

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

April 23, 2009

The Macomb/St. Clair Workforce Development Board met Thursday, April 23, 2009 at the Michigan Works Office, 43630 Hayes Road, Clinton Township, Michigan with the following members present (✓ denotes private sector):

**AT ROLL CALL:**

- |                  |                  |
|------------------|------------------|
| ✓ Patricia Anger | ✓ Dominic LaRosa |
| ✓ Frank Blowers  | ✓ Mary Matuja    |
| ✓ John Daoud     | Mike Moran       |
| ✓ Robert Doetsch | Philip Papes     |
| Nancy Falcone    | ✓ Rick Regan     |
| ✓ Carl Gervason  | ✓ Charles Shaw   |
| ✓ Peter Keating  | Erin Smith       |
| George Kovtun    | Jennie Tunnell   |
| ✓ Mike Kramer    |                  |

**ARRIVALS AFTER QUORUM CALLED:**

- |                 |                    |
|-----------------|--------------------|
| John Bozymowski | ✓ Kristine Tremble |
|-----------------|--------------------|

**MEMBERS ABSENT:**

- |                     |                  |
|---------------------|------------------|
| Lillian Adams       | William Peterson |
| Ken Austin          | Gary Polulak     |
| ✓ David Brandt      | ✓ Paul Reiz      |
| ✓ Patti Gendernalik | Rene Stephan     |
| ✓ William Morelli   | ✓ Mike Wiegand   |
| ✓ Scott Orts        |                  |

**OTHERS PRESENT:**

- |                   |                  |
|-------------------|------------------|
| John Bierbusse    | Kathy Jordon     |
| Marsha Prose      | Diane Weiss      |
| Christine DeMeere | Doreen MacDonald |
| Scott Shine       | Deborah Porter   |
| Brenda Etheridge  | Dave Flynn       |

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**1. Call to Order**

Chairman Shaw called the meeting to order at 3:05 p.m.

**2. Roll Call**

Roll call was taken with 17 members present (11 private sector).

**3. Approval of Previous Minutes**

**FRANK BLOWERS MOVED TO APPROVE THE MINUTES OF MARCH 26, 2009 AS PRESENTED; SUPPORT BY RICK REGAN. MOTION CARRIED UNANIMOUSLY.**

**4. Chairperson's Report**

Mr. Shaw thanked everyone for attending.

**5. Committee Reports**

**A. Youth Advisory Committee**

**1. Meeting of April 15, 2009**

**a. Recommendation to Approve Youth Contract Negotiation**

Twenty-five summer youth program proposals for Macomb County and eleven for St Clair County were received requesting a total of \$1,388,718 to create approximately 1250 summer jobs for economically disadvantaged youth. While the target enrollment is 2,000, additional participants will come from the surrounding community and schools that did not submit proposals.

The majority of requests are for traditional projects such as landscaping, tutoring and general maintenance, all with educational components included. After staff review, it was determined that many proposals included large staffing and supply costs; some included participant wages. Project supplies will be capped at \$50 per participant. Out-of-school youth will comprise 30% of the program. Participants will not be hired to perform work of laid-off employees at any site and union concurrence will be obtained where applicable. Those proposers who do not agree with these restrictions will be eliminated from funding.

Job coaches will be hired from the pool of applicants and will earn approximately \$12 per hour. They will work in conjunction with younger youth with a ratio of 1 supervisor per 10 students. Background checks will be completed for all job coaches and facilitators.

the total amount of funding for these proposals will be capped at \$1,050,000, with \$800,000 targeted for services to in-school youth and the remaining \$250,000 targeted to out-of-school youth

**MARY MATUJA MOVED TO NEGOTIATE CONTRACTS AS DISCUSSED WITH SUMMER YOUTH PROGRAM SERVICE PROVIDERS; SUPPORT BY GEORGE KOVTUN. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve Work Experience Barrier Definition for Summer Youth Program**

As a component of local performance standards, a definition for work experience barriers was developed as follows: a youth who lacks previous work experience or who has a record of intermittent work experience by not holding a job for more than six months will be considered to have a significant barrier to employment.

**PATRICIA ANGER MOVED TO APPROVE THE WORK EXPERIENCE BARRIER DEFINITION FOR THE SUMMER YOUTH PROGRAM AS PRESENTED; SUPPORT BY NANCY FALCONE. MOTION CARRIED UNANIMOUSLY.**

**B. Michigan Works Service Centers Committee**

**1. Meeting of April 21, 2009**

**a. Recommendation to Approve PY'09 Wagner-Peyser Funded Services**

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Ms. Tunnell reported that bidders are restricted to public entities who operate with a merit-based pay system. As a result of the issuance of a proposal to cover the next three years, St. Clair Shores Adult and Community Education was the sole responder for all five sites. They are also the current provider and is doing a very good job servicing Michigan Works customers.

The Workforce Development Board provides office space and all supplies; therefore, the bid costs were for staff wages and fringe benefits for employment service facilitators, customer representatives and supervisors at each of the five offices. There will be four (4) facilitators, three (3) customer representatives, and one supervisor at the Port Huron office; five (5) facilitators, three (3) customer representatives and one supervisor at the Clinton Township office; six (6) facilitators, three (3) customer representatives and a supervisor at the Roseville office; four (4) facilitators, one full-time and one part-time customer representative at the Mt. Clemens office; and three (3) facilitators and two (2) customer representatives at the Warren office. A supervisor will divide time between the Mt. Clemens and Warren offices.

**MARY MATUJA MOVED TO APPROVE ST CLAIR SHORES ADULT & COMMUNITY EDUCATION AS THE SOLE PROVIDER FOR ALL FIVE MICHIGAN WORKS SERVICE CENTERS AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY**

**b. Informational Items**

**i. Report on Service Center Traffic Flow**

Ms. Tunnell reported a significant increase in traffic among the service centers in the past three months due to the local economy. More than 11,000 people visited Macomb County centers and over 2,300 visited the St Clair County center in January; February saw over 8,300 in Macomb and 1,500 in St Clair; while March statistics showed more than 8,400 in Macomb and over 1,600 in St. Clair. February unemployment figures were at 17.4% in St Clair County, with Port Huron reaching 23.6%.

She reported that attempts to alleviate traffic at the Roseville site by opening a site in Warren has not worked. Traffic has significantly increased in both offices.

**ii. Update on Efforts to Relocate and Expand Service Centers**

Ms. Tunnell reported that the securing of additional space at the Clinton Township atrium office site on the opposite side of the building. An additional 4600 square feet negotiated at a lower price will house case managers and a clerical follow-up unit. She noted that both the Clinton Township and Roseville buildings are under foreclosure and that payments are being made directly to the bank. Current leases expire next May.

A request for quote has been released seeking additional space in the Roseville/Warren area to accommodate the large volume of customers. Staff is also working with Oakland County Michigan Works to coordinate a shared core office for displaced professionals providing enhanced services to this population.

Mr. Bierbusse informed the board to expect periodic visits from the U.S. Department of Labor to monitor the progress of Recovery Act programs. Furthermore, the board may be eligible for National Emergency Grant funds to assist in servicing displaced auto workers from Chrysler and General Motors. More than 10,000 have been trade certified through four local Chrysler plants. Since we are in no position to accommodate such large numbers, a federal grant through the NEG program will allow the board to lease facilities to specifically accommodate the Chrysler employees and affected employees of the many auto industry suppliers. This would allow the board to expand in a controlled method. Appropriate information will be forwarded to the State in order for the grant to be submitted to the federal government.

Discussion was also held regarding suppliers and peripheral businesses who will be drastically affected by the recently announced 9-week shut down by General Motors.

**C. Administrative Committee**

**1. Meeting of April 22, 2009**

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**a. Recommendation to Approve PY'08 WIA Recovery Act Adult Program Budget**

Mr. Gervason reported that the board has received Recovery Act funds. The adult program allocation is \$2,521,775, of which three percent is dedicated to administrative costs, \$45,000 to information technology and computerization, and \$1.2 million will be carried into the next program year budget. Majority of funds are dedicated to training additional economically disadvantaged adults. The budget totals \$1,201,122.

**PATRICIA ANGER MOVED TO APPROVE THE PY'08 RECOVERY ACT ADULT PROGRAM BUDGET AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve PY'08 WIA Recovery Act Dislocated Worker Budget**

The local Recovery Act allocation for dislocated workers is \$5,184,409, of which three percent is dedicated to administration, \$85,000 to information technology and computerization, and carry-in to the new year of \$2 million. The majority of funds will be dedicated to training. The total budget is \$2,943,877.

**FRANK BLOWERS MOVED TO APPROVE THE PY'08 RECOVERY ACT DISLOCATED WORKER BUDGET AS PRESENTED; SUPPORT BY RICK REGAN. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Approve PY'08 WIA Recovery Act Youth Program Budget**

There is \$5.5 million of Recovery Act funds available for the youth program to be used primarily for the summer program servicing approximately 1600 economically disadvantaged young people. While funds can be extended to 2011, there is major emphasis to expend funds this summer. Recruitment of students has begun in local schools and contact will also be made to young people who have been through the system since January to inform them of the availability of jobs. Over \$1.65 million is targeted to the out-of-school population and consideration is being given to extend out-of-school programs until the end of next March rather than terminating September 30<sup>th</sup>. The budget totals \$4,757,753.

**FRANK BLOWERS MOVED TO APPROVE THE PY'08 RECOVERY ACT YOUTH PROGRAM BUDGET AS PRESENTED; SUPPORT BY RICK REGAN. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Approve PY'08 WIA Recovery Act Administrative Budget**

The Recovery Act administration budget is comprised of contributions from the three previous budgets and totals \$633,266; however, the majority of funds are being allocated to the administrative cost pool. The budget totals \$54,120 and will be used to support one full-time staff person.

**GEORGE KOVTUN MOVED TO APPROVE THE PY'08 RECOVERY ACT ADMINISTRATIVE BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to Modify PY'08 Michigan Older American Community Service Employment Program Budget**

An additional \$5,872 was received and incorporated into the 2008 Michigan Older American Community Service Employment Program budget. Funds were added to participant wages and fringes allowing staff to enroll additional participants. The budget totals \$593,860.

**MARY MATUJA MOVED MODIFY THE PY'08 MICHIGAN OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

**f. Recommendation to Approve PY'08 Recovery Act Michigan Older American Community Service Employment Budget**

The Recovery Act allocation for the Michigan Older American Community Service Employment Program is \$145,167 and will support an additional 15 participants for a one-year period. The budget totals 131,376.

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**FRANK BLOWERS MOVED TO APPROVE THE PY'08 RECOVERY ACT MICHIGAN OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT BUDGET AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**g. Recommendation to Modify FY'09 MPRI Macomb County Budget**

Due to the early release of prisoners into Macomb County, the Department of Corrections has issued an additional \$156,000 to service these individuals. Based upon past experience, line items were increased for mental health services, transportation, health care services and other identified areas. The budget totals \$993,485.

**PATRICIA ANGER MOVED TO MODIFY THE FY'09 MPRI MACOMB COUNTY BUDGET AS PRESENTED; SUPPORT BY GEORGE KOVTUN. MOTION CARRIED. One no vote.**

**h. Recommendation to Modify FY'09 MPRI Thumb Area Budget**

Similar circumstances increased the Thumb Area budget by \$137,000. Majority of funds are anticipated to be spent for housing costs. The budget totals \$724,300.

**MARY MATUJA MOVED TO MODIFY THE FY'09 MPRI THUMB AREA BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED. One no vote.**

**i. Recommendation to Modify PY'08 Information Technology & Computerization Budget**

Recovery Act funds were added to the Information Technology and Computerization budget to allow for purchase of additional computers and related software. Also, two part-time staff have been promoted to full-time status as approved by the board in March. The budget totals \$787,800.

**GEORGE KOVTUN MOVED TO MODIFY THE PY'08 INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET AS PRESENTED; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.**

**j. Recommendation to Modify PY'08 Administrative Cost Pool Budget**

Contributions from Recovery Act funds were made to the Administrative Cost Pool where monies are targeted primarily for the addition of staff previously approved at the March general meeting. The budget now totals \$1,483,120.

**PHILIP PAPES MOVED TO MODIFY THE PY'08 ADMINISTRATIVE COST POOL BUDGET AS PRESENTED; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.**

**k. Informational Items**

**i. Trade Adjustment Assistance Expenditure Report**

State policy requires TAA funds to be requested as needed and the organization is reimbursed for actual expenditures, eliminating the need for monthly budget modifications.

Year-to-date comparisons reflect fiscal year 2008 at \$1,488,975.36 compared to fiscal year 2009 at \$1,998,410.76.

**6. Executive Director's Report**

Under the Workforce Investment Act (WIA), case managers assist customers in selecting appropriate training programs on an individual basis through the comp card system. Mr. Bierbusse clarified that under the Recovery Act regulations, funds can now be authorized through federal waivers to offer class size training programs similar to the previous Job Training Partnership Act (JTPA). He asked for board member input for areas of training required in their various industries. Staff is also consulting with the community colleges to fill gaps in baccalaureate programs. Mr. Papes noted a shortage of science, math, and substitute teachers. Mr. Doetsch reported that his company, Asset Acceptance, is always seeking call center professionals with good negotiation

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and communication skills and will be holding a career fair in May offering starting positions at \$11 per hour plus bonuses. Members were asked to consider other occupations and forward their suggestions to the administrative office.

**7. Other Business**

There was no other business.

**8. Hearing of the Public**

There were no comments.

**9. Scheduling of Next Meeting**

The next general meeting is scheduled for 3:00 p.m., Thursday, May 28, 2009. Members will be notified.

**10. Adjournment**

**MARY MATJUA MOVED TO ADJOURN; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.** The meeting adjourned at 3:50 p.m.

Respectfully submitted,

Laura Carne  
Recording Secretary