects a local increase of \$71,406. The fourth column addressing the local TANF contribution increased by \$76,406. Therefore, the total budget has increased approximately \$600,000.

After review and discussion, **PATTI GENDERNALIK MOVED TO MODIFY THE FY'09 JET PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

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**V. 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 \$974,856.79 compared to fiscal year 2009 at \$1,280,492.65.

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

**VI. OTHER BUSINESS**

There was no other business.

**VII. ADJOURNMENT**

The meeting adjourned at 9:35 a.m.

Respectfully submitted,

Laura Carne  
Recording Secretary