

## ADMINISTRATIVE COMMITTEE MINUTES

January 8, 2009

### I. ROLL CALL

#### MEMBERS PRESENT:

William Peterson  
Patty Gendernalik  
Charles Shaw  
Carl Gervason  
Angelo Nicholas  
Mary Matuja

#### MEMBERS ABSENT:

#### OTHERS PRESENT:

John Bierbusse  
Bernice Kerner

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

### II. APPROVAL OF NOVEMBER 13, 2008 COMMITTEE MINUTES

**MARY MATUJA MOVED TO APPROVE THE MINUTES OF NOVEMBER 13, 2008 AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

### III. PROGRAM YEAR 2008 BUDGET MODIFICATIONS

#### a. Workforce Investment Act

##### i. Dislocated Worker

Upon approval at the December general meeting, an additional \$3,250,000 was requested from the State for the Dislocated Worker program. Mr. Bierbusse was pleased to report that the request was honored; however, the State has announced that it will release these funds piecemeal. Therefore, 40% of funds were initially allocated and the resulting \$1.3 million was incorporated into the current dislocated worker program budget. Adjustments have been made to the transportation and classroom training line items.

Since there are more customers enrolled in the adult program due to the *No Worker Left Behind* initiative, Mr. Bierbusse recommended transferring \$1,250,000 of these additional dollars into the adult program budget. The current total of the dislocated worker budget is \$6,332,913.

After review, **CARL GERVASON 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 CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

##### ii. Adult

Due to the previous action, \$1,250,000 was incorporated into the adult programs budget bringing the current total to \$7,482,641. Funds were increased for classroom training. Also increased is the contribution to the Michigan Works Service Centers since six additional case managers will be hired to service the increase in customers.

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

##### b. National Emergency Grant

Due to a new State policy, the maximum allowable expenditure per customer is \$4,400 and NEG funds must be used solely for participant training. The original budget included ancillary line items to support the grant, but must now be removed. Customers enrolled through this grant will receive support services, transportation allowances and any other ancillary costs by being concurrently enrolled in the dislocated worker program where

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these costs are allowable. The budget totals \$549,300.

After review, **MARY MATUJA MOVED TO MODIFY THE PY'08 NATIONAL EMERGENCY GRANT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**IV. Fiscal Year 2009 Budgets**

**a. No Worker Left Behind**

**i. State GF/GP Competitive Award**

The State of Michigan released a competitive grant award through the No Worker Left Behind GF/GP funding source where \$5 million is available. Staff petitioned for a portion of these dollars and the board was awarded \$627,500. It is anticipated this budget will service 283 customers. The total budget is \$587,875

After review and discussion, **MARY MATUJA MOVED TO APPROVE THE FY'09 NO WORKER LEFT BEHIND GF/GP COMPETITIVE AWARD BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY ANGELO NICHOLAS. MOTION CARRIED UNANIMOUSLY.**

**ii. State GF/GP Incentive Award**

Of the remaining \$1 million State No Worker Left Behind funds, staff petitioned for incentive dollars. In order to be awarded any funds, an MWA must show that there are customers enrolled in long-term training programs of at least a 2-year duration. Fifteen such customers were identified and staff petitioned for \$10,000 of incentive award for each customer from the NWLB pool. Journal entries will be made to show the State exactly how funds are being expended. The budget totals \$145,000.

After review and discussion, **MARY MATUJA MOVED TO APPROVE THE FY'09 INCENTIVE AWARD BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**V. FISCAL YEAR 2009 BUDGET MODIFICATION**

**a. JET Plus**

After the previous budget modification, the State rescinded statewide \$9 million of TANF funds for other projects. The local deduction comes to \$756,360. Therefore, a deduction and readjustments were made to the community outreach model of JET Plus. With the start of the campus centered model, figures were readjusted to suit appropriate costs. The budget now totals \$3,236,892.

After review, **MARY MATUJA MOVED TO MODIFY THE FY'09 JET PLUS BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

**VI. 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 for the first quarter of the new fiscal year were reviewed reflecting fiscal year 2008 at \$974,856.79 compared to fiscal year 2009 at \$839,980.08.

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

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**VII. WORKFORCE INVESTMENT ACT (WIA)**

**a. Program Year 2008 First Quarter Performance Report**

Ms. Kerner presented the first quarter performance results for the 2008 program year. All standards were met or exceeded with the exception of three for the older youth population, which has traditionally been a hard population to track. Staff has been advised to follow-up with these customers. Updated information has been forwarded to the State and these figures will hopefully improve on the next report.

The report was received and filed.

**VIII. REVIEW OF ANNUAL ACCOUNTS OF FUNDING SOURCES**

Mr. Bierbusse shared with committee the current account of funding sources, which reflects the agency at \$38,380,431. Additional dollars will be incorporated as they arrive.

**ix. OTHER BUSINESS**

There was no other business.

**x. ADJOURNMENT**

The meeting adjourned at 9:35 a.m.

Respectfully submitted,

Laura Carne  
Recording Secretary