

ADMINISTRATIVE COMMITTEE MINUTES

November 29, 2007

I. ROLL CALL

MEMBERS PRESENT:

Del Becker
William Peterson
Mary Matuja
Carl Gervason

MEMBERS ABSENT:

Angelo Nicholas
Charles Shaw

OTHERS PRESENT:

John Bierbusse

Mr. Peterson called the meeting to order at 8:35 a.m.

II. APPROVAL OF OCTOBER 11, 2007 COMMITTEE MINUTES

DEL BECKER MOVED TO APPROVE THE MINUTES OF OCTOBER 11, 2007 AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.

III. PROGRAM YEAR 2007 BUDGET

a. WIA Statewide Activities - *No Worker Left Behind*

As part of federal WIA dollars allocated to the State of Michigan, 15% is set aside from the youth and adult programs and 40% is withheld from dislocated worker funds. These additional revenues held by in the State's set aside funding were distributed to assist in the *No Worker Left Behind* initiative. The local allocation is \$335,837. All monies will be directed to training.

CARL GERVASON MOVED TO APPROVE THE PY'07 STATEWIDE ACTIVITIES - *NO WORKER LEFT BEHIND* BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

IV. PROGRAM YEAR 2007 BUDGET MODIFICATIONS

a. WIA Dislocated Worker - *No Worker Left Behind*

An additional \$122,775 was received for incorporation into the Dislocated Worker - *No Worker Left Behind* budget. There will be no contribution to administrative costs and all funding will be targeted for training. The budget now totals \$442,795.

DEL BECKER MOVED TO APPROVE THE PY'07 WIA DISLOCATED WORKER - *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.

b. WIA Dislocated Worker

The regular dislocated worker program has received two additional allocations. Initially received was \$55,120 through excess carry-in from deobligations of other service areas. Also, staff had previously requested additional funds and were awarded \$970,000 to incorporate into the budget bringing the total to \$5,791,502. All new funds will be directed to classroom training.

DEL BECKER 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 MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

c. WIA Adult

Excess carry-in of \$358 was also received for the adult program and all new funds are targeted to training. Also noted was \$350,000 transferred out of dislocated worker funds into adult programs, bringing the total budget to \$3,230,154.

MARY MATUJA 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 DEL BECKER. MOTION CARRIED UNANIMOUSLY.

d. WIA Youth

Excess carry-in of \$6,428 was received for the youth program with all new funds being targeted to out-of-school youth training. The total budget is \$3,124,021.

DEL BECKER MOVED TO MODIFY THE PY'07 WIA YOUTH PROGRAM BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.

e. WIA Michigan Works Service Centers

Excess carry-in of \$16,585 was received for incorporation into the service centers operational budget. Increases were directed to rent and office supplies due to the opening of the new Warren facility. The budget totals \$401,755.

MARY MATUJA MOVED TO MODIFY THE PY'07 WIA MICHIGAN WORKS SERVICE CENTERS BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

V. FISCAL YEAR 2008 BUDGETS

a. Jobs, Education & Training (JET)

- i. Temporary Assistance for Needy Families (TANF)**
- ii. WIA - Statewide Activities**
- iii. State GF/GP**

The JET program now replaces the Work First program. Funding is derived from three sources, ie, federal Temporary Assistance for Needy Families (TANF) funds; WIA funds; and the State's general fund/general purpose funds. The TANF contribution is \$3,694,089; the State's contribution is \$885,528; and the WIA contribution is \$252,172 combining for a total of \$4,831,789 which is a slight increase over the 2007 Work First program budget. However, Mr. Bierbusse noted the State's portion experienced a 5% decline. It was noted that all Reed Act dollars are no longer available. With the JET program operating the same as Work First, there were no major changes in the line items. However, increases for leases, equipment purchases, and information technology & computerization were made due to the opening of the Warren facility.

Clarification was given regarding transportation costs, public transportation allowances, auto purchases, and auto-related expenses. The 2008 budget totals \$4,356,370.

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

VI. MICHIGAN PRISONER RE-ENTRY INITIATIVE (MPRI)

Since the inception of the MPRI programs, the two community coordinators who administer the two programs in our jurisdiction as independent contractors have been receiving \$80,000 annually as mandated by the Michigan Department of Corrections. However, upon review, Mr. Bierbusse determined that the board is out of compliance with the Internal Revenue Service regulations which clearly define independent contractor versus employer status. In order to avoid any future issues with the IRS, it was recommended that the two MPRI community coordinator positions be converted from independent contractor to actual staff positions of the Board. The salaries will be established at \$60,110 with the remaining \$19,890 directed to fringe benefits.

**Administrative Committee
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After review and discussion, **DEL BECKER MOVED TO APPROVE THE TWO ADDITIONAL STAFF POSITIONS AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY MARY MATUJA. MOTION CARRIED.** One NO vote (Matuja)

VII. WORKFORCE INVESTMENT ACT

a. Program Year 2007 First Quarter Performance Report

Mr. Bierbusse identified failure of the adult entered employment rate. Staff is working to learn the fault of this standard and will keep the committee informed. Also failed is the older youth credential rate which may possibly be due to a data entry issue. Staff will research to clarify. The remaining standards were either met (5) or exceeded (9).

The report was accepted and filed.

VIII. OTHER BUSINESS

There was no other business.

IX. ADJOURNMENT

The meeting adjourned at 9:20 a.m.

Respectfully submitted,

Laura Carne
Recording Secretary