

ADMINISTRATIVE COMMITTEE MINUTES

April 12, 2007

I. ROLL CALL

MEMBERS PRESENT:

Charles Shaw
Mary Matuja
Angelo Nicholas
Del Becker
William Peterson

MEMBERS ABSENT:

OTHERS

PRESENT:

John Bierbusse
Bernice Kerner

Mr. Peterson called the meeting to order at 8:35 a.m.

II. APPROVAL OF FEBRUARY 15, 2007 COMMITTEE MINUTES

DEL BECKER MOVED TO APPROVE THE MINUTES OF FEBRUARY 15, 2007 AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

III. PROGRAM YEAR 2006 BUDGET MODIFICATIONS

a. WIA Adult

Legislation allows that up to 20% of funds can be transferred between the WIA adult and WIA dislocated worker programs. In order to better service additional economically disadvantaged adults, it was recommended that \$850,000 be moved into the adult program budget increasing each line item for a total budget of \$4,153,230.

DEL BECKER MOVED TO MODIFY THE PY'06 WIA ADULT PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

b. WIA Dislocated Worker

As a result of the previous action, \$850,000 was removed from the budget. Staff requested additional \$950,000 from the state and received verbal confirmation resulting with a total of \$5,571,179. However, Mr. Bierbusse reported that a recent executive order does not allow release of funding for any programs at this time. He noted further that DLEG is requesting a waiver from the Governor since dislocated worker dollars are federal, not state funds. He predicted that funds will be released before the end of the program year of June 30th.

MARY MATUJA MOVED TO MODIFY THE PY'06 WIA DISLOCATED WORKER BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

a. Senior Community Services Employment & Training Budget

An additional \$1,500 was received. Funds were incorporated into the budget and targeted to the service center contract line item.

MARY MATUJA MOVED TO MODIFY THE PY'06 SENIOR COMMUNITY SERVICES EMPLOYMENT AND TRAINING BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

IV. FISCAL YEAR 2007 BUDGET

a. Trade Adjustment Assistance (TAA)

The Trade Adjustment Assistance program serves those individuals who have lost their employment due to foreign competition. Certification is made by the U.S. Department of Labor.

An additional \$153,000 was incorporated along with final carry-in from the previous year. Funds will be used for

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classroom training. The budget now totals \$613,028.

MARY MATUJA MOVED TO MODIFY THE PY'07 TRADE BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

V. CAREER ADVANCEMENT ACCOUNTS (CAA) BUDGET

Mr. Bierbusse presented the Career Advancement Account budget which is for a demonstration project designed to provide training to advance individuals, employers and the state's economic development efforts. The federal government has awarded Michigan \$1.5 million which must be matched by state funds. We are one of nine areas within the state selected to host the program.

The program allows \$3,000 to individuals seeking employment and training activities but if awarded, the individual foregoes any WIA funding. While the program initially was to be targeted to incumbent workers, the new focus is to assist approximately 180 auto workers who accepted buy outs from the auto makers. Only 2.5% is allowed to administer the program. The budget allocation is \$658,772 and totals \$625,703 available for customer services.

After review and discussion, **DEL BECKER MOVED TO APPROVE THE CAA BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

VI. MICHIGAN PRISONER RE-ENTRY INITIATIVE (THUMB AREA) BUDGET

Currently, the organization operates two MPRI programs in Macomb and St. Clair counties respectively. Due to lower prisoner release activity in the Thumb area which includes Lapeer, Tuscola, Sanilac and Huron counties, a \$20,000 planning grant was authorized for the Macomb/St Clair WDB and a budget was created accordingly to create an infrastructure. After the contribution to the administrative cost pool, the budget totals \$18,000. Next year this geographic area will be incorporated into the St. Clair County program.

MARY MATUJA MOVED TO APPROVE THE MPRI THUMB AREA PLANNING BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

Mr. Bierbusse announced that as mandated by the Department of Corrections, a new member of their department will be seated at the April general meeting.

VII. REQUEST FOR PROPOSAL TO CONDUCT FISCAL MONITORING OF CONTRACTS

In order to be confident that the agency is in compliance with all fiscal and accounting principles and requirements, a Request for Proposal was released to appropriate organizations, along with postings in the Macomb Daily and the Port Huron Times Herald and also on the board's website.

Members reviewed a listing of contracts to be monitored along with the evaluation process for the respondents to the RFP.

VIII. INFORMATIONAL ITEM

a. Program Year 2006 Second Quarter WIA Performance Measures

Upon review of the second quarter WIA performance measures, it was learned that of the seventeen, eleven (11) measures were exceeded and six (6) were met.

IX. OTHER BUSINESS

The committee discussed addressing the needs of individuals of middle management positions who could use services upon being displaced from employment. Job search techniques and other services are different than what is currently available in the Michigan Works centers. Staff is researching this arena to develop a Request for Proposal to identify service providers capable of servicing this population. Due to the large traffic congestion

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at the current four service centers, services to these people will be offered at the new Warren location which is anticipated to open in June.

X. ADJOURNMENT

The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Laura Carne
Recording Secretary