

ADMINISTRATIVE COMMITTEE MINUTES

May 8, 2008

I. ROLL CALL

MEMBERS PRESENT:

Angelo Nicholas
Mary Matuja
Del Becker
Carl Gervason

MEMBERS ABSENT:

William Peterson
Charles Shaw

OTHERS PRESENT:

John Bierbusse

Ms. Matuja called the meeting to order at 8:45 a.m.

II. APPROVAL OF APRIL 15, 2008 COMMITTEE MINUTES

DEL BECKER MOVED TO APPROVE THE MINUTES OF APRIL 15, 2008 AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.

III. PROGRAM YEAR 2008 BUDGET RECOMMENDATIONS

a. Wagner-Peyser Employment Service

The draft allocation for the 2008 program year has been received and a budget created accordingly. Mr. Bierbusse noted a slight increase of \$23,000 over last year; however, 2007 carry-in funds were less than projected bringing the total available to \$1,647,240. After reductions for administrative costs and estimated carry-in to next year, the total budget is \$1,446,730. It is anticipated that the allocation may increase slightly prior to the start of the program year allowing additional funds to be dedicated to employment service providers.

After review, **ANGELO NICHOLAS MOVED TO APPROVE THE PY'08 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

b. WIA Adult

All Workforce Investment Act programs will be receiving significant increases this year. The adult program will increase by approximately \$1.2 million. Carry-in from the previous year is lower than projected, but due to the *No Worker Left Behind* initiative, it is recommended that \$2,250,000 be transferred from the dislocated worker allocation into the adult program. Past experience has shown that with the eligibility guidelines expanded, this program experienced a large increase in demand.

Administrative costs have been lowered from 7% to 5% of the allocation, information technology and computerization were slightly increased along with projected carry-in to next year. Close to a million dollars will be added to classroom training services. The total budget equals \$6,190,380.

After discussion, **CARL GERVASON MOVED TO APPROVE THE PY'08 WIA ADULT PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

c. WIA Dislocated Worker

The 2008 allocation is \$8.9 million, a \$3 million increase from last year. As noted previously, \$2,250,000 will be transferred to the adult program. Administrative costs have been lowered from 7% to 5% of the allocation, information technology and computerization were slightly increased along with projected carry-in to next year. The majority of funds will be dedicated to customer training programs. The total budget is \$6,032,026.

After review, **CARL GERVASON MOVED TO APPROVE THE PY'08 WIA DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

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d. WIA Youth

The youth program is receiving a million dollar increase. Estimated carry-in was reduced to bring available funds to \$4,314,302. Administrative costs were lowered from 7% to 5% of the allocation, information technology and computerization were slightly increased along with projected carry-in to next year. Again, the majority of funds will be dedicated to training. The total budget is \$3,871,829.

Discussion was held regarding the provision of youth training services for children within the foster care system. Mr. Nicholas spoke of the great need to service this population.

After review and discussion, **DEL BECKER MOVED TO APPROVE THE PY'08 WIA YOUTH PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

IV. 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., \$709,898.65 to \$1,746,365.43. After review and discussion, the report was accepted and filed.

b. JET Macomb County Support Services

The Macomb County Department of Human Services has made additional funds available for the JET program. In February, the board approved a supportive services budget of \$25,000. It has been increased to \$187,000. Since these funds must be used solely for supportive services, they offset costs to the regular JET program budget and allow for more training.

After review, **DEL BECKER MOVED TO MODIFY THE FY'08 JET - MACOMB COUNTY DHS SUPPORT SERVICES BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

V. WORKFORCE INVESTMENT ACT (WIA)

a. PY'07 Third Quarter Performance Report

Members reviewed statistics for the third quarter of Workforce Investment Act programs. It was noted that nine categories were exceeded, seven were met and one failed. The failure of the older youth credential rate stems from the difficulty in serving this population who are required to obtain a national credential in order to meet this goal. It is hoped that the State will review and renegotiate this standard for the upcoming program year.

VI. OTHER BUSINESS

There was no other business.

VII. ADJOURNMENT

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

Laura Carne
Recording Secretary