

**ADMINISTRATIVE COMMITTEE MINUTES
May 10, 2007**

I. ROLL CALL

MEMBERS PRESENT:

Charles Shaw
Mary Matuja

MEMBERS ABSENT:

Angelo Nicholas
Del Becker
William Peterson

OTHERS PRESENT:

John Bierbusse

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

II. APPROVAL OF APRIL 12, 2007 COMMITTEE MINUTES

MARY MATUJA MOVED TO APPROVE THE MINUTES OF APRIL 12, 2007 AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

III. PROGRAM YEAR 2007 BUDGETS

a. WIA Adult

Allocations have been confirmed for the 2007 program year. The WIA Adult Program has initial funding of \$3,149,175, a slight increase from last year due to the local economy. However, the State of Michigan suffered a .4% reduction. After contributions to administrative costs, information technology and computerization and estimated carry-in, the total available budget is \$2,876,358.

MARY MATUJA MOVED TO APPROVE 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.

b. WIA Dislocated Worker

The State of Michigan has received an 8% increase of dislocated worker funds. The local 2007 allocation for the dislocated worker program is \$5,432,058, higher than the start of the previous year. With the current state of the economy, additional funds are expected throughout the course of the year. Mr. Bierbusse noted that we are currently training 3,400 participants within the combination of adult, dislocated worker, and trade programs.

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

c. WIA Youth

There is less than a 1% decrease of funds statewide; however, the local 2007 youth allocation has increased approximately \$170,000. Contributions from the new budget were made to information technology and computerization, administration, and carry-in leaving a total of \$2,789,040 available. There are sufficient dollars to fund the in-school and out-of-school contracts.

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

d. WIA Administration

This budget allocation is derived from the three main WIA funding sources, i.e., adult, dislocated worker, and youth programs, to create a pool to administer all three programs simultaneously. The total available this year

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is \$917,000, with \$620,000 being contributed to the administrative cost pool and \$297,200 in direct administration.

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

e. Information Technology & Computerization

Contributions from three WIA programs, Work First, Welfare-to-Work and Employment Services make up this budget. Members noted the budget increased and totals \$682,550. With the approaching opening of the satellite office in Warren, it is anticipated that 63 computers will be purchased for the site.

MARY MATUJA MOVED TO APPROVE THE PY'07 WIA INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. 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 \$367,000 was received and incorporated into the budget. Funds will be used for classroom training. The budget now totals \$946,681. Mr. Bierbusse advised members to expect another significant increase next month.

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. RECOMMENDATION TO APPROVE CONTRACT TO CONDUCT FISCAL MONITORING

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. Three responses were received. Upon staff review, it was determined that all have previous experience with a very good understanding of the services to be performed. The final determining factor was cost.

After discussion, **MARY MATUJA MOVED TO AWARD A CONTRACT TO STEWART, BEAUVAIS & WHIPPLE, PC OF PORT HURON AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

VI. OTHER BUSINESS

There was no other business.

VII. ADJOURNMENT

The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Laura Carne
Recording Secretary