

# ADMINISTRATIVE COMMITTEE MINUTES

February 11, 2010

## I. ROLL CALL

### MEMBERS PRESENT:

Mary Matuja  
William Peterson  
Patty Gendernalik  
Carl Gervason

### MEMBERS ABSENT:

Charles Shaw

### OTHERS PRESENT:

John Bierbusse

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

## II. APPROVAL OF JANUARY 21, 2010 COMMITTEE MINUTES

**CARL GERVASON MOVED TO APPROVE THE MINUTES OF JANUARY 21, 2010 AS PRESENTED; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

## III. Workforce Investment Act (WIA)

### a. Recommendation to Modify PY'09 Dislocated Worker Budget

Request for additional funding was approved and the board was awarded another \$4,261,250. Administrative costs will remain the same. Increases are directed to information technology and computerization and projected carry-in to next year. A transfer of \$850,000 will be made to the adult program budget. Funds will be used primarily for classroom training. The increase for the Michigan Works Service Centers is targeted to case management. The budget totals \$8,437,937.

After review and discussion, **CARL GERVASON MOVED TO MODIFY THE PY'09 WIA DISLOCATED WORKER BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

### b. Recommendation to Modify PY'09 Adult Budget

With the return of \$850,000 from dislocated worker funds, reduced funds for projected carry-in and information technology and computerization, the budget increases to \$5,632,077. Increases were made for transportation, support services and classroom training.

After review and discussion, **CARL GERVASON MOVED TO MODIFY THE PY'09 WIA ADULT PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

### c. Recommendation to Modify FY'10 National Emergency Grant Budget

The State of Michigan was awarded \$19 million of National Emergency Grant funds for the six Michigan Works Agencies in southeast Michigan. Half of these funds are held by the federal government for access upon expenditure of allocated funds; in turn, the State retains half and distributes the remaining half. Additional funds can be requested upon expenditure of the initial allocation, which locally was \$1,039,141. Macomb/St Clair expended this allocation and requested \$2 million. This \$2 million has been expended and a request for an additional \$2 million was submitted. The State has awarded only \$786,960 of the \$2 million requested. The majority of funds are directed to classroom training. The current budget totals \$3,634,834.

After review and discussion, **CARL GERVASON MOVED TO MODIFY THE FY'10 NATIONAL EMERGENCY GRANT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF**

DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERALIK . **MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Approve PY'09 Adult Statewide Activity Grant**

After petitioning the State, the Macomb/St. Clair Workforce Development Board is the only Michigan Works organization to receive an adult statewide activity grant. The allocation is \$2,071,497. In order to meet future training obligations, \$500,000 will be carried into the next program year. The remainder is targeted to current classroom training. The budget totals \$1,469,352.

After review and discussion, **CARL GERVASON MOVED TO APPROVE THE PY'09 ADULT STATEWIDE ACTIVITY GRANT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.**

**IV. Workforce Investment Act (WIA) Recovery Act**

**a. Recommendation to Modify PY'09 Dislocated Worker Budget**

Revisions to this budget include an increase for information technology and computerization and elimination of projected carry-in. Equipment costs increased due to establishment of the Automotive Career Transition Center which is available to persons from all Michigan Works agencies who are displaced from the auto industry.

After review and discussion, **PATTI GENDERALIK MOVED TO MODIFY THE PY'09 RECOVERY ACT DISLOCATED WORKER BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Modify PY'09 Adult Program Budget**

The revision to this budget increases the carry-in to the next program year to meet training obligations. Adjustments are made accordingly.

After review and discussion, **MARY MATUJA MOVED TO MODIFY THE PY'09 RECOVERY ACT ADULT PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

**V. Jobs, Education & Training (JET)**

**a. Recommendation to Approve FY'10 Budget**

The budget is comprised of three funding sources: the Workforce Investment Act; State general fund/general purpose; and federal Temporary Assistance for Needy Families - TANF funds. The program suffered a \$1 million reduction from last year. However, increased funding through GF/GP and TANF have been received. Once combined, the total allocation is now \$5,307,505.

The GF/GP funding increase is \$446,269 and will support structured, mandated JET programs. The TANF portion increased by \$402,827 of which the majority will be directed to support services and other ancillary costs. Classroom training is also increased.

The total budget is near the same funding level as last year and now totals \$4,676,734.

After review and discussion, **MARY MATUJA MOVED TO MODIFY THE FY'10 JET BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.**

**VI. Recommendation on Staffing Changes**

A recommendation to reclassify the Management Information System (MIS) supervisor to MIS/Special Projects Coordinator at a level 2 position was presented. The current MIS supervisor has assumed responsibility for coordinating recent grant initiatives.

A recommendation to reclassify the account technician position to accounting supervisor at a level 4 was discussed. The current account technician has assumed responsibility of a growing accounting department.

After review and discussion, **MARY MATUJA MOVED TO APPROVE RECLASSIFICATIONS AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

**X. OTHER BUSINESS**

Updated information on increased funding was reviewed. This board is responsible for programs amounting to \$58,665,667 to date. Another \$2 million is anticipated for training in advanced energy

**XI. ADJOURNMENT**

The meeting adjourned at 9:15 a.m.

Respectfully submitted,

Laura Carne  
Recording Secretary