

# ADMINISTRATIVE COMMITTEE MINUTES

January 10, 2008

## I. ROLL CALL

### MEMBERS PRESENT:

Del Becker  
William Peterson  
Mary Matuja  
Carl Gervason  
Angelo Nicholas  
Charles Shaw

### MEMBERS ABSENT:

### OTHERS PRESENT:

John Bierbusse

Mr. Peterson called the meeting to order at 8:40 a.m.

## II. APPROVAL OF NOVEMBER 29, 2007 COMMITTEE MINUTES

**DEL BECKER MOVED TO APPROVE THE MINUTES OF NOVEMBER 29, 2007 AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

## III. PROGRAM YEAR 2007 BUDGET MODIFICATIONS

### b. WIA Dislocated Worker

Staff previously requested and received additional funds to incorporate into the budget bringing the total to \$5,791,502. However, due to demand of the No Worker Left Behind initiative, Mr. Bierbusse recommended a transfer of \$1,587,000 to adult programs where the need has increased dramatically. Transfers of up to 30% are allowed between programs and additional funds will be requested to supplement the dislocated worker program. If approved, the total for the dislocated worker program will be revised to \$4,204,502.

**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 ANGELO NICHOLAS. MOTION CARRIED UNANIMOUSLY.**

### c. WIA Adult

Due to the previous action, the adult program budget will increase from \$3,230,154 to \$4,817,154.

**CARL GERVASON MOVED TO MODIFY THE PY'07 WIA ADULT 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. WIA - Statewide Activities

The JET program, which now replaces the Work First program, has been adjusted to reflect *actual versus estimated* carry-in of WIA dollars. Therefore, the budget increased by \$25,702 in the WIA category with funds targeted at Work First projects.

**MARY MATUJA MOVED TO MODIFY THE FY'08 JOBS, EDUCATION & TRAINING (JET) PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

## V. TRADE ADJUSTMENT ASSISTANCE (TAA)

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 quarterly expenditure reports. Mr. Bierbusse raised the concern that if other Michigan Works organizations are

experiencing such large training demands in the TAA program, the State may not have enough resources in the future to cover local costs unless they petition the federal government. While comparing the first quarter expenditures of 2007 to 2008, it was noted that there is a deviation in spending between the two years. Mr. Bierbusse reminded members of the significant plant closures that have impacted the trade program.

After review and discussion, the report was accepted and filed.

**VII. REVIEW OF ANNUAL ACCOUNTS OF FUNDING SOURCES**

Members reviewed a handout reflecting funding sources since 2002 to current noting that in 2002 there was just under \$14 million available to service customers; to date the agency is operating with \$23.5 million and it was predicted that the budget will be near \$26 million by the end of the program year in June.

The report was accepted and filed.

**VIII. OTHER BUSINESS**

When questioned on the opening of the Warren office, the committee was informed that telephone lines are being installed and it is anticipated that the office will open before the end of the month.

**IX. ADJOURNMENT**

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Laura Carne  
Recording Secretary