

ADMINISTRATIVE COMMITTEE MINUTES

January 14, 2010

I. ROLL CALL

MEMBERS PRESENT:

Mary Matuja
William Peterson
Patty Gendernalik

MEMBERS ABSENT:

Charles Shaw
Carl Gervason

OTHERS PRESENT:

John Bierbusse

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

II. APPROVAL OF NOVEMBER 12, 2009 COMMITTEE MINUTES

MARY MATUJA MOVED TO APPROVE THE MINUTES OF NOVEMBER 12, 2009 AS PRESENTED; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.

III. Workforce Investment Act (WIA)

a. Recommendation to Modify PY'09 Dislocated Worker Budget

Due to the redistribution of excess carry-in from other Michigan Works agencies, the board received an additional \$184,534. Funds will be used to increase classroom training, equipment purchase, outreach, and support services. Funds previously transferred into the adult program budget have been returned to this budget. The budget totals \$5,427,676.

After review and discussion, **MARY MATUJA 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 dislocated worker funds and reduced projected carry-in, the budget decreases to \$4,734,572. Enrollments into the adult program were halted last September while awaiting additional funding. A request for \$2 million for this program has been submitted.

After review and discussion, **MARY MATUJA 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 PY'09 Youth Budget

An additional \$122,968 of excess carry-in funds was received for the youth program. Funds are targeted to increase training for both in-school and out-of-school youth. The budget totals \$4,536,981.

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

d. 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 retained half and distributed the remaining half. Additional funds can be requested upon expenditure of the initial allocation. Locally, \$1,039,181 was awarded to the Macomb/St Clair board to provide services to customers enrolled in training after March 1, 2009. Staff requested and received \$2 million. It is anticipated that once spent, an additional \$2 million will be requested. The current budget totals \$2,887,221.

After review and discussion, **MARY MATUJA 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 GENDERNALIK . MOTION CARRIED UNANIMOUSLY.

IV. Jobs, Education & Training (JET)

a. Recommendation to Approve FY'10 Budget

Due to the delay in reconciling the State of Michigan's budget, the board is now in receipt of the official JET allocation. 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. Once combined, the total allocation is \$4,458,409. The program has suffered a \$1 million reduction from last year. As a result, JET staff at each of the centers was reduced; however, these staff were absorbed through other Michigan Works programs within the centers.

While the State allows eligible participants up to \$2,000 for auto purchases, the local policy is \$900; the State's ceiling of \$900 for auto-related repairs is funded at a local level of \$675. Transportation allowance was reduced from \$7 or \$15 - depending on miles traveled for training - to \$5 or \$10 per day. The total budget equals \$3,929,430.

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

V. Food Assistance Employment & Training Program

a. Recommendation to Approve FY'10 Budget

The allocation for the Food Assistance Employment and Training program has also been received. This program services low income single adults ages 18 through 49 through funding provided by the Department of Agriculture. The majority of enrollees come through the Michigan Prisoner Re-entry Initiative, which this agency administers. The budget totals \$319,313.

After review and discussion, **MARY MATUJA MOVED TO APPROVE THE FY'10 FOOD ASSISTANCE EMPLOYMENT AND TRAINING PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

VI. Wagner-Peyser Re-employment Program

a. Recommendation to Approve FY'10 TAA Case Management Budget

Separate dollars were set aside through the Recovery Act to support case management for trade eligible individuals. Of the \$850,000 available statewide, the board has received \$176,023 due to the large local trade population. Additional funds can and will be requested upon expenditure.

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

VII. Department of Transportation

a. Recommendation to Approve FY'10 Road Construction Apprenticeship Readiness Program (RCAR) Budget

The Department of Transportation has developed the Road Construction Apprenticeship Readiness Program for low income youth 16 to 24 years of age. These funds are earmarked for the Port Huron area to rebuild the port of entry/customs building at the Blue Water Bridge. Training is expected to commence this month. Participants will enroll for eight (8) weeks; 30 hours per week; and receive \$10 per hour.

A request for proposal to deliver the required curriculum was released and awarded to St. Clair County Community College. The budget totals \$162,634.

After review and discussion, **MARY MATUJA MOVED TO APPROVE THE FY'10 RCAR 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 2009 at \$928,065.28 compared to fiscal year 2010 at \$2,021,836.68. The report was accepted and filed.

IX. Recommendation on Staffing Changes

A recommendation to reclassify two WIA administrative technician positions was presented. This position was originally a level 7 and was downgraded to level 9 with the hiring of new employees. Both employees have performed outstandingly during their first year and the directors requested permission to return the position to the original level.

PATTI GENDERNALIK MOVED TO APPROVE RECLASSIFICATION OF THE TWO WIA ADMINISTRATIVE TECHNICIAN POSITIONS FROM LEVEL 9 TO LEVEL 7 AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

A recommendation to hire a part-time accountant to assist with the large number of grants currently being administered by this board was presented. The position would be up to 20 hours per week at a rate of \$30 per hour.

MARY MATUJA MOVED TO APPROVE THE HIRING OF A PART-TIME ACCOUNTANT AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.

X. OTHER BUSINESS

There was no other business.

XI. ADJOURNMENT

The meeting adjourned at 9:25 a.m.

Respectfully submitted,

Laura Carne
Recording Secretary