

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

September 24, 2009

The Macomb/St. Clair Workforce Development Board met Thursday, September 24, 2009 at the Clinton Township Michigan Works Office, 43630 Hayes Road, Clinton Township MI with the following members present (✓ denotes private sector):

AT ROLL CALL:

- | | |
|---------------------|------------------|
| ✓ Patricia Anger | ✓ Dominic LaRosa |
| Ken Austin | ✓ Mary Matuja |
| ✓ Frank Blowers | ✓ Scott Orts |
| John Bozymowski | Phil Papes |
| ✓ Patti Gendernalik | William Peterson |
| ✓ Peter Keating | ✓ Charles Shaw |
| George Kovtun | Erin Smith |
| ✓ Mike Kramer | Jennie Tunnell |

ARRIVALS AFTER QUORUM CALLED:

- ✓ Mike Weigand

MEMBERS ABSENT:

- | | |
|------------------|--------------------|
| Lillian Adams | ✓ William Morelli |
| ✓ David Brandt | Gary Polulak |
| ✓ John Daoud | ✓ Rick Regan |
| ✓ Robert Doetsch | ✓ Paul Reiz |
| Nancy Falcone | Rene Stephan |
| ✓ Carl Gervason | ✓ Kristine Tremble |
| Mike Moran | |

OTHERS PRESENT:

- | | |
|------------------|------------------|
| John Bierbusse | Rene Waraksa |
| Marsha Prose | Brenda Etheridge |
| Doreen MacDonald | Alicia Booker |
| Diane Weiss | Craig Coney |
| Kathy Jordon | |

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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 16 members present (9 private sector).

3. Approval of Previous Minutes

PATRICIA ANGER MOVED TO APPROVE THE MINUTES OF AUGUST 27, 2009 AS PRESENTED; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Mr. Shaw thanked everyone for attending. (*Weigand arrived*)

5. Committee Reports

A. Education & Adult Programs Committee

1. Meeting of September 17, 2009

a. Recommendation to Modify PY'09 Incumbent Worker Plan

The board previously approved the 2009 Incumbent Worker plan in June when it was written with draft instructions. Since then, staff has been notified of the actual allocation, which is \$124,134 less due to a statewide reduction of \$1.5 million. As previously approved, \$250,000 will be obligated to the Thumb Area MWA for inclusion in their Employers Builder Alliance where companies may participate at \$10 per employee for various training programs. The remaining \$123,401 will be dedicated to administration and the operation of approved contracts for local employers who wish to train employees through one of the two community colleges.

FRANK BLOWERS MOVED TO MODIFY THE PY'09 INCUMBENT WORKER PLAN AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve FY'10 MPRI Macomb County Plan

Mr. Kovtun reported that the Department of Corrections has condensed the categories of services for the Michigan Prisoner Re-Entry Initiative (MPRI) program. As a result, there are now six categories to comprise the available services for newly released prisoners.

Funds are no longer allocated but must be requested. Macomb County sought and received \$1,103,400 to operate the program which focuses on residential stability, employment readiness, social support, health and behavioral health, and operational support.

MARY MATUJA MOVED TO APPROVE THE FY'10 MACOMB COUNTY MPRI PLAN AS PRESENTED; SUPPORT BY DOMINIC LaROSA.

Members discussed the difficulty in finding employment for this population.

MOTION CARRIED. Smith abstained.

c. Recommendation to Approve FY'10 MRI Thumb Area Plan

The Thumb area plan is operated similarly to the Macomb plan. Staff requested \$824,000 for this initiative but was notified after the committee meeting that the actual allocation has been reduced to \$774,000.

MARY MATUJA MOVED TO APPROVE THE FY'10 THUMB AREA MPRI PLAN AS PRESENTED; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED. Smith abstained.

d. Informational Items

i. Plant Closure Report

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One closure was reported. Nachi Machining Technology Company in Macomb Township will permanently close the site effective September 30th affecting 55 employees. A worker orientation was scheduled with 49 attending.

Trade certification was received by Paragon Mold Corporation in Fraser. An orientation was held with 7 attending.

ii. JET Program Update

Funding for the new fiscal year has been delayed until the State budget is balanced and dollars are appropriated. However, draft instructions identify target populations for services. Cash welfare applicants and recipients will continue to be a priority, while non-custodial parents and non-cash recipients are eliminated for services through the JET program; however, they can continue to be served through the WIA and No Worker Left Behind programs. The program will focus on training, community service, and employment.

Mr. Kovtun noted an increase in JET program training and community service enrollments in 2009. However, employment statistics are lower this year, which is in line with the current employment status throughout the State. On the positive side, employment retention has increased.

B. Administrative Committee

1. Meeting of September 10, 2009

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

Mr. Peterson reported that the 2009 recovery act dislocated worker program budget is 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.

DOMINIC LaROSA MOVED TO MODIFY THE PY'09 RECOVERY ACT DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

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

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.

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

c. Recommendation to Modify PY'09 Recovery Act Youth Program Budget

The youth program recovery act budget is dedicated to the summer program only and served more than 2,000 young people this year. 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.

FRANK BLOWERS MOVED TO MODIFY THE PY'09 RECOVERY ACT YOUTH PROGRAM BUDGET AS PRESENTED; SUPPORT BY PHILIP PAPES. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Modify PY'09 Recovery Act Administration Budget

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 RECOVERY ACT ADMINISTRATION BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

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

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 are dedicated to classroom training. The budget totals \$4,183,142.

PATRICIA ANGER MOVED TO MODIFY THE PY'09 WIA DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED; SUPPORT BY PHILIP PAPES. MOTION CARRIED UNANIMOUSLY.

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

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.

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

g. Recommendation to Modify PY'09 WIA Youth Program Budget

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.

PHILIP PAPES MOVED TO MODIFY THE PY'09 WIA YOUTH PROGRAM BUDGET AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.

h. Recommendation to Modify PY'09 WIA Administration Budget

The WIA 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 carry-in to 2010 was increased by the same amount. The budget total of \$396,110 remains the same.

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

i. Recommendation to Modify PY'09 Incumbent Worker Program Budget

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.

PATRICIA ANGER MOVED TO MODIFY THE PY'09 INCUMBENT WORKER PROGRAM BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

j. Recommendation to Modify PY'09 Wagner-Peyser Employment Service 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; SUPPORT BY PHILIP PAPES. MOTION CARRIED UNANIMOUSLY.

k. Recommendation to Approve PY'09 Recovery Act Re-employment Service Budget

The State of Michigan 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. These dollars will be used

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to provide additional staff at the Automotive Career Transition Center. This is a one-time-only grant and newly hired staff has been informed that their employment is only until June 30, 2010. The budget totals \$895,000. **FRANK BLOWERS MOVED TO APPROVE THE PY'09 RECOVERY ACT RE-EMPLOYMENT SERVICE BUDGET AS PRESENTED; SUPPORT BY JENNIE TUNNELL. MOTION CARRIED UNANIMOUSLY.**

I. Recommendation to Approve PY'09 Wagner-Peyser Michigan Career Readiness Certificate Program Budget

The State of Michigan developed the Michigan National Career Readiness Certificate, a credential based on three core A C T WorkKeys assessments to measure real world foundational skills critical to job success. Implementation of the tool will begin October 1st. There are three funding sources for this initiative; the first of which is the Wagner-Peyser employment service which contributes \$51,210.

PATRICIA ANGER MOVED TO APPROVE THE PY'09 WAGNER-PEYSER MICHIGAN CAREER READINESS CERTIFICATE PROGRAM BUDGET AS PRESENTED; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.

m. Recommendation to Approve PY'09 Recovery Act Wagner-Peyser Michigan Career Readiness Certificate Program Budget

Recovery act employment services contributes \$204,888 to the certificate program.

MARY MATUJA MOVED TO APPROVE THE PY'09 RECOVERY ACT WAGNER-PEYSER MICHIGAN CAREER READINESS CERTIFICATE PROGRAM BUDGET AS PRESENTED; SUPPORT BY GEORGE KOVTUN. MOTION CARRIED UNANIMOUSLY.

n. Recommendation to Approve PY'09 WIA Michigan Career Readiness Certificate Program Budget

Workforce Investment Act statewide activities contributes \$120,205 to the certificate program.

PHILIP PAPES MOVED TO APPROVE THE PY'09 WIA MICHIGAN CAREER READINESS CERTIFICATE PROGRAM BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

o. Recommendation to Approve Automotive Career Transition Center Staff Position

With the establishment of the Automotive Career Transition Center in Warren, there is a need for a manager to oversee and coordinate activities within the center. This is a level five position.

MARY MATUJA MOVED TO APPROVE THE AUTOMOTIVE CAREER TRANSITION CENTER STAFF POSITION AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

p. Informational Items

i. Trade Readjustment Assistance 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.

6. Executive Director's Report

Mr. Bierbusse took this opportunity to introduce Alicia Booker and Craig Coney of the Career Alliance Michigan Works in Flint.

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Members reviewed a handout reflecting unemployment statistics comparing 2008 to 2009. Mr. Bierbusse informed members that they can expect to see an increase in the local unemployment rate, which has not been this high since 1982. The registrations for the Talent Bank have increased 279% since last year. The program definition handout was distributed with funding information for the various programs included. He announced that the WIA adult program is temporarily on hold until receipt of further funds.

7. Other Business

There was no other business.

8. Hearing of the Public

Brenda Etheridge thanked the board for their support of the computer learning laboratories and JET programs operated for this board by Goodwill Industries of Detroit.

9. Scheduling of Next Meeting

The next general meeting is scheduled for 3:00 p.m., Thursday, October 22, 2009. Members will be notified.

10. Adjournment

WILLIAM PETERSON MOVED TO ADJOURN; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Laura Carne
Recording Secretary