

ADMINISTRATIVE COMMITTEE MINUTES

October 11, 2007

I. ROLL CALL

MEMBERS PRESENT:

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

MEMBERS ABSENT:

OTHERS PRESENT:

John Bierbusse

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

II. APPROVAL OF SEPTEMBER 13, 2007 COMMITTEE MINUTES

CHARLES SHAW MOVED TO APPROVE THE MINUTES OF SEPTEMBER 13, 2007 AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.

III. PROGRAM YEAR 2007 BUDGET MODIFICATIONS

a. Employment Service - No Worker Left Behind

Additional Wagner-Peyser dollars for the No Worker Left Behind initiative were allocated to the Macomb/St. Clair Workforce Development Board requiring a separate budget for tracking purposes. The agency has received \$254,971, which will be dedicated to employment service providers. Since these Wagner-Peyser funds must be utilized for job search activities **only** and cannot be used for training, the allocation will supplant WIA funding and will be redirected into the various workshops at the centers. No funds within this budget will be used for administrative costs, nor will there be any carry-in for the 2008 program year.

DEL BECKER MOVED TO APPROVE THE PY'07 EMPLOYMENT SERVICE- NO WORKER LEFT BEHIND 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 MODIFICATIONS

a. Michigan Prisoner Re-entry Initiative (MPRI) - Macomb

Originally the request for the Macomb program was \$900,000. The State approved the local plan at \$851,482 but has since provided an additional \$17,303. Therefore, the budget was readjusted to incorporate the additional dollars. Increases were made in mental health services, transportation, family support services, short-term housing, workforce development, life skills, and entitlement programs. Minor decreases were made in substance abuse treatment and health care services since there are other programs available to assist parolees with these issues. The prisoner in-reach line item was eliminated as the services are specifically distributed throughout line items. The budget totals \$868,785.

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

b. Michigan Prisoner Re-entry Initiative (MPRI) - St Clair/Thumb

Upon State approval, the St. Clair/Thumb initiative program was also increased by \$1,890, bringing the total budget to \$586,000.

DEL BECKER MOVED TO MODIFY THE FY'07 MPRI - ST CLAIR/THUMB BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

c. PY'07 Trade Program Modification

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While not on the original agenda, this budget was brought before the committee for review.

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 \$105,640 was received and incorporated into the budget. Funds will be used for classroom training. The budget now totals \$1,586,680.

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. FISCAL MONITORING REPORT FOR CONTRACTS ENDING JUNE 30, 2007

As previously approved by the board, an independent audit firm, Stewart, Whipple & Beauvais of Port Huron, was hired to monitor contracts. The initial phase monitors 15 training contracts within the program year ending June 30th. Seven contracts are in compliance and require no action. The Mt. Clemens Schools contract was not monitored due to inability to schedule monitoring visits. When the superintendent of Mt. Clemens schools relocated to Lansing, the records were taken along. The agency has not been billed for services since a bill cannot be submitted without proper documentation. Minor areas of corrective action for the remaining contractors have been defined and staff reported that timely corrections are anticipated for all.

Mr. Bierbusse reported that overall he was satisfied with the audit which reflected no gross problems. The next phase of the audit will include contracts awarded for the fiscal year ending September 30th. Programs affected include Work First and the Michigan Prisoner Re-entry Initiative.

DEL BECKER MOVED TO ACCEPT THE MONITORING REPORT AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

VI. OTHER BUSINESS

There was no other business.

VII. ADJOURNMENT

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Laura Carne
Recording Secretary