

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

April 24, 2008

The Macomb/St. Clair Workforce Development Board met Thursday, April 24, 2008 at the Michigan Works Clinton Township Atrium Office, 43630 Hayes Rd, Clinton Township, Michigan with the following members present (✓ denotes private sector):

AT ROLL CALL:

Lillian Adams	✓ Ed Kubes
✓ Patricia Anger	Darlene LaBelle
✓ Frank Blowers	Vicki Ledsworth
John Bozymowski	✓ Mary Matuja
✓ David Brandt	Mike Moran
✓ Patti Gendernalik	✓ William Morelli
✓ Carl Gervason	Gary Polulak
✓ Peter Keating	✓ Rick Regan
George Kovtun	✓ Charles Shaw

ARRIVALS AFTER QUORUM CALLED:

✓ Del Becker

MEMBERS ABSENT:

Ken Austin	Angelo Nicholas
✓ John Daoud	✓ Scott Orts
Nancy Falcone	Philip Papes
✓ Lester Gilbert	William Peterson
✓ Mary Gilbert	✓ Paul Reiz
✓ Mike Kramer	✓ Carol Thurber
✓ Dominic LaRosa	Jennie Tunnell
✓ Chuck Michel	

OTHERS PRESENT:

John Bierbusse	Kathy Jordon
Deborah Porter	Danielle Hudson
Brenda Etheridge	Tammy Russo
Michelle Glenn	Monika Leisure
Ed Stanton	

1. Call to Order

Chairman Regan called the meeting to order at 3:05 p.m.

2. Roll Call

Roll call was taken with 18 members present (11 private sector).

3. Approval of Previous Minutes

WILLIAM MORELLI MOVED TO APPROVE THE MINUTES OF FEBRUARY 28, 2008 AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Mr. Regan read a letter from Governor Granholm congratulating the board on recertification for 2008-2009. Also announced is an open house for the Warren Michigan Works Service Center located on Van Dyke in the Majestic Plaza directly across from the M-TEC center. Members were invited to attend Friday, May 2nd between the hours of 11 am and 2 pm.

(Becker arrived)

5. Committee Reports

A. Macomb/St. Clair Education Advisory Group (EAG)

1. Meeting of April 10, 2008

a. Recommendation to Approve the 2008-2009 Perkins Application

As chair of the EAG, Mr. Regan announced the submission of the 2008-09 Perkins application which requires approval by the Board. Monika Leisure gave a brief summation for the upcoming school year and the long-range plan which assists special population students in their academic and technical skill development. There is approximately \$580,000 available which will be matched by Macomb Community College for an approximate total of \$1 million.

WILLIAM MORELLI MOVED TO APPROVE THE 2008-2009 PERKINS APPLICATION AS SUBMITTED; SUPPORT BY GEORGE KOVTUN. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve the 2008-2009 Tech Prep Grant Application

Both the annual and long-range plans for the Tech Prep Grant were reviewed. Ed Stanton, of Macomb Community College, reported the plans have a career focus for employment, vocational career readiness and certifications for students in grades 11 through 14. There is approximately \$288,000 available.

FRANK BLOWERS MOVED TO APPROVE THE 2008-2009 TECH PREP GRANT PLAN AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

C. Youth Advisory Committee

1. Meeting of April 16, 2008

a. Recommendation to Approve Negotiation of Youth Program Contracts

To assist with long-term impact on the youth population, last year a Request for Proposal was released for a three-year period contingent upon revisiting each contract yearly for any revisions. Letters were sent to each service provider to update the second year of their respective contract for any budget or programmatic changes. All in-school youth service providers wished to proceed with the continuum programs while only Warren Woods has declined operation of a summer program. Costs remain very consistent but staff will negotiate and return with final recommendations at the May meeting.

**Macomb/St. Clair Workforce Development Board
April 24, 2008**

The out-of-school youth program components do not include a summer program. Administrative costs are allowed for these contracts. Discrepancies noted are due to increases in staff or participants and will be clarified upon future negotiation with service providers.

After review, **LILLIAN ADAMS MOVED TO APPROVE NEGOTIATION OF 2008-2009 YOUTH PROGRAM CONTRACTS AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

b. Recommendation to Approve Additional Budget Request

The Macomb Intermediate School District has requested additional funds for their current continuum contract due to the addition of 15 to 20 Anchor Bay School students into the contract. These students will receive the same level of services as provided to others within their contract. They are seeking an additional \$12,639 to be used for a program facilitator and minimal supplies.

GARY POLULAK MOVED TO APPROVE ADDITIONAL FUNDS FOR THE MACOMB INTERMEDIATE SCHOOL DISTRICT TO INCORPORATE ANCHOR BAY SCHOOLS INTO THEIR CURRENT PROGRAM; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.

c. Informational Items

i. Youth Essay Competition

Members reviewed the previous competition requirements. Submission deadline is May 2nd, and the committee will reconvene to rate essays at their May 14th meeting in order for award presentations to be made at the board's general meeting May 22nd. Once again, top award winners will receive \$150; second place is \$100; and 3rd place is \$50.

ii. 2006/2007 Final Performance

The majority of credentials for this population consist of high school completion or GED equivalency. Achievement of credential rates are not as high as desired, but it is also possible that these numbers will increase before the end of summer as some students may continue through summer school or receive diplomas upon completion of other assignments as required. This report will also be used as part of contract negotiations with service providers.

C. Education & Adult Programs Committee

1. Meeting of April 17, 2008

a. Recommendation to Approve FY'08 JET *No Worker Left Behind* Training Allocation

Mr. Bozymowski reported that there are additional resources dedicated to training services within the JET program. The *No Worker Left Behind* initiative provides dollars for worker training in a unified workforce development strategy to enable individuals in acquiring necessary skills. A combination of federal Temporary Assistance for Needy Families (TANF) and State General Fund/General Purpose (GF/GP) funds are being distributed statewide. Macomb/St. Clair will receive \$75,299 in TANF funds and \$84,603 in State GF/GP funds for a total of \$159,902. The allocation will be spent on vocational training, basic skills upgrading, GED preparation, English-as-a-second-language programs, or on-the-job training.

**Macomb/St. Clair Workforce Development Board
April 24, 2008**

Since the inception of the *No Worker Left Behind* initiative, Mr. Bozymowski reported that more JET customers have been enrolled in training than any other area. The statewide average is 6%; locally Macomb/St Clair has 10% enrolled.

PATRICIA ANGER MOVED TO APPROVE THE FY'08 JET NO WORKER LEFT BEHIND PLAN AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve PY'07 Career Advancement Accounts Plan

The State of Michigan received \$3 million to operate a Career Advancement Accounts program by applying for a federal demonstration grant to address the needs of the auto industry. The Macomb/St Clair board is one of ten Michigan Works Agencies to receive funds. These dollars will retrain auto workers who have lost their jobs or taken early buyouts. Staff is working with Chrysler Corporation and Ford Motor Company to obtain lists of Macomb and St. Clair county residents who may be eligible to alert them of the availability of training. The program has not yet begun, but a plan was prepared reflecting CAA dollars amounting to \$232,245 with matching WIA funds of same. Because CAA funding will expire at the end of 2008, the State has requested an extension. Local cost per customer will be capped at \$5,000 per year for a total of \$10,000 in a maximum 2-year period. The plan has a total budget of \$452,878.

PATRICIA ANGER MOVED TO APPROVE THE PY'07 CAREER ADVANCEMENT ACCOUNTS PLAN AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Modify PY'07 Dislocated Worker Plan

The previous increase the board received in February for the dislocated worker program came as a direct result of the State's distribution of excess carry-in from other Michigan Works Agencies. However, a correction was made resulting in a local decrease of \$43,540, which was removed from the classroom training line item. Members may expect to see an increase of funds within the next month as the State's administrative board is expected to release an additional \$390,000 for this area

MARY MATUJA MOVED TO MODIFY THE PY'07 DISLOCATED WORKER PROGRAM PLAN AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

d. Informational Items

i. Plant Closures

Mr. Bozymowski reported layoffs at Magna Closures in Shelby Township affecting 50 employee caused by reduction in just in time supplies used by Chrysler Corporation. An orientation was held February 28th where 33 employees attended.

Liturgical Publications in Sterling Heights is closing and operations will be moved to Cleveland. Some 30 employees are affected, however, some will be offered transfers. An orientation was held April 4th with 12 employees in attendance.

Value City stores in Roseville and Warren are closing. More than 160 employees will be affected. Orientations were held April 4th at both stores where 21 attended in Roseville and 19 attended in Warren.

St. John Health Systems is in the process of a mass layoff of their workforce. Staff is awaiting final determination of actual numbers affected.

**Macomb/St. Clair Workforce Development Board
April 24, 2008**

The Chrysler-Sterling Heights Assembly Plant is transitioning their Information Technology Infrastructure group to a new service provider who may offer employment opportunities to those 92 affected. Action is expected to begin in late May and finish by June 30th. Employees do not have bumping rights nor are they represented by a union.

Trade certifications were received by TI Automotive in Marysville, Chrysler Corporation Jefferson North Assembly Plant, and Saint-Gobain Sekurit in Shelby Township.

D. Administrative Committee

1. Meeting of April 15, 2008

a. Recommendation to Modify PY'07 WIA Dislocated Worker Program Budget

Mr. Shaw reported that the previous increase in this program came as a direct result of the State's distribution of excess carry-in from other MWAs. However, as previously reported, a correction was made by the State resulting in a local decrease of \$43,540, which was removed from the classroom training line item. Members may expect an increase of funds within the next month as the State's administrative board is expected to release an additional \$390,000 for this area.

JOHN BOZYMOWSKI MOVED TO MODIFY THE PY'07 WIA DISLOCATED WORKER PROGRAM BUDGET AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve FY'08 JET *No Worker Left Behind* Program Budget

The JET program, which now replaces the Work First program, has received funding for a *No Worker Left Behind* initiative. Funds are derived from federal TANF dollars and State GF/GP dollars and must be used solely for classroom training. However, flexibility remains to allow substitution for other expended training dollars. The total JET *No Worker Left Behind* budget is \$159,902.

FRANK BLOWERS MOVED TO APPROVE THE FY'08 JOBS, EDUCATION & TRAINING (JET) *NO WORKER LEFT BEHIND* PROGRAM BUDGET AS PRESENTED; SUPPORT BY JOHN BOZYMOWSKI. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve PY'07/08 Career Advancement Accounts Budget

Mr. Shaw reiterated that the State of Michigan received \$3 million to operate a Career Advancement Account program. As an initiative fostered by the Bush administration as a possible replacement for the Workforce Investment Act, the State applied and received monies for a demonstration grant to address the needs of the auto industry. The Macomb/St Clair Workforce Development Board is one of ten Michigan Works Agencies to receive funds. These dollars target retraining to auto workers who have lost their jobs or taken early buyouts. Staff is currently working with Chrysler Corporation and Ford Motor Company to obtain lists of Macomb and St. Clair county residents who may be eligible to alert them of the availability of training. The program has not yet begun, but a budget was prepared reflecting CAA dollars amounting to \$232,245 with matching WIA funds of same. Because CAA funding will expire at the end of 2008, the State has requested an extension. Local cost per customer will be capped at \$5,000. The total budget is \$452,878.

MARY MATUJA MOVED TO APPROVE THE PY'07/'08 CAREER ADVANCEMENT ACCOUNTS BUDGET AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Modify PY'07 Michigan Older American Community Service Employment Program Budget

An additional \$25,000 was received and incorporated into the Older American Community Service Employment program. When this program was assumed by the board two years ago, it addressed a very large area serving multiple counties. However, it was determined that Macomb County was under-served; therefore, as additional dollars become available, they are relegated to Macomb. There are currently 42 slots filled; however we are still below by 30 slots. Increase in funds was allocated to participant wages and fringe benefits. The budget totals \$562,326.

MARY MATUJA MOVED TO MODIFY THE PY'07 MICHIGAN OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM BUDGET AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Create Additional Staff Positions: Update of PY'08 WIA Allocations

Mr. Shaw reported that the board can expect a very large increase in WIA funding for the upcoming program year beginning in July. The State of Michigan has received a 28.17% increase of funds for adults; a 43.71% increase for dislocated workers; and 24.05% increase for youth. Because of this large increase of training funds, correspondence has been sent to the board's Macomb County service provider requesting that six (6) additional case managers be hired prior to the start of the program year to assist in servicing a substantial increase in the number of Michigan Works customers. Currently, case managers are on average juggling case loads of 170 customers.

Because of this increase, the board will also require additional staff. To that end, an additional WIA Specialist position is necessary since it is anticipated that this department will experience a huge increase in enrollments into classroom training affecting the amount of paperwork and guidance to case managers. Also affected is the computer/ information technology unit by increasing the number of computers within our system that need maintenance and trouble-shooting. In direct correlation to the increase, the amount of paperwork in the Management Information Systems unit will accrue accordingly, which would be alleviated by adding a part-time clerical position.

PETER KEATING MOVED TO APPROVE THE CREATION OF ADDITIONAL STAFF POSITIONS AS PRESENTED; SUPPORT BY GEORGE KOVTUN. MOTION CARRIED UNANIMOUSLY.

f. Informational Items

i. Trade Adjustment Assistance Expenditure Report

Since the State has changed policy for distribution of TAA funds, there will no longer be granted an annual allocation. 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.

While comparing the year-to-date expenditures of 2007 to 2008, Mr. Shaw noted that there is a large deviation in spending between the two years, i.e., \$635,331.50 in 2007 versus \$1,494,310.98 in 2008.

ii. Update on National Emergency Grants

Because of adverse affects of the auto industry in respect to the economy, the State of Michigan has requested from the federal government \$22 million to assist with providing services to dislocated

**Macomb/St. Clair Workforce Development Board
April 24, 2008**

workers. The federal government retains 25% of WIA funds for such emergencies and the State withholds 40% to be distributed locally. If approved, the Board can expect a substantial amount due to auto company declines. This initiative will be on a fast moving track and funds must be spent quickly.

6. Executive Director's Report

Mr. Bierbusse reported an even greater increase than was previously reported in WIA funds for the upcoming year. Funds are expected to increase by almost 50%, and he thanked the board for approving additional staff. Additional funding through a National Emergency Grant and the *No Worker Left Behind* initiative also increases training opportunities for residents in need. He has contacted service providers to alert them that they need to begin gearing up for a quick start-up in June.

Mr. Bierbusse sought and received the board's permission to send a congratulatory letter to the newly appointed president of Macomb Community College, Dr. Jim Jacobs.

7. Other Business

There was no other business.

8. Hearing of the Public

There were no comments from the public.

9. Scheduling of Next Meeting

The next general meeting is scheduled for 3:00 p.m., Thursday, May 22, 2008 at the Michigan Works Atrium Office in Clinton Township, Michigan. Members will be notified.

10. Adjournment

MARY MATUJA MOVED TO ADJOURN; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Laura Carne
Recording Secretary