

## ADMINISTRATIVE COMMITTEE MINUTES

March 12, 2009

### I. ROLL CALL

#### MEMBERS PRESENT:

Charles Shaw  
Carl Gervason  
Mary Matuja

#### MEMBERS ABSENT:

William Peterson  
Patty Gendernalik

#### OTHERS PRESENT:

John Bierbusse  
Bernice Kerner

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

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

**CHARLES SHAW MOVED TO APPROVE THE MINUTES OF FEBRUARY 12, 2009 AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

### III. NO WORKER LEFT BEHIND

#### a. Recommendation to Modify GF/GP Incentive Budget

Initially MWAs were asked to identify customers who enrolled after August 1, 2007, into a two-year training program in order to receive funding through the *No Worker Left Behind* Incentive Award. Staff identified 15 individuals and requested \$150,000. However, due to numerous requests to the State by other Michigan Works agencies, the amount of funds were prorated and the local allocation was reduced to \$35,000 of which \$5,000 will be dedicated to Information Technology & Computerization. The remaining funds are targeted to classroom training. The revised budget totals \$30,000.

After review and discussion, **CHARLES SHAW MOVED TO MODIFY THE FY'09 *NO WORKER LEFT BEHIND* INCENTIVE AWARD BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

### IV. WORKFORCE INVESTMENT ACT (WIA)

#### a. Staffing for Summer Youth Employment Program

In anticipation of an extremely large summer youth program, Mr. Bierbusse sought permission to hire between 16 and 20 summer youth facilitators. This position assists with recruitment and eligibility determination of summer participants, identifies and recruits appropriate worksites, and coordinates summer activities. The position has been posted on the Michigan Talent Bank as temporary, full-time and will conclude at the end of the program in September.

Mr. Bierbusse stated that funds for the youth program expire June 30, 2011 but heavy federal emphasis is to spend the dollars this year.

After discussion, **CHARLES SHAW MOVED TO APPROVE HIRING OF SUMMER YOUTH FACILITATORS AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

#### b. Staffing for Business Services

The stimulus package strongly encourages WIA partners to increase services to local business. In an attempt to accomplish this task, staff is seeking to identify additional space. The release of a Request for Proposal to various organizations to provide services is being developed. The primary responsibilities of the unit will be to work with economic development programs in each county to match the training needs of emerging industries with our training programs and to assist in the follow-up of those who complete training and are seeking employment.

After discussion, **MARY MATUJA MOVED TO RELEASE A REQUEST FOR PROPOSAL TO ESTABLISH BUSINESS SERVICES UNITS WITHIN THE LOCAL MICHIGAN WORKS AGENCY SYSTEM AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**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 \$1,196,745.52 compared to fiscal year 2009 at \$1,473,743.91

Mr. Bierbusse noted that two Chrysler plants within Macomb County have been trade certified with another two expected to be certified affecting approximately 5,000 individuals. Certifications have been fast tracked when identified as tied to the automotive industry. The field has also been expanded to include the service industry. Also, spin off job losses such as local restaurants near affected industries can be made trade certified as a local decision. The federal government is expected to expand funding nationwide from \$250 million to \$400 million. After review and discussion, the report was accepted and filed.

**VI. WORKFORCE INVESTMENT ACT (WIA)**  
**a. Program Year 2008 Second Quarter Performance Report**

Members reviewed performance for the second quarter of WIA programming. Figures are cumulative. The WIA adult program reflects both adult entered employment and the employment and credential rate standards were met, while employment retention and average earnings in six months were both exceeded. Results were similar for the dislocated worker population.

Older youth continue to be a challenge. While standards for entered employment rate, employment retention rate, and average earnings change were met, the credential rate failed. All three standards for younger youth were met. Customer satisfaction for both participants and employers were exceeded. The report was accepted and filed.

**VII. OTHER BUSINESS**

Staff was notified by the State last week that funds for the JET PLUS pilot program were being significantly reduced. The local reduction amounts to 48.78% of the budget. The funds are derived through federal Temporary Assistance for Needy Families (TANF) funds received by the State, who has in turn, rescinded money to help alleviate costs with the State budget. The program initially was funded statewide at a level of \$60 million but has since been reduced to \$20 million.

The community outreach component was reduced by \$1,379,215 and the campus centered model was reduced by \$301,215. Reductions were not as drastic for the campus model due to committed contracts with the community colleges.

After review and discussion, **MARY MATUJA MOVED TO MODIFY FY'09 JOBS, EDUCATION & TRAINING - JET - PLUS PILOT PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**VII. ADJOURNMENT**

The meeting adjourned at 9:20 a.m.

Respectfully submitted,  
Laura Carne  
Recording Secretary