

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

February 25, 2010

The Macomb/St. Clair Workforce Development Board met Thursday, February 25, 2010 at the Clinton Township Michigan Works Office, 43630 Hayes Road, Clinton Township MI with the following members present (✓ denotes private sector):

AT ROLL CALL:

- | | |
|---------------------|--------------------|
| ✓ Chris Bessenecker | ✓ Dominic LaRosa |
| ✓ John Daoud | Mike Moran |
| ✓ Robert Doetsch | ✓ William Morelli |
| Nancy Falcone | Gary Polulak |
| ✓ Patti Gendernalik | ✓ Paul Reiz |
| ✓ Carl Gervason | ✓ Joseph Scramlin |
| Maria Kokas | ✓ Charles Shaw |
| George Kovtun | Erin Smith |
| ✓ Mike Kramer | ✓ Kristine Tremble |

ARRIVALS AFTER QUORUM CALLED:

- | | |
|-----------------|----------------|
| John Bozymowski | ✓ Mike Wiegand |
| ✓ Mary Matuja | |

MEMBERS ABSENT:

- | | |
|------------------|------------------|
| ✓ Patricia Anger | Phil Papes |
| Ken Austin | William Peterson |
| ✓ Frank Blowers | ✓ Rick Regan |
| ✓ Peter Keating | Rene Stephan |
| ✓ Scott Orts | ✓ Jennie Tunnell |

OTHERS PRESENT:

- | | |
|------------------|------------------|
| John Bierbusse | Doreen MacDonald |
| Brenda Etheridge | Joe Dueweke |
| Kathy Jordon | Diane Weiss |
| Deborah Porter | |

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1. Call to Order

Chairman Shaw called the meeting to order at 3:00 p.m.

2. Roll Call

Roll call was taken with 18 members present (12 private sector).

3. Approval of Previous Minutes

**CARL GERVASON MOVED TO APPROVE THE MINUTES OF JANUARY 28, 2010 AS PRESENTED;
SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

(Matuja arrived)

4. Chairperson's Report

Mr. Shaw introduced and welcomed new board members Maria Kokas and Joseph Scramlin.

5. Committee Reports

A. Education & Adult Programs Committee

1. Meeting of February 18, 2010

a. Recommendation to Modify National Emergency Grant Plan

(Bozymowski arrived)

Mr. Kovtun announced that the board has expended the initial NEG allocation and requested an additional \$2 million. The State awarded \$786,960 of the \$2 million request which covers the obligation amount for trainees previously enrolled. There will be no further enrollments through NEG.

**WILLIAM MORELLI MOVED TO MODIFY THE NATIONAL EMERGENCY GRANT PLAN AS PRESENTED;
SUPPORT BY CHRIS BESSENECKER. MOTION CARRIED UNANIMOUSLY.**

b. Recommendation to Modify PY'09 Dislocated Worker Plan

The NEG program runs in tandem with the dislocated worker program. An additional \$4,261,250 has been received with approximately \$3.5 million obligated for current enrollees. With the remaining \$803,420 it is anticipated that 200 customers will be enrolled by the end of the program year (June 30th) through the various service centers.

Displaced customers from auto-related industries who are participating at the Automotive Career Transition Center initially enter the system through the five service centers and are then referred to the ACTC.

**PAUL REIZ MOVED TO MODIFY THE PY'09 DISLOCATED WORKER PROGRAM PLAN AS PRESENTED;
SUPPORT BY JOHN DAUD. MOTION CARRIED UNANIMOUSLY.**

c. Recommendation to Approve PY'09 Adult Statewide Activities Grant

The Macomb/St Clair MWA was afforded an opportunity to write a special grant request to cover costs of adult programs and to allow an increase of additional customers. The Macomb/St. Clair Workforce Development Board is the sole Michigan Works organization to be awarded an adult statewide activity grant. The allocation is \$2,071,497. The current amount of funds obligated is \$1,129,957 which allows remaining funds to train 246 additional customers.

**DOMINIC LaROSA MOVED TO APPROVE THE PY'09 ADULT STATEWIDE ACTIVITIES GRANT AS
PRESENTED; SUPPORT BY NANCY FALCONE. MOTION CARRIED UNANIMOUSLY.**

d. Recommendation to Modify FY'10 JET Plan

After suffering a million dollar decrease in JET funding, Mr. Kovtun was pleased to report the release of an additional \$849,096 allowing restoration of training activities, increased support services for auto related issues,

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and reinstatement of nine laid off JET staff. Transportation allowances will be increased to the former rate of \$7 or \$15 depending upon distance traveled by training customers.

DOMINIC LaROSA MOVED TO MODIFY THE FY'10 JET PLAN AS PRESENTED; SUPPORT BY KRISTINE TREMBLE. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve Wayne State University Proposal

Last fall a proposal seeking services for the displaced white collar population was released resulting with a response from Wayne State University, who delayed their submission pending opening of their new site located at the Macomb County Library on Hall Road. The proposal cost is maximized at \$396,711 and will serve a minimum of 350 individuals through September 30th. Participants will be assigned to certified professional job coaches who will perform assessments in order to develop a personal strategic plan, explore new job skills, and conduct workshops for networking, job search, etc. Invitations will be sent to eligible people who have visited the Michigan Works service centers. Thirty-five customers are expected to start the program every two weeks.

CHRIS BESSENECKER MOVED TO APPROVE THE WAYNE STATE UNIVERSITY PROGRAM FOR DISPLACED WHITE COLLAR POPULATION AS PRESENTED; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.

(Weigand arrived)

f. Recommendation to Approve SEMWAC Projects

Federal Recovery Act dollars are available to address green energy training opportunities. Therefore, the members of the Southeast Michigan - Michigan Works consortium applied through the State Energy Sector Partnership grant by submitting four proposals. Mr. Bierbusse agreed to this board administering any approved programs.

Of the four submitted, two were approved. The *Advanced Energy Storage* program is allocated at \$1,676,742 allowing \$79,740 for administrative costs. Sixteen employers are committed along with four educational institutions. Wayne State University will offer certificate programs in Advanced Energy Storage; Michigan Technical University will offer an individual graduate level course and a professional development program in Principles of Energy Storage; Macomb Community College in partnership with A&D Technology will provide an Advanced Energy Storage certificate. Primary job placements will be design, development or test engineers and technicians, assemblers, technologists and engineers. The program anticipates serving 620 and placing 593 into unsubsidized employment.

NANCY FALCONE MOVED TO APPROVE ACCEPTANCE OF FUNDS TO ADMINISTER THE SEMWAC ADVANCED ENERGY STORAGE PROGRAM; SUPPORT BY DOMINIC LaROSA. MOTION CARRIED UNANIMOUSLY.

The second project is *SEMWAC - Solar* with an allocation of \$415,548 to serve 82 individuals. Eleven employers have been identified with training offered through Henry Ford Community College. Mr. Kovtun stated that the committee had concerns regarding course content of a "basic" program. Staff investigated further to allay their concerns.

GARY POLULAK MOVED TO APPROVE ACCEPTANCE OF FUNDS TO ADMINISTER THE SEMWAC SOLAR PROPOSAL; SUPPORT BY NANCY FALCONE. MOTION CARRIED.

g. Informational Items

i. Plant Closure Report

One closure was reported. Masonico LLC in Fraser will be permanently closing in mid-March affecting 175 employees. An orientation was held February 3rd. The company has filed a TAA petition.

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Trade certification was received by Key Safety Systems in Sterling Heights and Norgren Automation Solutions - Erie Engineering an Automation Division in Clinton Township. Trade orientations will be scheduled for affected employees. Future auto-related orientations for displaced workers will be conducted at the Board's Automotive Career Transition Center.

ii. MPRI Update

Statistics were reviewed for the MPRI program. Services provided include transportation, clothing assistance, health services, and housing. For those who have returned to employment, work tools and/or uniforms are provided. Members acknowledged difficulty in finding employment for this population.

B. Administrative Committee

1. Meeting of February 11, 2010

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

Mr. Gervason reported that a request for additional funding was approved and the board was awarded another \$4,261,250. Administrative costs will remain the same. Increases are directed to information technology and computerization, and projected carry-in to next year. A transfer of \$850,000 will be made to the adult program budget. Funds will be used primarily for classroom training. The increase for the Michigan Works Service Centers is targeted to case management. The budget totals \$8,437,937.

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

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

With the return of \$850,000 from dislocated worker funds, reduced funds for projected carry-in, and information technology and computerization, the budget increases to \$5,632,077. Increases were made for transportation, support services and classroom training.

GEORGE KOVTUN MOVED TO MODIFY THE PY'09 WIA ADULT PROGRAM BUDGET AS PRESENTED; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Modify FY'10 WIA 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 initial allocation, which locally was \$1,039,141. Macomb/St Clair expended this allocation and requested \$2 million. This \$2 million has been expended and a request for an additional \$2 million was submitted. The State has awarded only \$786,960 of the \$2 million requested. The majority of funds are directed to classroom training. The current budget totals \$3,634,834.

MARY MATUJA MOVED TO MODIFY THE FY'10 WIA NEG BUDGET AS PRESENTED; SUPPORT BY JOHN BOZYMOWSKI. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Approve PY'09 WIA Adult Statewide Activities Grant Budget

After petitioning the State, the Macomb/St. Clair Workforce Development Board is the sole Michigan Works organization to receive an adult statewide activity grant. The allocation is \$2,071,497. In order to meet future training obligations, \$500,000 will be carried into the next program year. The remainder is targeted to current classroom training. The budget totals \$1,469,352.

DOMINIC LaROSA MOVED TO APPROVE THE PY'09 WIA ADULT STATEWIDE ACTIVITIES GRANT BUDGET AS PRESENTED; SUPPORT BY ROBERT DOETSCH. MOTION CARRIED UNANIMOUSLY.

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e. Recommendation to Modify PY'09 WIA Recovery Act Dislocated Worker Program Budget

Revisions to this budget include an increase for information technology and computerization and elimination of projected carry-in. Equipment costs increased due to establishment of the Automotive Career Transition Center, which is available to persons from all Michigan Works agencies who are displaced from the auto industry.

WILLIAM MORELLI MOVED TO MODIFY THE PY'09 WIA RECOVERY ACT DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED; SUPPORT BY PAUL REIZ. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Modify PY'09 WIA Recovery Act Adult Program Budget

The revision to this budget increases the carry-in to the next program year to meet training obligations. Adjustments are made accordingly.

MARY MATUJA MOVED TO MODIFY THE PY'09 WIA RECOVERY ACT ADULT PROGRAM BUDGET AS PRESENTED; SUPPORT BY GEORGE KOVTUN. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Modify FY'10 Jobs, Education & Training Program Budget

This budget is comprised of three funding sources: the Workforce Investment Act; State general fund/general purpose; and federal Temporary Assistance for Needy Families - TANF funds. The program suffered a \$1 million reduction from last year. However, increased funding through GF/GP and TANF have been received. Once combined, the total allocation is now \$5,307,505.

The GF/GP funding increase is \$446,269 and will support structured, mandated JET programs. The TANF portion increased by \$402,827 of which the majority will be directed to support services and other ancillary costs. Classroom training is also increased. The total budget is near the same funding level as last year and now totals \$4,676,734.

DOMINIC LaROSA MOVED TO MODIFY THE FY'10 JOBS, EDUCATION & TRAINING BUDGET AS PRESENTED; SUPPORT BY JOHN BOZYMOWSKI. MOTION CARRIED UNANIMOUSLY.

h. Recommendation to Approve Staffing Changes

The committee recommended reclassification of the Management Information System (MIS) supervisor to MIS/Special Projects Coordinator at a level 2 position. The current MIS supervisor has assumed responsibility for coordinating recent grant initiatives.

MIKE MORAN MOVED TO APPROVE RECLASSIFICATION OF THE MIS SUPERVISOR TO A MIS/SPECIAL PROJECTS COORDINATOR AT A LEVEL 2; SUPPORT BY GARY POLULAK. MOTION CARRIED UNANIMOUSLY.

The committee recommended further to reclassify the account technician position to accounting supervisor at a level 4. The current account technician has assumed responsibility of a growing accounting department.

CHRIS BESSENECKER MOVED TO APPROVE RECLASSIFICATION OF THE ACCOUNT TECHNICIAN TO ACCOUNTING SUPERVISOR LEVEL 4; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.

i. Informational Items

i. Annual Accounts of Funding Sources

Updated information on increased funding was presented for review. This board is responsible for programs amounting to \$58,665,667 to date. Another \$2 million is anticipated for training in advanced energy.

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6. Executive Director's Report

Mr. Bierbusse presented unemployment statistics comparing December 2008 to December 2009 for the nation, the state, Macomb County and St Clair County. The numbers reflected the significant decline of those who have dropped out of the labor force in the past year. Of great concern is the expiration of unemployment insurance benefits by the end of February affecting more than 60,000 within the two counties, impacting the entire community. He encouraged all members to contact their representatives to urge extension of UI benefits.

While the majority of funds for the summer youth program were expended last year, there remains \$350,000 of carry-in funds to operate a small program this summer. In preparation for the summer youth program, Mr. Bierbusse requested permission to create a WIA Youth Specialist position dedicated solely to servicing the youth population.

MARY MATUJA MOVED TO APPROVE THE CREATION OF A WIA YOUTH SPECIALIST POSITION AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.

7. Other Business

There was no other business.

8. Hearing of the Public

There were no comments from the public.

9. Scheduling of Next Meeting

The next general meeting is scheduled for 3:00 p.m., Thursday, March 25, 2010. Members will be notified.

10. Adjournment

WILLIAM MORELLI MOVED TO ADJOURN; SUPPORT BY GEORGE KOVTUN. MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 3:50 p.m.

Respectfully submitted,

Laura Carne
Recording Secretary