

## ADMINISTRATIVE COMMITTEE MINUTES

April 15, 2008

### I. ROLL CALL

#### MEMBERS PRESENT:

William Peterson  
Del Becker  
Carl Gervason  
Angelo Nicholas  
Charles Shaw

#### MEMBERS ABSENT:

Mary Matuja

#### OTHERS PRESENT:

John Bierbusse

Mr. Peterson called the meeting to order at 8:33 a.m.

### II. APPROVAL OF FEBRUARY 14, 2008 COMMITTEE MINUTES

**DEL BECKER MOVED TO APPROVE THE MINUTES OF FEBRUARY 14, 2008 AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

### III. PROGRAM YEAR 2007 BUDGET MODIFICATIONS

#### a. WIA Dislocated Worker

The previous increase in this program came as a direct result of the State's distribution of excess carry-in from other MWAs. However, a correction was made resulting in a local decrease of \$43,540 which was removed from the classroom training line item. Mr. Bierbusse warned members to expect an increase of funds within the next month as the State's administrative board is expected to release an additional \$390,000 for this area.

**CARL GERVASON MOVED TO MODIFY THE PY'07 WIA DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

### IV. FISCAL YEAR 2008 BUDGET MODIFICATION

#### a. Jobs, Education & Training (JET)

##### i. No Worker Left Behind

The JET program, which now replaces the Work First program, has received funding for a *No Worker Left Behind* initiative. Funds are derived from federal TANF dollars and State GF/GP dollars and must be used solely for classroom training. However, flexibility remains to allow substitution for other expended training dollars. The total JET *No Worker Left Behind* budget is \$159,902.

**DEL BECKER MOVED TO APPROVE THE FY'08 JOBS, EDUCATION & TRAINING (JET) PROGRAM NO WORKER LEFT BEHIND BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

### V. CAREER ADVANCEMENT ACCOUNTS

#### a. Approval of PY'07/'08 Budget

The State of Michigan has received \$3 million to operate a Career Advancement Account program. As an initiative fostered by the Bush administration as a possible replacement for the Workforce Investment Act, the State applied and received monies for a demonstration grant to address the needs of the auto industry. The Macomb/St Clair WDB is one of ten MWAs to receive funds. These dollars are to retrain those auto workers who have lost their jobs or taken early buyouts. Staff is currently working with Chrysler Corporation and Ford Motor Company to obtain lists of those Macomb and St. Clair county residents who may be eligible to alert them of the availability of training. The program has not yet begun, but a budget was prepared reflecting CAA dollars amounting to \$232,245 with matching WIA funds of same. Because CAA funding will expire at the end of 2008, the State has requested an extension. Local cost per customer will be capped at \$5,000. The total budget is \$452,878.

**CHARLES SHAW MOVED TO APPROVE THE PY'07/'08 CAA PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

**VI. PROGRAM YEAR 2008 WIA ALLOCATIONS**

**a. Update on National Emergency Grants (NEG)**

Because of the adverse affect of the auto industry in respect to the economy, the State of Michigan has requested from the federal government \$22 million to assist with providing services to dislocated workers. The federal government retains 25% of WIA funds for such emergencies and the State withholds 40% to be distributed locally. If approved, the Macomb/St Clair WDB can expect a substantial amount due to auto company declines. Mr. Bierbusse advised this initiative will be on fast moving and funds must be spend quickly.

**VII. TRADE ADJUSTMENT ASSISTANCE (TAA)**

**a. Expenditure Report**

Since the State has changed the policy for distribution of TAA funds, there will no longer be granted an initial allocation for the year. Funds must now be requested as needed and the organization will be reimbursed for actual expenditures, eliminating the need for monthly budget modifications. Staff will continue to present expenditure reports. The State may not have enough resources in the future to cover local costs unless they petition the federal government.

Members compared the year-to-date expenditures of 2007 to 2008, i.e., \$635,331.50 to \$1,494,310.98. After review and discussion, the report was accepted and filed.

**VI. OTHER BUSINESS**

**a. Michigan Older American Community Service Employment Program**

An additional \$25,000 was received and incorporated into the Older American Community Service Employment program. When this program was assumed by the board two years ago, it addressed a very large area serving multiple counties. However, it was determined that Macomb County was under-served; therefore, as additional dollars become available, they are relegated to Macomb. There are currently 42 slots filled; however we are still below by 30 slots. Increase in funds was allocated to participant wages and fringe benefits. The budget totals \$562,326.

**CARL GERVASON MOVED TO MODIFY THE MICHIGAN OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

Mr. Bierbusse alerted the committee to expect a very large increase in WIA funding for the upcoming program year beginning in July. The State of Michigan has received a 28.17% increase of funds for adults; a 43.71% increase for dislocated workers; and 24.05% increase for youth. Because of this large increase of training funds, he has sent correspondence to the board's Macomb County service provider requesting that six (6) additional case managers be hired prior to the start of the program year to assist in servicing a substantial increase in the number of Michigan Works customers. Currently, case managers are on average juggling case loads of 170 customers.

To this end, recommendations were presented for consideration to hire additional board staff. Mr. Bierbusse recommended an additional WIA Specialist position as it is anticipated that this department will experience a huge increase in enrollments into classroom training affecting the amount of paperwork and guidance to case managers. Also affected is the computer/information technology unit by increasing the number of computers within our system that need maintenance and trouble-shooting. In direct correlation to the increase, the amount of paperwork in the Management Information systems unit will accrue accordingly which would be alleviated by adding a part-time clerical position.

**Administrative Committee**  
**April 15, 2008**

After review and discussion, **CHARLES SHAW MOVED TO APPROVE TWO ADDITIONAL FULL-TIME POSITIONS AND ONE PART-TIME POSITION AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

**VII. ADJOURNMENT**

The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Laura Carne  
Recording Secretary