

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

February 26, 2009

The Macomb/St. Clair Workforce Development Board met Thursday, February 26, 2009 at the Michigan Works Office, 43630 Hayes Road, Clinton Township, Michigan with the following members present (✓ denotes private sector):

AT ROLL CALL:

Lillian Adams	✓ Scott Orts
Ken Austin	Gary Polulak
✓ Frank Blowers	✓ Paul Reiz
John Bozymowski	✓ Charles Shaw
✓ Robert Doetsch	Erin Smith
✓ Patti Gendernalik	Rene Stephan
✓ Carl Gervason	✓ Kristine Tremble
✓ Dominic LaRosa	Jennie Tunnell
Mike Moran	✓ Mike Wiegand
✓ William Morelli	

ARRIVALS AFTER QUORUM CALLED:

✓ David Brandt	✓ John Daoud
----------------	--------------

MEMBERS ABSENT:

✓ Patricia Anger	✓ Mary Matuja
Nancy Falcone	Philip Papes
✓ Peter Keating	William Peterson
George Kovtun	✓ Rick Regan
✓ Mike Kramer	

OTHERS PRESENT:

John Bierbusse	Kathy Jordon
Deborah Porter	Doreen MacDonald
Brenda Etheridge	Dave Flynn

**Macomb/St. Clair Workforce Development Board
February 26, 2009**

1. Call to Order

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

2. Roll Call

Roll call was taken with 19 members present (10 private sector).

3. Approval of Previous Minutes

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

(Brandt arrived)

4. Chairperson's Report

Mr. Shaw introduced new member, Mike Wiegand, to the board. Mr. Wiegand, owner of The Gazebo Banquet Center, has been appointed by Mayor Fouts as a private sector representative and was welcomed.

5. Committee Reports

A. Education & Adult Programs Committee

1. Meeting of February 19, 2009

a. Recommendation to Modify PY'08 Adult Program Plan

Mr. Bozymowski reported that all Michigan Works Agencies are expected to expend 85% of their allocation within the year allocated. If more than 15% remains, the State redistributes those remaining excess carry-in funds to those agencies who **met** the 85% expenditure rate. Therefore, the Macomb/St Clair WDB received an additional \$63,555 to incorporate into the current adult program plan. Due to the *No Worker Left Behind* initiative, \$1.5 million from the dislocated worker program was transferred into the adult program thereby making the total transfer to date at \$5 million.

Third and fourth quarter adult classroom training enrollment goals for each of the five service centers were revised in order to be more in line with the traffic flow within each office. It is anticipated that overall, the final quarter will reflect an increase of 418 classroom training enrollees for a total of 1,763 in the 2008 program year.

MIKE MORAN MOVED TO MODIFY THE PY'08 ADULT PROGRAM PLAN AS PRESENTED; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Modify PY'08 Dislocated Worker Program Plan

As approved by the board at the December meeting, an additional \$3,250,000 was requested from the State for the Dislocated Worker program. The State announced release of these funds piecemeal. Last month 40% of funds were initially allocated and \$1.3 million was incorporated into the dislocated worker program plan. The remaining \$1.95 million has been released and is incorporated into the current plan. Also received is \$45,522 in excess carry-in funds.

As previously reported, \$1.5 million was transferred into the adult program plan. With these adjustments, the current program budget has increased approximately \$600,000.

Third and fourth quarter dislocated worker classroom training enrollment goals for each of the five service center were revised to accommodate traffic flow. The final quarter reflects an increase of 112 dislocated worker classroom training enrollees for a total of 1,152 in the 2008 program year.

WILLIAM MORELLI MOVED TO MODIFY THE PY'08 DISLOCATED WORKER PROGRAM PLAN AS PRESENTED; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.

**Macomb/St. Clair Workforce Development Board
February 26, 2009**

c. Recommendation to Modify PY'08 Youth Program Plan

With the receipt of excess carry-in funds this late into the program year, the youth plan will incorporate funds into the budget to be carried in to the next program year.

FRANK BLOWERS MOVED TO MODIFY THE PY'08 YOUTH PROGRAM PLAN AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Modify FY'09 Jobs, Education & Training (JET) Plan

The JET program, formerly known as Work First, services customers receiving welfare benefits. Legislation requires that a minimum of 50% of all work eligible cash welfare recipients participate in defined activities for 20 hours per week if the youngest child is under age six; and 30 hours per week if the youngest child is over six. The regulations clearly define both core activities and non-core activities. The challenge is to design individual program plans that meet the needs of each individual and include the required mix of core and non-core activities.

The State unexpectedly announced distribution of additional General Fund/General Purpose (GF/GP) expansion dollars increasing the budget by \$363,597. These new funds will be targeted to classroom training and current JET projects with 10% allotted for administrative costs.

Also made available is an increase of \$58,884 of excess WIA carry-in dollars; a GF/GP contribution reflecting a local increase of \$71,406; and the local TANF contribution increased \$76,406. Therefore, the plan was modified to incorporate approximately \$600,000 to provide additional direct and support services.

MIKE MORAN MOVED TO MODIFY THE FY'09 JET PROGRAM PLAN AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Apply for U.S. Department of Labor Older Worker Demonstration Grant

The U.S. Department of Labor announced at the end of December availability of \$10 million for older worker demonstration grants with the anticipation of awarding ten to thirteen grants nationwide amounting from \$750,000 to \$1 million. Various local entities were interested in the grant. Macomb/St Clair staff agreed to take the lead for the seven county area since the board currently operates a senior program servicing southeast Michigan. The application was prepared and submitted to meet the USDOL deadline of February 19th requesting \$979,400 in Federal funds. The period of performance is 36 months and will include implementation & start-up activities, participant outcomes, and grant closeout activities. Those eligible must be 55 years of age and older, unemployed or incumbent workers. There is no income level requirement. If approved, this project will provide 30 older worker navigator positions. These staff will facilitate the process of career exploration, career ladders, access basic skills remediation if necessary, selection of appropriate vocational training, or training in soft skills related to job search providing intense case management until the customer gains employment.

Navigators will be housed at all Michigan Works service centers operated by the six Michigan Works agencies in southeast Michigan; with the Detroit Area Agency on Aging; Operation Able; and Macomb County Community College. AARP Foundation's *WorkSearch* assessment tool will be used for career exploration. Macomb Community College will implement an assessment, *Credit for Prior Learning and Experience*, to evaluate older workers' life skills and award credits as appropriate in order to make obtaining degrees or certificates in a reasonable amount of time a reality. Training may only be in occupations and industries for which employers pay H-1B visa applications. The AARP assessment tool will be field tested regardless of whether the grant is approved.

**Macomb/St. Clair Workforce Development Board
February 26, 2009**

GARY POLULAK MOVED TO APPROVE SUBMISSION OF THE OLDER WORKER DEMONSTRATION GRANT TO THE U.S. DEPT OF LABOR; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.

f. Informational Items

i. Plant Closures

Mr. Bozymowski reported on two closures. The Dupont Paint Plant in Mt Clemens notified the State regarding layoff of 40 employees at the end of February due to restructuring in manufacturing and security operations. Seniority ranges between 10 and 20 years. Those affected have been offered an educational package totaling \$5,000 for a two-year time period which will be leveraged with the *No Worker Left Behind* program. An orientation was held February 4th with 32 attending.

St. Clair Plastics in Chesterfield closed abruptly January 16th affecting 100 employees. The local machinist union informed staff that the company is currently in receivership. No other demographic information is available. However, the local union has assisted in the coordination of a worker orientation, which was held February 12th with 61 in attendance.

Staff continues to work with Chrysler Corporation. Employees at Warren Stamping and Sterling Heights Stamping plants have been trade certified. Both the Warren Truck Plant and Sterling Heights Assembly Plant have applied for trade certification. Staff is also working with the Oakland County MWA to provide assistance to employees at the Auburn Hills facility.

As the need for Michigan Works services continue to increase, the board's Macomb County service provider who provides case management has been asked to increase their staff by six additional positions. Cubicles have been added in the Port Huron, Clinton Township and Roseville offices. A possibility of a short-term lease with the landlord at the Clinton Township atrium office is under discussion.

ii. Training Occupation Report

Members reviewed a handout reflecting WIA occupational enrollments comparing trends for the past five years. Various changes of customer demand reflect today's population experiencing job losses. More white collar people are affected today than in past years. Staff is seeing a higher demand for training in areas of management, business and financial, and computer science occupations. There is a higher training demand in the health care and transportation sectors. PY'07 enrollments might have been even higher than reflected if the agency had not froze enrollments during the third quarter of that program year due to lack of funds.

Statistics for the trade program reflect similar results. Since these customers are affected by job losses due to foreign competition, most are enrolled in advanced training programs that have a one or two year training time. These customers can extend their unemployment benefits for two years if they are attending a training program

iii. Enrollment Report

A comparison between the past two years of enrollments into training programs reflects a doubling of customers. The WIA Adult program has increased from 611 to 1,243 customers; the dislocated worker program increased from 398 to 747.

(Daoud arrived)

B. Administrative Committee

1. Meeting of February 12, 2009

a. Recommendation to Modify PY'08 Adult Program Budget

Ms. Gendernalik reported the State of Michigan policy mandates that all Michigan Works Agencies expend 85% of their allocation within the year allocated. If more than 15% remains, the State redistributes those remaining

**Macomb/St. Clair Workforce Development Board
February 26, 2009**

excess carry-in funds to agencies who *did* meet the 85% expenditure rate. As a result, the Macomb/St Clair Workforce Development Board is in receipt of an additional \$63,555 to incorporate into the current adult program budget. Due to the high demand for training and expanded eligibility guidelines through the *No Worker Left Behind* initiative, the committee advised transferring another \$1.5 million from the dislocated worker program into the adult program, thereby making the total transfer to date at \$5 million. Increases were made to classroom training, service center support, and customer outreach line items. The budget totals \$9,046,196.

**GARY POLULAK MOVED TO MODIFY THE PY'08 ADULT PROGRAM BUDGET AS PRESENTED;
SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.**

b. Recommendation to Modify PY'08 Dislocated Worker Program Budget

Upon approval at the December meeting, an additional \$3,250,000 was requested from the State for the Dislocated Worker program. The request was honored; however, the State announced that it would release these funds piecemeal. Last month 40% of funds were initially allocated and the resulting \$1.3 million was incorporated into the dislocated worker program budget. The remaining \$1.95 million has now been released and is incorporated into the current budget. Also received is \$45,522 in excess carry-in funds. Adjustments were made to the transportation, classroom training and service center support line items.

As previously discussed, there are more customers enrolled in the adult program due to the *No Worker Left Behind* initiative. The committee advised transferring \$1.5 of these additional dollars into the adult program budget. With these adjustments, the current budget has increased approximately \$600,000. The current total of the dislocated worker budget is \$6,828,435.

**FRANK BLOWERS MOVED TO MODIFY THE PY'08 ADULT PROGRAM BUDGET AS PRESENTED;
SUPPORT BY GARY POLULAK. MOTION CARRIED UNANIMOUSLY.**

c. Recommendation to Modify PY'08 Youth Program Budget

Excess carry-in funds of \$64,493 were received and incorporated into the Youth program budget. Additional dollars are targeted to in-school youth projects. The total budget is \$3,884,997.

Staff continues to await notification of significant funding increases for the summer youth program. The youth facilitator staff who conduct current programs in area schools will receive training to identify eligible young people. Macomb County has agreed to provide office space in property owned by the County in downtown Mt. Clemens.

**GARY POLULAK MOVED TO MODIFY THE PY'08 YOUTH PROGRAM BUDGET AS PRESENTED;
SUPPORT BY PAUL REIZ. MOTION CARRIED UNANIMOUSLY**

d. Recommendation to Modify PY'08 Michigan Works Service Centers Support Budget

As a result of receipt of excess carry-in dollars, the Service Center support budget was increased by \$33,455. This budget supports Workforce Investment Act activities within the five service centers. Funds were incorporated into the rent line item. The total budget is \$423,558.

**CARL GERVASON MOVED TO MODIFY THE PY'08 MICHIGAN WORKS SERVICE CENTERS SUPPORT
BUDGET AS PRESENTED; SUPPORT BY JOHN BOZYMOWSKI. MOTION CARRIED UNANIMOUSLY.**

e. Recommendation to Approve PY'08 Dislocated Worker NWLB Budget

In mid-year last year the Governor allocated special dollars for the *No Worker Left Behind* initiative through the State's discretionary funds. Excess dollars not spent last year were redistributed to other Michigan Works Agencies who qualified by spending at least 85% of their allocation. Monies are targeted to adult classroom training. The budget totals \$76,417.

**Macomb/St. Clair Workforce Development Board
February 26, 2009**

JOHN BOZYMOWSKI MOVED TO APPROVE THE PY'08 DISLOCATED WORKER - NWLB BUDGET AS PRESENTED; SUPPORT BY RENE STEPHAN. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Modify FY'09 JET Budget

Ms. Gendernalik reported that the State has released additional General Fund/General Purpose (GF/GP) dollars that must be tracked separately. Therefore, a new column for this expansion in the amount of \$363,597 has been added to the JET budget. These new funds will be targeted to classroom training and current JET projects with 10% allotted for administrative costs. The second column reflected an increase of \$58,884 of excess Workforce Investment Act carry-in dollars.

A statewide increase of \$1.4 million of GF/GP funds and \$1.4 million of TANF dollars was also released. The third column of the JET budget addressing the GF/GP contribution reflected a local increase of \$71,406. The fourth column addressing the local TANF contribution increased by \$76,406. Therefore, the total budget has increased approximately \$600,000.

GARY POLULAK MOVED TO MODIFY THE FY'09 JET BUDGET AS PRESENTED; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.

g. 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 \$974,856.79 compared to fiscal year 2009 at \$1,280,492.65.

6. Executive Director's Report

Mr. Bierbusse reported latest developments regarding the 2009 Economic Recovery Act. A handout was reviewed addressing *Title VIII - Departments of Labor, Health and Human Services, and Education and Related Agencies / Employment and Training Administration / Training and Employment Services.*

Mr. Bierbusse advised that this board is in line to receive a huge increase in funding, perhaps doubling the current allocation. The adult program will see a 60% increase; the youth program and dislocated worker program allocations may double. Funds are to be released nationwide within 30 days (by March 17th). The State of Michigan requires a legislative pass prior to distributing to the Michigan Works Agencies, which could delay receipt of funds until June or July. Staff has been advised to begin recruitment of summer youth participants. A Request for Proposal will be released to educational institutions throughout both counties. The age requirement for the summer youth program has been expanded to serve individuals between the ages of 14 to 24.

Mr. Bierbusse shared an email received from the Michigan Department of Energy, Labor and Economic Growth regarding the *No Worker Left Behind* initiative and the progress being made by the 26 MWAs statewide. While the Macomb/St Clair MWA has the third largest labor force, statistics reflect that the NWLB enrollments are twice what the remaining MWAs have reported. Additional office space is being sought to increase staff to accommodate the increasing customer flow. The Clinton Township office has now surpassed the Roseville office in the number of customers to be served.

Mr. Bierbusse reported further that the trade program (TAA) has been expanded to include not only those in the manufacturing sector who have lost employment due to foreign competition, but those in the service industry as well.

**Macomb/St. Clair Workforce Development Board
February 26, 2009**

7. Other Business

Ms. Stephan announced that the Michigan Economic Development Corporation is now conducting summits to assist Michigan companies in diversifying into demand occupations. These summits will be conducted on the third Thursday of the month at various locations throughout the State. She offered to provide information for those who are interested and also advised checking Youtube.com for additional information.

8. Hearing of the Public

Dave Flynn, of the Macomb County Board of Commissioners, introduced himself.

Doreen MacDonald, St. Clair County Community College, announced receipt of a *No Worker Left Behind* grant to provide transition services, i.e., intensive core services to their students.

9. Scheduling of Next Meeting

The next general meeting is scheduled for 3:00 p.m., Thursday, March 26, 2009. Members will be notified.

10. Adjournment

WILLIAM PETERSON MOVED TO ADJOURN; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Laura Carne
Recording Secretary