

**ADMINISTRATIVE COMMITTEE MINUTES**

February 8, 2007

**I. ROLL CALL**

**MEMBERS PRESENT:**

Mary Matuja

**MEMBERS ABSENT:**

Charles Shaw  
Angelo Nicholas  
Del Becker  
William Peterson

**OTHERS**

**PRESENT:**  
John Bierbusse

Ms. Matuja called the meeting to order at 8:55 a.m.

**II. APPROVAL OF JANUARY 11, 2007 COMMITTEE MINUTES  
THE MINUTES WERE APPROVED AND ACCEPTED AS PRESENTED.**

**III. PROGRAM YEAR 2006 BUDGET MODIFICATION**

**a. Senior Community Services Employment & Training Budget**

An additional \$48,000 was requested, but official notification of \$1,500 was received. Funds were incorporated into the budget and targeted to classroom training.

**MARY MATUJA MOVED TO MODIFY THE PY'06 SENIOR COMMUNITY SERVICES EMPLOYMENT & TRAINING BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL.**

**IV. FISCAL YEAR 2007 BUDGET**

**a. Work First – Reed Act**

The board has received Reed Act carry-in funds to be incorporated into the Work First budget. A total of \$122,909 was added bringing the Work First allocation to \$4,843,844. Of that, \$4,262,584 is directed to program costs. The additional Reed Act dollars were incorporated into the Work First Projects line item.

**MARY MATUJA MOVED TO MODIFY THE FY'07 WORK FIRST – REED ACT BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL.**

**V. RECOMMENDATION TO APPROVE ADDITIONAL STAFF POSITIONS**

**a. One Full-time Receptionist for New Warren Michigan Works Service Center**

As part of the responsibility as the center operator, a clerical/greeter receptionist position is necessary due to the opening of a new Michigan Works Service Center located at Martin Road and Van Dyke in Warren. This new office will alleviate the heavy traffic flow at the Roseville center. Funds for this mandatory position are paid through program costs. All other staff positions at this new center will be provided through organizations that the board contracts with to provide customer services. This is a level 9 staff position with a salary range of \$26,307 to \$32,829.

**b. One Part-time Clerical Position**

The second position is for a part-time clerical person to work in the administration's Management Information Systems unit. There has been a significant increase in the number of enrollments in both the WIA and Work First programs, plus new customer tracking requirements have been created by the Michigan Prisoner Re-entry Initiatives and the Senior Community Services Employment Program. The position will pay \$13.44 per hour and will not exceed 20 hours per week.

After discussion, **MARY MATUJA MOVED TO APPROVE THE TWO STAFF POSITIONS AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL.**

**VI. OTHER BUSINESS**

There was no other business.

**VII. ADJOURNMENT**

The meeting adjourned at 9:20 a.m.

Respectfully submitted,

Laura Carne  
Recording Secretary