

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

August 28, 2008

The Macomb/St. Clair Workforce Development Board met Thursday, August 28, 2008 at the Michigan Works Clinton Township atrium office, 43630 Hayes Road, Clinton Township, Michigan with the following members present (✓ denotes private sector):

**AT ROLL CALL:**

Lillian Adams	✓ Dominic LaRosa
Ken Austin	Vickie Ledsworth
✓ Frank Blowers	✓ Mary Matuja
✓ Carl Gervason	Mike Moran
✓ Peter Keating	✓ William Morelli
✓ Mike Kramer	✓ Scott Orts
✓ Ed Kubes	✓ Rick Regan
Darlene LaBelle	✓ Charles Shaw

**ARRIVALS AFTER QUORUM CALLED:**

N/A

✓ Del Becker

**MEMBERS ABSENT:**

✓ Patricia Anger	✓ Charles Michel
John Bozymowski	Angelo Nicholas
✓ David Brandt	Philip Papes
✓ John Daoud	William Peterson
Nancy Falcone	Gary Polulak
✓ Patti Gendernalik	✓ Paul Reiz
George Kovtun	Jennie Tunnell

**OTHERS PRESENT:**

John Bierbusse	Marsha Prose
Brenda Etheridge	Kristie Kabacinski
Diane Weiss	Kathy Jordon
Tammy Russo	Doreen MacDonald

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**1. Call to Order**

Chairman Regan called the meeting to order at 3:04 p.m.

**2. Roll Call**

Roll call was taken with 16 members present (11 private sector).

**3. Approval of Previous Minutes**

**WILLIAM MORELLI MOVED TO APPROVE THE MINUTES OF JUNE 26, 2008 AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.**

**4. Chairperson's Report**

Mr. Regan took this opportunity to report that Jennie Tunnell was in an accident and will not be attending meetings for a few months. Members expressed condolences.

**5. Committee Reports**

**A. Education & Adult Programs Committee**

**1. Meeting of August 21, 2008**

**a. Recommendation to Approve PY'08 WIA Incentive Award Plan**

As no committee members were in attendance, Mr. Bierbusse reported the 2008 incentive award allocation at \$79,397. The State of Michigan has set aside \$1 million to be awarded to MWAs who have met or exceeded their local performance criteria. The award was not granted last year to Macomb/St Clair due to the initiation of the *No Worker Left Behind* program. However, this year the board has accomplished meeting or exceeding the 17 performance standards. Therefore, all of the \$79,397 awarded this year will be used for training approximately 24 eligible adults enrolled in the *No Worker Left Behind* program.

**MARY MATUJA MOVED TO APPROVE THE PY'08 WIA INCENTIVE AWARD PLAN AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve FY'09 Administrative Assistant Academy Service Providers**

Prior to reviewing proposals from service providers for the various elements offered thru the JET program, Mr. Bierbusse introduced a new pilot program, "Jobs, Education & Training (JET) PLUS". There is approximately \$50 million available to operate six (6) pilot sites. The selected sites are Berrien, Kent, Genesee, Macomb, Saginaw and Wayne counties where 5,000 cash welfare recipients will be allowed to access vocational training, which should lead to career employment and self-sufficiency. Two models are proposed: a community outreach model for individuals who lack a high school diploma or GED; and the campus-centered model for those who have a high school diploma or GED and offers services in a single integrated environment similar to the Focus HOPE post-secondary readiness for education pursuits (PREP) model. A number of elements for the pilot are required: vocational training; English as a Second Language; computer literacy, support services, child care and transportation assistance, etc.

The RFP released for this program resulted in responses from four institutions. The Administrative Assistant Academy is an intensive 8-week program and proposals were graded on cost and past performance. As a result, **Chippewa Valley Schools** was recommended for Macomb County and **Baker College of Port Huron** for St. Clair County. Also included was **Macomb Community College** for the JET Plus Pilot initiative.

**FRANK BLOWERS MOVED TO APPROVE THE FY'09 ADMINISTRATIVE ASSISTANT ACADEMY SERVICE PROVIDERS AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Approve FY'09 JET Service Providers**

RFPs were released for the continuation of the regular JET program resulting with eight (8) responses. St. Clair Shores Adult & Community Education was the sole bidder for the Port Huron office; Goodwill Industries of Greater Detroit, JVS and St. Clair Shores Adult & Community Education bid for the Roseville office; ACC, Career Advancement Studies in Healthcare, and St. Clair Shores Adult & Community Education bid for the Clinton Township office.

Proposals were judged on cost and past performance. As a result, the committee recommended that St. Clair Shores Adult & Community Education be awarded contracts to serve both the Port Huron and the Clinton Township offices while Goodwill Industries of Greater Detroit be awarded a contract for the Roseville office. JVS was not recommended due to poor past performance and poor follow-up.

**MARY MATUJA MOVED TO APPROVE THE FY'09 JET SERVICE PROVIDERS AS PRESENTED; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Approve FY'09 Computer Learning Center Service Provider**

The RFP released to provide computer learning skills resulted with seven (7) responses. This program provides basic math, reading, and GED preparation offered at the service centers with the exception of the Port Huron office which, due to lack of space, is offered off site. Proposals were judged by cost and past performance. As a result, the committee recommended St Clair County Community College for the St Clair County area; L'Anse Creuse Public Schools at the Mt. Clemens office; St. Clair Shores Adult & Community Education at the Clinton Township office; and Goodwill Industries of Greater Detroit at the Roseville and Warren offices..

**MIKE MORAN MOVED TO APPROVE THE FY'09 COMPUTER LEARNING CENTER SERVICE PROVIDERS AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to Approve FY'09 ESL Service Providers**

A need to provide English as a second language program has been identified and will also be a required component of the JET Plus pilot model. While various adult education institutions provide this service, it was confirmed that they do not provide enough hours and many are closed during the summer months. Therefore, a request for proposal was released to obtain services provided through the Michigan Works centers. Bidders were asked to submit for both northern and southern Macomb county. After review based on cost and program design, it was recommended that **Leaps & Bounds Family Services** be contracted for southern Macomb County; **Macomb Community College** be contracted for the JET Plus pilot initiative; and the **Arab Chaldean Council (ACC)**, who submitted a very comprehensive proposal, be the provider for the *No Worker Left Behind* initiative. A service provider for northern Macomb County has not yet been identified. There were no responses out of St. Clair County.

**DOMINIC LAROSA MOVED TO APPROVE THE FY'09 ESL SERVICE PROVIDERS AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY**

**f. Recommendation to Approve FY'09 Transportation Service Provider**

In previous years, transportation services have been provided by the Macomb County Community Services Agency. However, monitors from the State required this service to go out to bid. Therefore, an RFP was issued with two (2) responses, ie, MCCSA and Suburban Cab/Suburban Transit Inc. Based on cost, the recommendation was to continue contracting with MCCSA.

**MARY MATUJA MOVED TO APPROVE THE FY'09 TRANSPORTATION SERVICE PROVIDER AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**g. Recommendation to Modify TANF Portion of JET Plan**

Due to rising fuel costs, all Michigan Works agencies received additional federal Temporary Assistance for Needy Families (TANF) funds to assist with transportation support services to JET customers. Distributed statewide was \$1,836,00; the local allocation of \$96,456 was incorporated into the JET plan.

**MIKE MORAN MOVED TO MODIFY THE FY'08 JET PLAN AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

**h. Recommendation to Approve PY'08 Incumbent Worker Programs**

Mr. Bierbusse announced receipt of the PY'08 Incumbent Worker program allocation totaling \$498,066, noting that a number of proposals had previously been received and were awaiting funding consideration. During the June general meeting, the board approved transfer of \$250,000 to the Thumb Area Michigan Works Agency to develop a new model, the *Employment Builders Alliance*, where training programs addressing common elements are created for use by employers allowing opportunities for more employers to take advantage of training. This leaves the local available allocation at \$248,066. Proposals were reviewed for cost of training per hour and number of employees to be served. Presented for consideration were seven (7) proposals from Macomb Community College and one from St. Clair County Community College. Costs were reduced for all Macomb Community College proposals. If approved as presented, there will remain \$237,713 of the allocation to be forwarded to the Thumb Area.

**MARY MATUJA MOVED TO APPROVE THE PY'08 INCUMBENT WORKER PROPOSALS AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

**i. Informational Items**

**i. JET Plus Pilot Program**

The JET Plus program was addressed earlier in the meeting. Mr. Bierbusse stated that the board's local pilot program projects enrollment of 220 customers in the community outreach portion and 125 in the campus-centered portion.

**ii. Plant Closures**

Mr. Bierbusse reported that Dynamic Technology in Warren has lost a contract with General Motors affecting 30 to 50 employees. Locally 6 to 8 employees located at the Warren site will be affected. An informational meeting was held July 17<sup>th</sup> at the board's Warren service center.

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RCO Engineering Inc in Roseville also lost a contract with General Motors affecting 105 employees. The company will be reassigning 39 employees. The remaining 66 employees will be permanently separated. An orientation was not held due to company request. RCO felt these employees will be able to find other positions. Staff delivered the Michigan Works Catalog of Services with management to distribute and requested that affected employees be referred to Michigan Works for further services.

Applied Manufacturing in Warren announced a mass layoff at the end of August. A worker orientation was held August 4<sup>th</sup> with 27 in attendance.

Blue Water Automotive in Marysville has gone bankrupt affecting more than 900 employees in four plants. Employees are represented by Teamsters and UAW. An orientation was held August 14<sup>th</sup> with 141 in attendance. The company may file a trade petition.

CAPE Industries in Warren closed suddenly affecting 35 employees. A worker orientation in conjunction with United Way of Southeast Michigan will be conducted August 29<sup>th</sup>.

Trade certification was extended for an additional two year to Fisher Dynamics in St. Clair Shores; all employees have been notified.

Comau Inc in Macomb Township has been trade certified. Approximately 38 of 81 affected employees have transferred to other Comau location. A trade information meeting was held August 6<sup>th</sup> with 12 attending. Follow-up letters were mailed to those not in attendance.

**B. Administrative Committee**

1. Meeting of August 14, 2008

**a. Recommendation to Modify PY'07 WIA Adult Program Budget**

Mr. Shaw reported that the U.S. Department of Labor rescinded 1.3% of PY'07 WIA Adult funds equaling \$910,552 for the State of Michigan. Macomb/St. Clair lost \$39,277 reducing the total allocation for PY'07 to \$3,110,256. Adjustments were made to the Information Technology and Carry-in to PY'08 amounts to balance the Adult budget.

**LILLIAN ADAMS MOVED TO MODIFY THE PY'07 WIA ADULT PROGRAM BUDGET AS PRESENTED; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.**

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

The U.S. Department of Labor rescinded \$1,585,224 of PY'07 WIA Dislocated Worker funding and as a result, Macomb/St. Clair lost \$94,919 in this rescision. The State of Michigan awarded an additional \$177,205, which brought the PY'07 total allocation to \$7,175,942. Adjustments were made to Information Technology & Computerization and the carry-in to PY'08 amounts to balance the Dislocated Worker budget.

**MARY MATUJA MOVED TO MODIFY THE PY'07 WIA DISLOCATED WORKER BUDGET AS PRESENTED; SUPPORT BY VICKIE LEDSWORTH. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Modify PY'07 WIA Youth Program Budget**

The U.S. Department of Labor rescinded \$743,674 in PY'07 WIA Youth funds for the State of Michigan. Macomb/St. Clair lost \$43,009 reducing the total allocation for PY'07 to \$3,076,424. Adjustments were made to the PY'06 Carry-in, Information Technology & Computerization and carry-in to PY'08 amounts to balance the Youth budget.

**DEL BECKER MOVED TO MODIFY THE PY'07 WIA YOUTH PROGRAM BUDGET AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Approve PY'08 WIA Incentive Award Budget**

The State grants Incentive Awards based on meeting or exceeding mandated performance standards. This year the State made \$1,000,000 in Incentive Awards; Macomb/St. Clair received an Incentive Award of \$79,397. All of these dollars will be budgeted to Classroom Training to fund eligible Adults through the *No Worker Left Behind* initiative.

**MARY MATUJA MOVED TO APPROVE THE PY'08 WIA INCENTIVE AWARD BUDGET AS PRESENTED; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to Modify FY'08 JET Program Budget**

The Department of Labor and Economic Growth (DLEG) awarded additional TANF dollars to increase transportation support based on rising fuel costs. Macomb/St. Clair received an additional \$96,456, increasing the transportation allowance from \$595,000 to \$751,456. This increase has allowed the transportation stipend to increase from \$5 per day to \$7 per day for each day attending programs. The budget increase has allowed an increase from \$10 per day to \$15 per day for participants traveling over 20 miles per day. More participants enrolled in training have also increased the need for more transportation funds.

**LILLIAN ADAMS MOVED TO MODIFY THE FY'08 JET PROGRAM BUDGET AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

**6. Executive Director's Report**

Mr. Bierbusse announced that the State has provided \$5 million to institute the JET Plus Pilot Program, which will allow training opportunities for more than 500 eligible individuals. The pilot is slated to operate July 1, 2008 through September 30, 2009. The board was notified of receipt of a \$50,000 planning grant for the month of September, 2008 to initiate the pilot.

**WILLIAM MORELLI MOVED TO APPROVE THE JET PLUS PLANNING GRANT AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

Members reviewed an August 19<sup>th</sup> article from *Crain's Detroit Business* which reported that Macomb/ St. Clair Michigan Works ranks highest among the 25 MWAs in servicing customers through the *No Worker Left Behind* initiative. Mr. Bierbusse reported further that Macomb Community College hosted a ceremony celebrating the first anniversary of the *No Worker Left Behind* initiative, which was well attended.

The State of Michigan petitioned and received a \$6.6 million National Emergency Grant (NEG) from the federal government. This board can expect to receive \$758,000 additional training dollars targeted to dislocated workers. Further expected is additional funds from the State general fund for the *No Worker Left Behind* programs. Members will be kept informed.

**7. Other Business**

Lil Adams reported that her son was displaced from employment, petitioned Michigan Works for assistance with training and was hired by a firm in Dallas, Texas.

**8. Hearing of the Public**

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Brenda Etheridge, Tammy Russo and Doreen MacDonald thanked the board for its support over the years.

**9. Scheduling of Next Meeting**

The board has been invited to hold the September meeting at the Electrical Industry Training Center in Warren. The next general meeting is scheduled for 3:00 p.m., Thursday, September 25, 2008. Members will be notified.

**10. Adjournment**

**FRANK BLOWERS MOVED TO ADJOURN; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.** The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Laura Carne  
Recording Secretary