

**MICHIGAN WORKS SERVICE CENTER COMMITTEE MINUTES**  
**April 21, 2009**

**I. CALL TO ORDER**

**Members Present**

Jennie Tunnell  
William Morelli  
Phil Papes  
Patricia Anger

**Members Absent**

**Others Present:**

John Bierbusse  
Bob Apczynski

Jennie Tunnell called the meeting to order at 8:38 am.

**II. APPROVAL OF JANUARY 20, 2009 MINUTES**

**WILLIAM MORELLI MOVED TO APPROVE THE MINUTES OF JANUARY 20, 2009 AS PRESENTED; SUPPORT BY JENNIE TUNNELL. MOTION CARRIED UNANIMOUSLY.**

**III. RECOMMENDATION TO APPROVE PY'09 WAGNER-PEYSER FUNDED CONTRACTS**

Committee reviewed a bid summary for Wagner-Peyser employment services for the five centers. 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, who Mr. Apczynski reported 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.

After discussion, **PATRICIA ANGER MOVED TO APPROVE ST CLAIR SHORES ADULT & COMMUNITY EDUCATION AS THE SOLE BIDDER FOR ALL FIVE MICHIGAN WORKS SERVICE CENTERS AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**IV. REPORT ON SERVICE CENTER TRAFFIC**

Staff 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%.

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

**V. UPDATE ON EFFORTS TO RELOCATE AND EXPAND SERVICE CENTERS**

Mr. Bierbusse reported that he was able to secure 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. He also 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.

**VI. OTHER BUSINESS**

There was no other business.

**VII. ADJOURNMENT**

The meeting adjourned at 9:25 am.

Respectfully submitted,

Laura Carne  
Recording Secretary