

# ADMINISTRATIVE COMMITTEE MINUTES

September 10, 2009

## I. ROLL CALL

### MEMBERS PRESENT:

Carl Gervason  
William Peterson  
Patty Gendernalik  
Mary Matuja

### MEMBERS ABSENT:

Charles Shaw

### OTHERS PRESENT:

John Bierbusse

Mr. Peterson called the meeting to order at 8:45 a.m.

## II. APPROVAL OF JUNE 11, 2009 COMMITTEE MINUTES

**CARL GERVASON MOVED TO APPROVE THE MINUTES OF JUNE 11, 2009 AS PRESENTED; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.**

## III. WORKFORCE INVESTMENT ACT (WIA) RECOVERY ACT

### a. Recommendation to Modify PY'09 Budgets

#### i. Dislocated Worker

The 2009 recovery act dislocated worker program budget was presented for review. The budget was adjusted to reflect actual carry-in from 2008 which increased \$12,313 above the estimated amount. Contributions to the information technology & computerization line item and carry in to 2010 were decreased. Line items were adjusted accordingly. The budget totals \$3,227,718.

After review and discussion, **CARL GERVASON MOVED TO MODIFY THE PY'09 DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.**

#### ii. Adult

The budget was adjusted to reflect actual carry-in from 2008 which increased \$12,313 above the estimated amount. Contributions to the information technology & computerization line item was increased to accommodate the purchase of new computers for the Automotive Career Transition Center and carry-in to 2010 was decreased. Line items were adjusted accordingly. The budget totals \$3,830,147.

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

#### iii. Youth

The youth program recovery act budget is dedicated to the summer program only and services more than 2,000 young people. The majority of funds were targeted to the wages of students who earned the current minimum wage of \$7.40 per hour. The budget was adjusted to reflect actual carry-in from 2008 and carry-in to 2010. Funds were expended this program year. The budget totals \$4,684,257.

**CARL GERVASON MOVED TO MODIFY THE PY'09 RECOVERY ACT YOUTH PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**iv. Administration**

The recovery act administration budget has an actual carry-in of \$589,114 from the initial allocation received in April. Some WIA staff wages and fringes are paid through this budget, which was modified to total \$136,432.

**MARY MATUJA MOVED TO MODIFY THE PY'09 WIA RECOVERY ACT ADMINISTRATION 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. Recommendation to Modify PY'09 Budgets**

**i. WIA Dislocated Worker**

The initial budget was created with a planning allocation figure. The State has notified of the actual allocation, which was a decrease of \$79,485; however, actual carry-in increased the budget by \$345,092. The majority of funds were dedicated to classroom training. The budget totals \$4,183,142.

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

**ii. WIA Adult**

Actual versus estimated carry-in caused a reduction of \$205,637 for the adult program budget. The funds dedicated to training were reduced to accommodate the revision. The budget totals \$5,474,572.

**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 MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**iii. WIA Youth**

Actual versus estimated carry-in resulted with an increase of \$418,516. The WIA youth program provides services to both in-school and out of school youth. The increase of funds will be dedicated to training for both. The budget totals \$4,461,702.

**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.**

**iv. WIA Administration**

The administration budget provides wages and fringe benefits for administrative staff who work solely with Workforce Investment Act programs. Actual versus estimated carry-in resulted with an increase of \$143,268 while the carry-in to 2010 was increased by the same amount. The budget total of \$396,110 remained the same.

**MARY MATUJA MOVED TO MODIFY THE PY'09 WIA ADMINISTRATION BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

**v. WIA Incumbent Worker**

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The 2009 final allocation was decreased by \$124,134. The board previously authorized transfer of funds to the Thumb area to support the Employer Builders Alliance. Therefore, local funds to train incumbent workers are \$111,061 and the remaining \$250,000 will be transferred to the Thumb area. The budget totals \$361,061.

**CARL GERVASON MOVED TO MODIFY THE PY'09 INCUMBENT WORKER PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

**V. WAGNER-PEYSER EMPLOYMENT SERVICES**

**a. Recommendation to Modify PY'09 Budget**

The employment service budget supports staff for the program where customers must register for unemployment benefits by registering on the Talent Bank and are also required to seek employment. The budget is similar to the previous year and totals \$1,496,084. Actual carry-in was \$8,501 less than estimated and the budget was modified accordingly by reducing the amount dedicated to employment service providers.

**MARY MATUJA MOVED TO MODIFY THE PY'09 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve Recovery Act Budget of Enhanced Employment Services**

The State previously released a request for proposal for enhanced employment services and staff submitted a request for \$962,300, which was approved and allocated to the board. The dollars will be used for additional staff at the Automotive Career Transition Center. This is a one-time-only grant and newly hired staff have been informed that their employment is only until June 30, 2010. The budget totals \$895,000.

**MARY MATUJA MOVED TO APPROVE THE PY'09 RECOVERY ACT RE-EMPLOYMENT SERVICE BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

**VI. NATIONAL CAREER READINESS CERTIFICATE PROGRAM**

**a. Wagner-Peyser PY'09 Funding**

**b. Wagner-Peyser Recovery Act**

**c. Workforce Investment Act Statewide Activities**

The State of Michigan has developed a Michigan National Career Readiness Certificate, a credential based on three core ACT WorkKeys assessments to measure real world foundational skills critical to job success. Implementation of the tool will begin October 1<sup>st</sup>. There are three funding sources for this initiative; i.e., the Wagner-Peyser employment service contributes \$51,210; the recovery act employment services contributes \$204,888; and WIA statewide activities contributes \$120,205.

**MARY MATUJA MOVED TO APPROVE THE THREE MICHIGAN CAREER READINESS CERTIFICATE BUDGETS AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

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**VII. 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 \$3,314,665.13 compared to fiscal year 2009 at \$5,191,344.37.

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

**VIII. OTHER BUSINESS**

With the establishment of the Automotive Career Transition Center, there is a need for a manager to oversee and coordinate activities within the center. Staff requested permission to hire for this level five position.

**PATTI GENDERALIK MOVED TO APPROVE CREATION OF AN AUTOMOTIVE CAREER TRANSITION CENTER OPERATIONS MANAGER AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**IX. ADJOURNMENT**

The meeting adjourned at 9:15 a.m.

Respectfully submitted,

Laura Carne  
Recording Secretary