

ADMINISTRATIVE COMMITTEE MINUTES

November 8, 2009

I. ROLL CALL

MEMBERS PRESENT:

Carl Gervason
William Peterson

MEMBERS ABSENT:

Charles Shaw
Patty Gendernalik
Mary Matuja

OTHERS PRESENT:

John Bierbusse

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

II. APPROVAL OF OCTOBER 8, 2009 COMMITTEE MINUTES

CARL GERVASON MOVED TO APPROVE THE MINUTES OF OCTOBER 8, 2009 AS PRESENTED; SUPPORT BY BILL PETERSON. MOTION CARRIED UNANIMOUSLY.

III. Workforce Investment Act (WIA)

a. Recommendation to Modify PY'09 Dislocated Worker Budgets

Projected carry-in for PY'10 was reduced by \$40,000; line items were revised to increase participant transportation and support services. Support of the service centers was reduced but it is anticipated these costs will be recouped through the National Emergency Grant. The budget totals \$4,223,142.

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 BILL PETERSON. MOTION CARRIED UNANIMOUSLY.**

b. Recommendation to Modify PY'09 Adult Budget

Line items in the adult program budget were revised to increase costs for participant transportation, classroom training, and support services. Again, funds were decreased for support of the service centers. The budget totals \$5,474,572.

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 BILL PETERSON. MOTION CARRIED UNANIMOUSLY.**

IV. Recommendation to Approve Recovery Act National Emergency Grant (NEG) 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 allocation. Locally, \$1,039,181 has been awarded to the Macomb/St Clair board. These funds will be used to provide services to customers enrolled in training after March 1, 2009. Since a number of dislocated workers were retroactively transferred into this budget, Mr. Bierbusse expects to make another request for NEG funds very soon. The budget totals \$987,221.

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

**BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY BILL PETERSON.
MOTION CARRIED UNANIMOUSLY.**

V. Recommendation to Approve Aging Worker Initiative Grant Budget

Over 140 requests were submitted to the federal government for a national demonstration program grant. Of that, ten (10) were awarded nationwide. One grant, the Aging Worker Initiative, was submitted and approved for the Macomb/St Clair Michigan Works for all of southeast Michigan to provide enhanced training to staff who work with older workers. These funds will offset case management training costs for one case manager from each southeast Michigan service center. This is a 3-year grant allocation of \$979,400. The proposed budget reflects costs for one year at a total of \$307,300. The contractual line item provides contract to other MWAs to offset their costs for case management training.

After review and discussion, **BILL PETERSON MOVED TO APPROVE THE AGING WORKER INITIATIVE GRANT 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 were reviewed reflecting fiscal year 2009 at \$165,201.44 compared to fiscal year 2010 at \$427,152.56.

The report was accepted and filed.

VII. OTHER BUSINESS

Currently, staff is limited to 30% of funds that are allowed to transfer between the dislocated worker program and the adult program. As there is a dire need to increase training dollars to the adult population, Mr. Bierbusse recommended that a work-flex waiver be submitted to the State in order to increase to 50% transferability. Currently, the agency is servicing dislocated workers only; adult enrollments were put on hold in September due to lack of funds. A notice to announce this action must be published in local area newspapers and the State must have 30 days to consider and approve.

BILL PETERSON MOVED TO SUBMIT THE WORK-FLEX WAIVER AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL. MOTION CARRIED UNANIMOUSLY.

Members reviewed the annual accounts of funding sources. It was noted that currently the funding level at mid-point is comparable to the entire previous year.

VIII. ADJOURNMENT

GERVASON MOVED TO ADJOURN; SUPPORT BY PETERSON. MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Laura Carne
Recording Secretary