

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

June 28, 2007

The Macomb/St. Clair Workforce Development Board met Thursday, June 28, 2007 at the St. Clair Inn, 500 N Riverside, St. Clair, Michigan with the following members present (✓ denotes private sector):

AT ROLL CALL:

- | | |
|------------------|-----------------|
| ✓ Patricia Anger | ✓ Peter Keating |
| Ken Austin | Mike Moran |
| ✓ Del Becker | Philip Papes |
| ✓ Frank Blowers | ✓ Roland Pesek |
| John Bozymowski | ✓ Ron Reed |
| ✓ John Daoud | ✓ Rick Regan |
| ✓ Dawn Drozd | ✓ Paul Reiz |
| ✓ Carl Gervason | ✓ Charles Shaw |
| ✓ Mary Gilbert | Jennie Tunnell |

ARRIVALS AFTER QUORUM CALLED:

- ✓ William Morelli

MEMBERS ABSENT:

- | | |
|------------------|------------------|
| Lillian Adams | Vickie Ledsworth |
| ✓ Ron Chriss | ✓ Mary Matuja |
| Nancy Falcone | ✓ Charles Michel |
| ✓ Lester Gilbert | Angelo Nicholas |
| Myra Gonino | William Peterson |
| George Kovtun | ✓ Keith Pohl |
| ✓ Mike Kramer | Gary Polulak |
| ✓ Ed Kubes | ✓ Carol Thurber |
| ✓ Dominic LaRosa | ✓ Steve Willis |

OTHERS PRESENT:

- | | |
|----------------|------------------|
| John Bierbusse | Ann Stanton |
| Marsha Prose | Holger Eranger |
| Tom Powers | Brenda Etheridge |
| Denise Verner | |

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1. Call to Order

Chairman Regan called the meeting to order at 4:10 p.m.

2. Roll Call

Roll call was taken with 18 members present (13 private sector). No quorum.

Pat Anger took this opportunity to strongly encourage members to become more active through committee participation.

4. Chairperson's Report

Mr. Regan had no report at this time. While awaiting a quorum, the agenda was revised for informational purposes.

6. Executive Director's Report

a. Work Keys Presentation

Mr. Bierbusse announced the State's initiative moving toward the work readiness process for those participating in the Michigan Works system. One of the tools they wish to incorporate for unification statewide is the Work Keys assessment process. Locally, Work Keys have been used in our Welfare-to-Work program. Ann Stanton of Macomb Community College was invited to give a brief presentation regarding Work Keys.

The State will be moving toward a *career readiness* certificate for individuals completing high school and community colleges and for those participating through the Michigan Works service delivery system. Criteria will be developed to determine whether an individual is ready for work. Currently reading and math work keys are in use for 11th grade high school students through the Michigan Merit exam.

Ms. Stanton reported that the ACT Work Keys tool will identify employability skills through three (3) levels, i.e., bronze; silver; and gold. Individuals completing requirements will receive a certificate to present to employers upon application for employment.

(Morelli arrived constituting a quorum.)

However, Ms. Stanton stressed that it is imperative to include the business and industry community in developing useful criteria for transferable credentials nation wide, which provides a common language between education and employers. Members received a handout explaining the career readiness certificate. After summarizing the process, Ms. Stanton offered to visit interested businesses of board members to assist in the process.

3. Approval of Previous Minutes

PATRICIA ANGER MOVED TO APPROVE THE MINUTES OF MAY 24, 2007 AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.

5. Committee Reports

A. Michigan Works Service Centers Committee

1. Meeting of June 12, 2007

a. Recommendation to Approve PY'07 Employment Service Plan

The annual Wagner-Peyser funded Employment Service plan was discussed. Ms. Tunnell reported that this year the initial allocation is \$1,600,478, a slight increase from the previous year. The plan

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addresses services provided to customers including both job seekers and employers. A portion of funds will be used for information technology & computerization and telephones to accommodate the opening of the Warren satellite office. The majority will be used to fund employment service providers.

FRANK BLOWERS MOVED TO APPROVE THE PY'07 WAGNER-PEYSER EMPLOYMENT SERVICE PLAN AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.

b. Informational Item

i. Service Center Traffic Flow

Ms. Tunnell presented a series of graphs reporting the flow of traffic at the Michigan Works centers. The numbers record the first time a visitor applies for core services through the Michigan Talent Bank. January appears to be consistently the highest visited month which staff attributed to those who had lost their post-seasonal jobs. The Roseville facility continues to experience the heaviest flow of traffic, making the opening of the Warren satellite office imperative to better assist customers. In St. Clair County, the Port Huron office averages 700 to 800 visitations per month.

ii. Outreach Activities

The board was updated on the various outreach activities throughout 2007. To date, as part of a contingent of Macomb County representatives, one Michigan Works staff person attended a meeting in Rockland, Illinois to address the future closing of the TACOM facility there in order to provide information for those who wish to relocate to Michigan; in February staff attended a *Learn and Earn* fair at Macomb Community College to provide training and career information; in March staff attended job fairs; meetings were held with DaimlerChrysler employees to explain services available to those who took advantage of buyouts and early retirement packages; job fairs were attended by staff in April and May; and plans are being developed to participate in the 3rd annual Southeast Michigan United Way Employment, Training, and Family Resource Expo in October.

iii. Warren Service Center Update

Due to high traffic at the Roseville center, a satellite office will be opened in Warren to alleviate the parking problem, the long lines of customers waiting for service, and insufficient space to house staff and programs.

The site is in a strip mall owned by the City of Warren and located on Van Dyke across from Macomb Community College's M-TEC Center. The center is smaller than the Roseville office and will house the Work First JET program consisting of three classrooms and staff, and will also allow job seekers access to training and the Talent Bank registration by locating a minimal staff of employment service facilitators and WIA case managers.

A 10-year lease will be negotiated stating the initial five years of rent will not increase and the remaining five years will be renegotiated. It is anticipated that the office will open by end of summer.

B. Education & Adult Programs Committee

1. Meeting of June 21, 2007

a. Recommendation to Modify PY'06 Dislocated Worker Plan

Mr. Bozymowski reported that due to a deobligation of another Michigan Works Agency, the State awarded additional funds to this agency.

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Funds totaling \$781 were incorporated into the PY'06 dislocated worker plan and must be spent by June 30th. All monies are dedicated to program services.

PATRICIA ANGER MOVED TO MODIFY THE PY'06 DISLOCATED WORKER PLAN AS PRESENTED; SUPPORT BY PAUL REIZ. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Modify PY'06 Adult Plan

The State awarded an additional \$950 of deobligated funds which were incorporated into the adult program plan to be spent by June 30th. Funds will be dedicated to program services.

WILLIAM MORELLI MOVED TO MODIFY THE PY'06 WIA ADULT PLAN AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Modify FY'07 Trade Adjustment Assistance (TAA) Plan

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 \$331,292 was received and incorporated into the plan. Funds will be used for classroom training. The budget now totals \$1,248,432.

DEL BECKER MOVED TO MODIFY THE FY'07 TRADE ADJUSTMENT ASSISTANCE PLAN AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Approve PY'07 Michigan Older American Community Service Employment Program Plan

The program has experienced a name change by replacing the former "senior" with "Michigan Older American" title. This program services individuals 55 years of age and older, with preference given to those 65 years and older who have barriers to employment including disability; limited English; low literacy skills, low employment prospects; homeless or at risk of becoming homeless. Also taken into consideration are those residing in rural areas and/or are veterans.

Participants are placed in community service assignments with non-profit host agencies. Host agencies change every six (6) months to provide new employment skills. The goal is to enter unsubsidized employment.

The plan provides 76 positions for 15 hours per week at the minimum wage of \$7.15 per hour. Mr. Bozymowski noted the plan is written with a budget of \$471,574; however, an additional \$78,031 is anticipated to reach full funding level as the allocation was based on the previous 9-month allocation versus 12 months. Hours of participation will increase from 15 to 20. A modification will be presented upon receipt of funds.

WILLIAM MORELLI MOVED TO APPROVE THE PY'07 MICHIGAN OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM PLAN AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve FY'08 MPRI Macomb County Plan

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The Macomb County plan has increased from \$625,000 to \$942,185. The State now allows an average of \$1600 per parolee for services. Macomb County is anticipating servicing 438 parolees. An additional \$150,000 was also included for plan management.

PATRICIA ANGER MOVED TO APPROVE THE FY'08 MPRI MACOMB COUNTY PLAN AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Approve FY'08 MPRI St Clair/Thumb Area Plan

The St. Clair/Thumb area plan has increased from \$625,000 to \$643,080 and expects to service 67 parolees. Mr. Bozymowski noted that this plan serves not only St. Clair County, but also Tuscola, Huron, Sanilac, and Lapeer counties.

PETER KEATING MOVED TO APPROVE THE FY'08 MPRI ST. CLAIR/THUMB AREA PLAN AS PRESENTED; SUPPORT BY ROLAND PESEK. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Modify FY'07 Work First Plan

As a result of the State's budget deficit, the Legislature identified \$10 million of Temporary Assistance for Needy Families (TANF) funds to be recaptured from the Department of Labor and Economic Growth (DLEG). Locally, the board's Work First program was reduced by \$312,611. DLEG has since replaced part of this funding through Workforce Investment Act statewide activities dollars. Therefore, the current budget has increased from \$4,531,233 to \$4,765,621.

DEL BECKER MOVED TO MODIFY THE FY 2007 WORK FIRST PLAN AS PRESENTED; SUPPORT BY ROLAND PESEK. MOTION CARRIED UNANIMOUSLY.

h. Informational Items

i. Plant Closures

Mr. Bozymowski reported closures of four businesses. Guardian Automotive, located in Roseville, will be closing the facility on or before January 1, 2008 affecting approximately 80 employees. Layoffs may begin as early as July. A rapid response meeting will be conducted in the near future.

Bright Horizons Family Solutions is a provider of employer-sponsored childcare, early education and work/life solutions operating more than 600 centers throughout the world. A WARN notice was issued indicating closure of five UAW-Ford centers, which will impact 344 employees. Locally, the Sterling Heights closure will affect 50 employees. A worker orientation was held June 13th with 46 in attendance.

Tarpon Industries in Marysville laid off 58 employees June 1st. No WARN notice was filed and the company maintains that the layoff is temporary; however no return date has been provided. The State's rapid response unit will stay in contact with the company.

St. Gobain Sekurit of Shelby Township manufactures *added value windshields* for General Motors but will be laying off 76 employees beginning August 6th. A worker orientation was scheduled for June 21st.

ii. BRAC Update

Staff continues to meet with the military stationed at Selfridge Air National Guard Base regarding impending closures. The latest closure date is estimated for September 2008 for the Army Garrison and 2009 for the 927th Air Force Wing. These dates remain flexible. Approximately 500 civilian and

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800 military personnel will be affected. Congress has recently released funds for the renovations needed at the TACOM facility in Warren.

Pre-retirement planning seminars were held June 4th and 5th, with individual sessions held June 6th and 7th. Another seminar was held June 18th and 19th with individual sessions held June 20th and 21st.

Mr. Bozymowski reported that the committee learned of a new software package that both staff and military personnel reviewed for consideration to purchase through the current planning grant from the U.S. Department of Labor. The software is an internet-based tool which includes an economic forecaster, career pathways, educational analyst, economic impact and geographic information systems (GIS) data. Initial purchase price is \$13,000 for 10 users with a \$9,750 annual renewal fee. It is currently being used by both the SEMCA and the Berrien, Cass, Van Buren Michigan Works agencies.

Consultants *Public Policy Associates* continues to work on areas of environmental scans of the regional economy; impact of closures; needs of displaced individuals; and goals, objectives and strategies to transition displaced worker into training or employment. A final report is due June 29th. A presentation will be made to the full board at the next general meeting.

C. Administrative Committee

1. Meeting of June 14, 2007

a. Recommendation to Approve PY'07 Employment Service Budget

Allocations have been confirmed for the 2007 program year. The Wagner-Peyser Employment Service Program has initial funding of \$1,600,478, a slight increase from last year. After contributions to administrative costs and estimated carry-in, the total available budget is \$1,474,749.

FRANK BLOWERS MOVED TO APPROVE THE PY'07 EMPLOYMENT SERVICE BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve PY'07 Michigan Older America Community Service Employment Program Budget

The local 2007 allocation for the Michigan Older American Community Service Employment Program is \$471,574, a slight decrease from the previous year. Mr. Bierbusse explained that the State will be making a correction to the allocation since it was based on last year's receipt of a 9-month allocation. Once the remaining three months of funding are received, a modification will be made to adjust to the correct amount of \$549,605. Also, physicals are offered to all participants of this program.

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

c. Recommendation to Approve PY'07 Administrative Cost Pool Budget

This budget for central administration is derived of contributions from WIA programs, Work First, Employment Service, Michigan Prisoner Reentry Initiative, TAA, and TAA/NAFTA funds. The total available is \$935,300.

PETER KEATING MOVED TO APPROVE THE PY'07 ADMINISTRATIVE COST POOL BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Approve PY'07 Michigan Works Service Centers Support Budget

While funds from other budgets assist in the support of the service centers, this budget is directed solely for supporting all centers. It provides the salary for one staff person and the costs of operating the centers. The total available this year is \$385,170.

PATRICIA ANGER MOVED TO APPROVE THE PY'07 MICHIGAN WORKS SERVICE CENTERS SUPPORT BUDGET AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve PY'07 Incumbent Worker Program Budget

The State of Michigan received \$5 million for incumbent worker programs, an increase of \$2 million from last year. The local allocation was to increase by 66% resulting with an allocation of \$493,636. However, Mr. Bierbusse reported that the preliminary allocation has since been rescinded but felt that monies would be forthcoming soon. Therefore, the budget was prepared for the upcoming year.

JOHN BOZYMOWSKI MOVED TO APPROVE THE PY'07 INCUMBENT WORKER PROGRAM BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Modify FY'07 Trade Adjustment Assistance (TAA) Budget

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 \$331,292 was received and incorporated into the budget. Funds will be used for classroom training. The budget now totals \$1,248,432.

FRANK BLOWERS MOVED TO MODIFY THE PY'07 TRADE BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Modify FY'07 Work First Program Budget

As reported last month, in the State's effort to recapture \$10 million of TANF funds, this agency forfeited \$312,611. However, funding will be partially replaced for WIA state set-aside funds. Therefore, \$234,388 has been incorporated into the Work First budget bringing the total to \$4,198,436.

PETER KEATING MOVED TO MODIFY THE FY'07 WORK FIRST PROGRAM BUDGET AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.

h. Informational Item

i. Third Quarter WIA Performance

Mr. Bierbusse reviewed the third quarter statistics of the WIA program. To date, eleven standards have been exceeded, with the remaining six being met.

6. Executive Director's Report

Mr. Bierbusse presented two additional plans for discussion. The Service Center Operation plan was reviewed.

After discussion, **JOHN BOZYMOWSKI MOVED TO APPROVE THE PY'07 MICHIGAN WORKS SERVICE CENTER OPERATIONS PLAN AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.**

The Capacity Building and Professional Development annual plan for 2007 was presented. These funds are made available through the Workforce Investment Act set-aside funds for system-wide capacity building and professional development. Funds are used to pay annual membership dues to the Michigan Works Association which provides support staff development and training. The grant totals \$24,000 of which \$480 (2%) will be used for administration.

WILLIAM MORELLI MOVED TO APPROVE THE PY'07 CAPACITY BUILDING PLAN AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

In order to provide individual orientations to customers visiting the centers, an RFP was issued to identify a service provider to continue performing this service.

Bids were received for each of the four centers. It was noted that ARC of Macomb was the lowest bidder; however, Mr. Bierbusse clarified that they also have low paid staff contributing to a high turnover which lacks consistency. He recommended that ARC continue providing services to the Mt. Clemens location only and continue to be closely monitored.

After discussion, **JOHN BOZYMOWSKI MOVED TO APPROVE ST. CLAIR SHORES ADULT & COMMUNITY EDUCATION TO CONTINUE PROVIDING CUSTOMER SERVICE ORIENTATIONS AT THE ROSEVILLE, CLINTON TOWNSHIP AND PORT HURON LOCATIONS WHILE ARC SERVICES OF MACOMB WILL CONTINUE TO PERFORM IDENTICAL SERVICE AT THE MT. CLEMENS LOCATION; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

7. Other Business

Members were concerned that the State legislature has not approved spending of dollars effective July 1st. Mr. Bierbusse reported that approval was given by the State Senate on June 27th and that the House would be voting today. He anticipated funds to be approved noting that there are only enough dollars to keep the organization operating for two weeks if not approved.

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, August 23, 2007 at the Clinton Township Michigan Works Atrium Office, Clinton Township, Michigan. Members will be notified.

10. Adjournment

FRANK BLOWERS MOVED TO ADJOURN; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Laura Carne
Recording Secretary