

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

December 3, 2009

The Macomb/St. Clair Workforce Development Board met Thursday, December 3, 2009 at the Partridge Creek Banquet Center, 43843 Romeo Plank Road, Clinton Township MI with the following members present (✓ denotes private sector):

**AT ROLL CALL:**

Lillian Adams  
✓ Frank Blowers  
John Bozymowski  
✓ Robert Doetsch  
✓ Patti Gendernalik  
✓ Carl Gervason  
✓ Peter Keating  
✓ Mary Matuja

Mike Moran  
✓ William Morelli  
Gary Polulak  
✓ Charles Shaw  
Erin Smith  
Rene Stephan  
✓ Kristine Tremble  
Jennie Tunnell

**ARRIVALS AFTER QUORUM CALLED:**

✓ Dominic LaRosa

**MEMBERS ABSENT:**

✓ Patricia Anger  
Ken Austin  
✓ John Daoud  
Nancy Falcone  
George Kovtun  
Mike Kramer

✓ Scott Orts  
Philip Papes  
William Peterson  
✓ Rick Regan  
✓ Paul Reiz  
✓ Mike Wiegand

**OTHERS PRESENT:**

John Bierbusse  
Kristen Amico  
Bob Apczynski  
Ethel Ballard  
Beth Diehl  
Allen Eisenhauer  
Debbie Farrell  
Kristie Kabacinski  
Terry McIhargey  
Linda McLatcher  
Patty Madigan  
Julie Marlowe

Doreen MacDonald  
Colin Miller  
Marsha Prose  
Audrey Raya  
Stacy Schuller  
Cris Robson  
Debbie Szatkiewski  
Audrey Thomas  
Martha Waroway  
Allen West  
Jean Wurmlinger

**Macomb/St. Clair Workforce Development Board  
December 3, 2009**

**1. Call to Order**

Chairman Shaw called the meeting to order at 6:15 p.m.

**2. Roll Call**

Roll call was taken with 16 members present (9 private sector).

**3. Approval of Previous Minutes**

**FRANK BLOWERS MOVED TO APPROVE THE MINUTES OF OCTOBER 22, 2009 AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**4. Chairperson's Report**

Mr. Shaw welcomed board members and staff and thanked everyone for attending. He announced that the officers of the board met previously to discuss the retirement of the executive director, who is eligible for full retirement through the County of Macomb. However, due to the significant increase in funding and the number of grants administered by the board, along with the impending retirements of both the JET coordinator and the WIA/Trade coordinator, the officers wished to retain the services of the executive director at an annual salary of \$80,000 while allowing him to collect his retirement. This move would reduce the overall cost to the board by more than \$82,000 annually.

**MIKE MORAN MOVED TO RETAIN THE SERVICES OF THE EXECUTIVE DIRECTOR AT AN ANNUAL SALARY OF \$80,000 WHILE ALLOWING THE EXECUTIVE DIRECTOR TO CONCURRENTLY COLLECT HIS FULL RETIREMENT; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**5. Committee Reports**

**A. Youth Advisory Committee**

**1. Meeting of November 18, 2009**

**a. Recommendation to Approve PY'09 Youth Program Negotiations**

Due to a slight increase in funding over last year and a significant amount of carry-in to provide new programs, a Request for Proposal was released for additional youth projects. The funding opportunity was also offered to existing contractors who were asked to review their current program designs to possibly expand services and enrollments.

Mr. Keating reported that eight current in-school youth continuum program contractors sought additional funds mostly for expansion of staff, facilities or supplies; the remaining two of the ten did not request any changes. The Macomb Intermediate School District is seeking more than \$1million to contract with all 22 districts in Macomb County. The committee recommended negotiating a much lower cost.

Two new proposals were received: Saving Our Neighborhoods and Streets (SONS) in St. Clair County; and Boys & Girls Club of Southeast Michigan in Shelby. These programs were previously funded through the summer youth stimulus program and focus on employability skills and literacy.

Five of the eight current Out of School youth program providers requested additional funds to increase services to more out-of-school youth, a very difficult population to serve with the majority being high school dropouts.

Five new proposals were submitted; The Mohegan Alternative High School, Warren Consolidated Schools and Armada Schools are seeking funds to serve a combined 85 enrollees. A very costly proposal from the MISD and a late submission from Monday Morning Jobs, LLC were not recommended at this time.

**FRANK BLOWERS MOVED TO APPROVE CONTRACT NEGOTIATIONS AS PRESENTED; SUPPORT BY JENNIE TUNNELL. MOTION CARRIED UNANIMOUSLY.**

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**B. Education & Adult Programs Committee**

1. Meeting of November 19, 2009

**a. Recommendation to Approve Additional Occupations to PY'09 Demand  
Occupation List**

Last month the demand occupation list was presented to the board for approval. With receipt of additional information, more occupations were added. Data is found through publication by the State of Michigan of the Annual Planning Information Report where the long-term projection of growth and wage information is derived. Fifty three occupations were added to the local list along with a definition of green jobs. The criteria for the list requires at a minimum an 11% growth and 50 or more openings or a positive change and at least 100 openings in the Detroit metropolitan area and the occupation must provide an hourly wage of at least \$12.69. It is the board's responsibility to approve and publish the local area demand occupations.

**MARY MATUJA MOVED TO APPROVE THE ADDITIONS TO THE PY'09 DEMAND OCCUPATION LIST AS PRESENTED; SUPPORT BY GARY POLULAK. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve National Emergency Grant Plan**

Ms. Tunnell announced that the State of Michigan applied for and received National Emergency Grant funds through a competitive nationwide bid. The request was for \$32 million; the State received \$18.5 million. The local allocation is \$1,039,181 with additional requests allowed upon expenditure of initial funds. The City of Detroit is not expected to utilize their allotment, allowing for an additional \$300,000 for this board. The State may apply for the remaining allocation by the end of January.

The plan allows for \$987,221 to be dedicated to program services and \$51,960 for administration. A waiver to the federal government to lift the March 1, 2009 date will be submitted by the State. The plan must be submitted to the Department of Energy, Labor and Economic Development.

**MARY MATUJA MOVED TO APPROVE THE NATIONAL EMERGENCY GRANT PLAN AS PRESENTED AND TO FORWARD TO THE DEPARTMENT OF ENERGY, LABOR AND ECONOMIC GROWTH; SUPPORT BY ERIN SMITH. MOTION CARRIED UNANIMOUSLY.**

*(LaRosa arrived)*

**c. Recommendation to Approve FY'10 JET Plan**

Funding for the new fiscal year will be significantly reduced from \$4,916,281 to \$3,901,241 requiring a reduction in staff, training enrollments and support services. The program will continue to provide basic skills upgrading. If funding is available, participants may be referred to the WIA program for training. Car purchase expenditures will be reduced to \$900; car repairs reduced to \$675, and daily transportation allowances reduced by \$1 per day. The Michigan Rehabilitation Services will be phasing out JET, but staff will continue to serve those currently enrolled.

**MARY MATUJA MOVED TO APPROVE THE FY'10 JET PLAN AS SUBMITTED; SUPPORT BY JOHN BOZYMOWSKI. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Approve FY'10 Food Assistance Employment & Training  
Program Plan**

This program services cash welfare recipients and applicants who are single adults without children and meet the poverty guidelines with a goal of full-time employment or training. Funds are appropriated from the US Department of Agriculture and the allocation is \$335,683, a slight increase over last year. This program works in conjunction with the local Michigan Prisoner Re-entry Initiative by providing job search, GED completion, vocational training, etc. Support services are limited to \$50 per month.

**MARY MATUJA MOVED TO APPROVE THE FY'10 FOOD ASSISTANCE EMPLOYMENT AND TRAINING PROGRAM PLAN AS PRESENTED; SUPPORT BY GARY POLULAK. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to Approve PY'09 Incumbent Worker Proposal**

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One incumbent worker proposal was presented for consideration. While this board approved releasing \$250,000 to the Thumb Area for the Employer Builders Alliance, there remains locally \$123,401. St. Clair County Community College has requested \$30,192 to upgrade skills for 48 employees of ALD Thermal, an alternative energy company.

**DOMINIC LaROSA MOVED TO APPROVE THE INCUMBENT WORKER PROPOSAL AS PRESENTED; SUPPORT BY ERIN SMITH. MOTION CARRIED.** Tremble abstained.

**f. Informational Items**

**i. Plant Closure Report**

One closure was reported. Henkel Technologies in Port Huron will end production at this site where 24 employees are currently laid off and will be laying off 80 full-time employees by the end of the year. A worker orientation will be scheduled

Trade certification was received by the Chrysler Group - Connor Avenue Assembly in Detroit. Because the plant is located in Detroit, the City of Detroit Michigan Works took the lead in conducting a trade orientation. Macomb/ St Clair staff attended to address the needs of numerous laid of Macomb County workers.

**C. Administrative Committee**

**1. Meeting of November 12, 2009**

**a. Recommendation to Modify PY'09 WIA Dislocated Worker Budget**

Mr. Gervason reported that 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.

**MARY MATUJA MOVED TO MODIFY THE PY'09 WIA DISLOCATED WORKER BUDGET AS PRESENTED; SUPPORT BY DOMINIC LaROSA. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Modify PY'09 WIA Adult Program 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.

**PETER KEATING MOVED TO MODIFY THE PY'09 WIA ADULT PROGRAM BUDGET AS PRESENTED; SUPPORT BY GARY POLULAK. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Approve PY'09 WIA NEG Budget**

As previously reported, 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 their 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, staff expects to make another request for NEG funds very soon. The budget totals \$987,221.

**FRANK BLOWERS MOVED TO APPROVE THE PY'09 WIA NEG BUDGET AS PRESENTED; SUPPORT BY LILLIAN ADAMS. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Approve PY'09 Aging Worker Initiative 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 contracts to other MWAs to offset their costs for case management training.

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**MARY MATUJA MOVED TO APPROVE THE PY'09 AGING WORKER INITIATIVE BUDGET AS PRESENTED; SUPPORT BY JOHN BOZYMOWSKI. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to Submit Work-Flex Waiver Request**

Currently, 30% of funds 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, the committee recommended 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.

**ERIN SMITH MOVED TO SUBMIT A WORK-FLEX WAIVER REQUEST TO THE STATE OF MICHIGAN; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.**

**f. Informational Items**

**i. Trade Readjustment Assistance Expenditure Report**

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.

**ii. Annual Accounts of Funding Sources**

Currently, the funding level at mid-point is \$43,395,548, comparable to the entire previous year.

**6. Executive Director's Report**

Mr. Bierbusse introduced the staff. He announced the impending retirements of the JET Coordinator, Marsha Prose, and the WIA/Trade Coordinator, Linda McLatcher. Both were presented with a retirement gift.

**7. Other Business**

There was no other business.

**8. Hearing of the Public**

Doreen MacDonald of St. Clair County Community College thanked the board for their support .

**9. Scheduling of Next Meeting**

The next general meeting is scheduled for 3:00 p.m., Thursday, January 28, 2010. Members will be notified.

**10. Adjournment**

**MARY MATUJA MOVED TO ADJOURN; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.** The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Laura Carne  
Recording Secretary