

## ADMINISTRATIVE COMMITTEE MINUTES

November 13, 2008

### I. ROLL CALL

#### MEMBERS PRESENT:

Charles Shaw  
Carl Gervason

#### MEMBERS ABSENT:

William Peterson  
Angelo Nicholas  
Mary Matuja

#### OTHERS PRESENT:

John Bierbusse

Mr. Shaw called the meeting to order at 8:35 a.m.

### II. APPROVAL OF OCTOBER 9, 2008 COMMITTEE MINUTES

**CARL GERVASON MOVED TO APPROVE THE MINUTES OF OCTOBER 9, 2008 AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

### III. FISCAL YEAR 2009 BUDGETS

#### a. *GF/GP No Worker Left Behind*

The State of Michigan approved \$15 million for the *No Worker Left Behind* initiative. The \$10 million to be distributed to the Michigan Works network was reduced to \$2 million in order to reserve funds for the weakening auto industry. Therefore, the portion available to the Macomb/St Clair WDB is \$228,644. Administrative costs are allowable up to 3%. The remaining \$221,785 will be directed into customer classroom training.

After review, **CARL GERVASON MOVED TO APPROVE THE FY'09 GF/GP NO WORKER LEFT BEHIND GRANT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

#### b. *Chrysler No Worker Left Behind*

Staff continues to meet with company representatives at Chrysler Corporation where a partnership between the company and UAW has been created to provide job training and placement assistance through the *No Worker Left Behind* initiative for those employees who take the early retirement and buyout offers. An allocation of \$300,000 was budgeted locally. Of this, \$20,000 will be directed to administer the program with the remaining \$280,000 directed to classroom training.

After review, **CARL GERVASON MOVED TO APPROVE THE CHRYSLER NO WORKER LEFT BEHIND 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 BUDGET MODIFICATION

#### a. *JET Plus*

The initial approved budget for the JET Plus program was created with draft instruction. This modification rearranges the budget to accommodate the actual plan. For example, Mr. Bierbusse explained that the work subsidies line item was greatly reduced since public assistance participants are required to work off their grant each month; therefore, any minimum wage earnings paid to customers by the Board will not be as high as anticipated. An increase to the JET projects line item is due to increased counseling and seminars provided by the various JET service providers. It is also anticipated that auto related expenses will increase as customers are eligible for support services for up to one year upon exiting the program.

After review, **CARL GERVASON MOVED TO MODIFY THE FY'09 JET PLUS BUDGET AS PRESENTED 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 changed policy 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.

Members compared the final year-to-date expenditures of 2007 to 2008, i.e., \$1,621,873.17 to \$3,780,773.85. Increases continue as a direct effect of local plant closures where trade certifications have been approved by the federal government. Comparison for the first month of the new fiscal year were also reviewed reflecting October 2007 at \$142,217.86 compared to October 2008 at \$131,811.14.

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

**VI. OTHER BUSINESS**

There was no other business.

**VII. ADJOURNMENT**

The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Laura Carne  
Recording Secretary