

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

June 26, 2008

The Macomb/St. Clair Workforce Development Board met Thursday, June 26, 2008 at the St. Clair Inn, 500 River Rd, St, Clair, Michigan with the following members present (✓ denotes private sector):

**AT ROLL CALL:**

✓ Patricia Anger	Darlene LaBelle
✓ Frank Blowers	✓ Mary Matuja
John Bozymowski	✓ William Morelli
✓ David Brandt	Philip Papes
✓ John Daoud	William Peterson
✓ Patti Gendernalik	✓ Rick Regan
✓ Carl Gervason	✓ Paul Riez
✓ Peter Keating	Jennie Tunnell

**ARRIVALS AFTER QUORUM CALLED:**

N/A

**MEMBERS ABSENT:**

Lillian Adams	Vickie Ledsworth
Ken Austin	✓ Charles Michel
✓ Del Becker	Mike Moran
Nancy Falcone	Angelo Nicholas
George Kovtun	✓ Scott Orts
✓ Mike Kramer	Gary Polulak
✓ Ed Kubes	✓ Charles Shaw
✓ Dominic LaRosa	

**OTHERS PRESENT:**

John Bierbusse	Marsha Prose
Brenda Etheridge	

**Macomb/St. Clair Workforce Development Board  
June 26, 2008**

**1. Call to Order**

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

**2. Roll Call**

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

**3. Approval of Previous Minutes**

**FRANK BLOWERS MOVED TO APPROVE THE MINUTES OF MAY 22, 2008 AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

**4. Chairperson's Report**

Mr. Regan took this opportunity to thank members for attending and he encouraged members to participate in committees. A sign-up sheet was circulated.

**5. Committee Reports**

**A. Michigan Works Service Centers Committee**

**1. Meeting of June 17, 2008**

**a. Recommendation to Approve PY'08 Michigan Works Service Centers Operations Plan**

Ms. Tunnell explained that this plan is funded with statewide activities dollars that are derived from federal Workforce Investment Act allocations, which are withheld by Michigan to fund various projects. The State retains 15% of youth and adult dollars and 40% of dislocated worker dollars.

The local allocation to assist with center operations is \$390,103, a slight increase from last year. Obviously, the centers require a higher budget to keep them functional. Additional support for the centers are included in other budgets, i.e., WIA, JET, employment service, MPRI and the Older American Employment programs where cost allocation plans are based on square footage used for each.

A spending plan was reviewed. This grant supports the salary and fringe benefits of one staff, and supports rent, utilities, maintenance, internet, supplies and marketing for the various centers.

**PATRICIA ANGER MOVED TO APPROVE THE PY'08 MICHIGAN WORKS SERVICE CENTER OPERATIONS PLAN AS PRESENTED; SUPPORT BY PAUL REIZ. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve PY'08 Customer Service Orientation Service Provider**

Past experience identified a need to explain the myriad of services to those customers who visit the Michigan Works centers for the purpose of registering on the Talent Bank as a requirement of receiving unemployment benefits. Four years ago, customer orientation was implemented to inform registrants of the available services beyond the Talent Bank. The current service provider is St. Clair Shores Adult & Community Education. The contract is due to expire. A Request for Proposal was issued for continuation of the service. St. Clair Shores Adult & Community Education was the sole responder for the Roseville, Clinton Township, Port Huron and Warren offices. They and the ARC Services of Macomb County both responded to provide services at the Mt. Clemens office.

While ARC Services is the current provider at the Mt. Clemens facility, their performance has been substandard for the previous two years. Their staff is paid a much lower rate causing significant turnover, which greatly affects the quality of service. Therefore, the committee did not recommend continuing the contract.

**MARY MATUJA MOVED TO APPROVE ST CLAIR SHORES ADULT & COMMUNITY EDUCATION AS THE CUSTOMER ORIENTATION SERVICE PROVIDER FOR ALL FIVE MICHIGAN WORKS SERVICE CENTERS; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**B. Youth Advisory Committee**

1. Meeting of June 18, 2008

**a. Recommendation to Approve PY'08 WIA Youth Program Contracts**

Mr. Keating reported that final negotiations have been conducted with all service providers. After staff negotiations, most in-school youth contracts remained as previously presented with minor negotiation decreases to three contracts.

**FRANK BLOWERS MOVED TO APPROVE THE TEN IN-SCHOOL YOUTH PROGRAM CONTRACT NEGOTIATIONS AS PRESENTED; SUPPORT BY PAUL REIZ. MOTION CARRIED UNANIMOUSLY.**

Funding recommendations for the eight out-of-school youth programs were presented. Participants are high school dropouts or those graduates who are low skilled and economically disadvantaged. After staff negotiations, minor decreases were made to the L'Anse Creuse, Warren Woods, Blue Water Center for Independent Living, and St. Clair County Community College contracts.

**PATRICIA ANGER MOVED TO APPROVE THE EIGHT OUT-OF-SCHOOL YOUTH PROGRAM CONTRACT NEGOTIATIONS AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**b. Informational Item**

**i. Report on Presentation by St. Clair Learning Academy**

Mr. Keating reported that a brief presentation was made to the committee by the St. Clair Learning Academy staff regarding services provided to adjudicated youth in St. Clair County, who are assigned as a condition of the courts. The St. Clair Learning Academy conducts a program that provides eligible youth who may be serving probation; at risk of quitting or have not completed or been expelled from school; or who are unemployed. The academy provides support, resources, training, tutoring, and work readiness assistance. In the past two years, 41 students have gained employment and 41 have completed their GED.

**C. Education & Adult Programs Committee**

1. Meeting of June 19, 2008

**a. Recommendation to Approve PY'08 WIA Incumbent Worker Program Plan**

Mr. Bozymowski reported the 2008 allocation is \$498,066, a five thousand dollar increase over last year. However, without new plan instructions, staff prepared the plan according to the 2007 instructions to meet the July 1<sup>st</sup> program start.

The current method of operation consists of contracting with training facilities who work with individual employers. After staff met with Michigan Works Thumb Area staff to discuss regional coordination of the incumbent worker program, a request was made to the Michigan Department of Labor and Economic Growth to deobligate \$250,000 and reallocate to the Thumb Area. These funds will be used to expand their Employment Builders Alliance to service companies located in Macomb and St. Clair

**Macomb/St. Clair Workforce Development Board  
June 26, 2008**

counties. In order to participate in the alliance, companies are required to pay \$10 per employee. This method would avoid returning funds to the State as the current program year budget is experiencing a 40% expenditure rate.

If approved by DLEG, the plan will be revised to reflect a smaller allocation and the Thumb Area Michigan Works Agency will be responsible for reporting to the State all the training activity for incumbent workers through the Employer Builders Alliance in Macomb and St. Clair counties.

**FRANK BLOWERS MOVED TO APPROVE THE PY'08 WIA INCUMBENT WORKER PROGRAM PLAN AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve PY'08 Demand Occupation List**

It is the annual responsibility of the board to update the local demand occupation list to inform customers of growing occupations where they may find employment. This year 22 occupations were added that meet the growth and wage criteria. The Annual Planning Information Report issued by the Michigan Department of Labor and Economic Growth is the resource used to create the list. As a result, 21 occupations were removed.

**PETER KEATING MOVED TO APPROVE THE PY'08 DEMAND OCCUPATION LIST AS PRESENTED; SUPPORT BY CARL GERVASON. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Modify the Five-Year Comprehensive Plan**

Mr. Bozymowski reported that the Comprehensive Five-Year plan requires updating each year. This year the *No Worker Left Behind* initiative has been incorporated. The new center located in Warren is identified; unemployment status is defined; student dependency status is defined; and priority of services to adults. Mr. Bierbusse noted that the plan prioritizes older youth who have been enrolled in WIA programs and have successfully completed high school or a GED and will be eligible to continue training through adult services.

**PATRICIA ANGER MOVED TO MODIFY THE FIVE-YEAR COMPREHENSIVE PLAN AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Revise Board Credential Policy**

WIA requires that 17 performance standards be met by all program administrators. Of these, three relate to credentials earned by WIA customers as a result of program participation. These three are *adult employment and credential rate; dislocated worker employment and credential rate; and older youth credential rate*. A credential is defined as a nationally recognized degree or certificate or state/local recognized credential. They include high school diploma, GED or other equivalent, post-secondary degrees/certificates, recognized skill standards and licensure or industry-recognized certificates, including all state education/agency recognized credentials.

The board is allowed to develop a local credential and the following was presented for consideration: 1) WIA participant who has completed an OJT contract; 2) WIA participant who has completed a GED or high school diploma and currently attending post-secondary education; 3) WIA participant who has completed at least one GED subject test and has obtained a certificate indicating achievement of the subject; and 4) WIA participant who successfully completes any portion of a vocational training program curriculum and has found employment in that industry.

**WILLIAM PETERSON MOVED TO APPROVE THE BOARD CREDENTIAL POLICY AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to Approve PY'08 Michigan Older Americans Community Service Employment Program Plan**

The Michigan Older Americans Community Service Employment Program serves individuals who are 55 years or age or older and whose family income is not greater than 125% of the poverty level. Preference is given to those 65 years and older who may have a disability; limited English proficiency; low literacy skills; reside in rural areas; are veterans; have low employment prospects or who are homeless or at risk of becoming homeless. Individuals are placed in community service assignments with a non-profit host agency to gain marketable skills with a goal to enter unsubsidized employment. There are 75 allotted positions with a grant of \$644,186, a \$30,000 increase from last year. Individuals earn minimum wage, which increases July 1<sup>st</sup>. The program serves individuals from Macomb, St. Clair, Oakland and Monroe counties. This board is the only MWA in Michigan which administers the program.

**MARY MATUJA MOVED TO APPROVE THE PY'08 MICHIGAN OLDER AMERICANS COMMUNITY SERVICE EMPLOYMENT PROGRAM PLAN AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED. Papes abstained.**

**f. Recommendation to Approve FY'09 MPRI Plan - Macomb County**

Two MPRI programs are operated by this board, the only Michigan Works agency in the State to do so. The goal of the program is to transition parolees from the prison system into the community. A number of services are available through the MPRI program. The majority of participants are early released parolees, while some have completed their prison requirements and have been released. A transition team comprised of representatives from workforce development, health services, mental health services, social services, and MPRI staff has developed the plans. This year the Macomb budget is \$868,785 to assist 428 parolees. Family support services are a priority to lessen the recidivism rate.

**FRANK BLOWERS MOVED TO APPROVE THE FY'09 MPRI MACOMB COUNTY PLAN AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

**g. Recommendation to Approve FY'09 MPRI Plan - St. Clair/Thumb Area**

Funds provided to service 300 individuals within the St. Clair/Thumb Area MPRI program are \$630,000. Similar services as the Macomb program are available.

**CARL GERVASON MOVED TO APPROVE THE FY'09 MPRI ST. CLAIR/ THUMB AREA PLAN AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

**h. Informational Items**

**i. Plant Closures**

Mr. Bozymowski reported Guardian Automotive Corporation in Warren filed a WARN notice of closure at the end of August affecting 78 employees. Some will be offered transfer to their Georgia facility. An orientation was held June 11<sup>th</sup> and June 17<sup>th</sup>.

**D. Administrative Committee**

**1. Meeting of June 12, 2008**

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

Ms. Matuja reported that a previous request for additional dislocated worker funds was received increasing the 2007 dislocated worker budget by \$384,000. Funds are targeted to participant transportation, classroom training, equipment purchase and customer outreach. The budget now totals \$4,940,962

**WILLIAM PETERSON MOVED TO MODIFY THE PY'07 WIA DISLOCATED WORKER BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve PY'08 WIA Administration Budget**

The administration budget is comprised of a pool of funds from the WIA adult, dislocated worker and youth programs. After deducting the estimated carry-in and contribution to the administrative cost pool, there is a total budget of \$392,850. This budget covers the salaries and fringe benefits of four staff who are solely dedicated to administering the Workforce Investment Act programs.

**JOHN BOZYMOWSKI MOVED TO APPROVE THE PY'08 WIA ADMINISTRATION BUDGET AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED. One opposed.**

**c. Recommendation to Approve PY'08 WIA Incumbent Worker Program Budget**

The incumbent worker program is receiving a slight increase of funding for the new year. Ten percent of the allocation is targeted to administrative costs leaving a total budget of \$448,260. The remainder of funds are dedicated to incumbent worker training.

**FRANK BLOWERS MOVED TO APPROVE THE PY'08 WIA INCUMBENT WORKER PROGRAM BUDGET AS PRESENTED; SUPPORT BY DARLENE LABELLE. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Approve PY'08 WIA Michigan Works Service Centers Support Budget**

As reported previously, the State of Michigan withholds 15% of WIA adult and youth funds and 40% of dislocated worker dollars to be used for statewide activities. One of those activities is the support of the various Michigan Works service centers. The local allocation this year is \$390,103, a slight decrease from last year. One staff salary and corresponding fringe benefits is included; the remainder is dedicated to support of the five local centers.

**JOHN DAOUD MOVED TO APPROVE THE PY'08 WIA MICHIGAN WORKS SERVICE CENTERS SUPPORT BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to Approve PY'08 WIA Capacity Building Budget**

In order to help support the Michigan Works Association, who provides services to all of the Michigan Works Areas throughout the state, funds are divided among each of the 25 MWAs. This allows a method of support without involving a lengthy state bureaucratic issue for continuation of the association. The local allocation is \$24,000. Funds, minus a 2% contribution to the administrative cost pool, are dedicated to membership dues. The Association provides training to all staff and also conducts the annual Michigan Works for People conference attended by various board members each year.

**FRANK BLOWERS MOVED TO APPROVE THE PY'08 WIA CAPACITY BUILDING BUDGET AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**f. Recommendation to Approve PY'08 Administrative Cost Pool Budget**

The administrative cost pool is comprised of contributions from all the various programs operated by the board. These include all the Workforce Investment Act programs, the Work First JET program, the Employment Services program, the Michigan Prisoner Re-entry Initiative, trade programs, and Michigan Older American Community Service Employment Program. This budget supports the central

**Macomb/St. Clair Workforce Development Board  
June 26, 2008**

administration including salaries, fringe benefits, and all related expenses of operation. The budget has increased by approximately \$300,000, bringing the total available to \$1,235,450.

**CARL GERVASON MOVED TO APPROVE THE PY'08 ADMINISTRATIVE COST POOL BUDGET AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.**

**g. Recommendation to Approve PY'08 Information Technology & Computerization Budget**

Ms. Matuja reported that this budget is comprised of contributions from the Workforce Investment Act programs. The Welfare-to-Work and JET programs, and employment services programs. Salaries and fringe benefits for four full-time and two part-time staff are included. The remainder is dedicated to the maintenance and repair of the 400 computers currently operational, along with the required supplies. To keep the organization current, approximately 40 to 80 new computers are updated each year. Replaced computers, along with printers, are given to customers who use them in the course of their training. There is \$685,800 available.

**PATRICIA ANGER MOVED TO APPROVE THE PY'08 INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

**h. Recommendation to Approve PY'08 Michigan Older American Community Service Employment Program Budget**

At the request of the State three years ago, the Board assumed operation of the Older American Community Services Employment program. This board is the only Michigan Works agency in the State to do so. The grant covers not only Macomb and St. Clair counties, but also Oakland and Monroe counties. While eligibility allows for individuals who are 55 or older, the local target is those 65 and older who are economically disadvantaged. There are currently 75 participants involved and more on a waiting list. Transition into the private sector is the ultimate goal with participants allowed to remain in the program for a maximum of 48 months.

**PETER KEATING MOVED TO APPROVE THE PY'09 MICHIGAN OLDER AMERICAN COMMUNITY SERVICE EMPLOYMENT PROGRAM BUDGET AS PRESENTED; SUPPORT BY DAVID BRANDT. MOTION CARRIED. Papes abstained.**

**i. Recommendation to Approve FY'09 MPRI - Macomb County Budget**

Funding notification for the Michigan Prisoner Re-Entry Initiative was received. Experience with these programs has resulted in realignment of line item amounts to reflect actual costs.

The Macomb County program will be funded at the same level as last year with a slightly lower contribution to the administrative cost pool. There is a total available budget of \$832,485. The Macomb budget shifts increases to family support services, substance abuse treatment, workforce development and entitlement program (support services).

**PATRICIA ANGER MOVED TO APPROVE THE FY'09 MPRI MACOMB COUNTY BUDGET AS PRESENTED; SUPPORT BY JOHN DAOUD. MOTION CARRIED UNANIMOUSLY.**

**j. Recommendation to Approve FY'09 MPRI - St. Clair/Thumb Area Budget**

The St. Clair/Thumb Area program is also funded the same as last year and with a slight decrease for the administrative cost pool, there is a total available budget of \$586,950.

The St. Clair/Thumb budget reflects increases for workforce development, health care services, life skills, and case management.

**WILLIAM MORELLI MOVED TO APPROVE THE FY'09 MPRI ST. CLAIR/THUMB AREA BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

**k. Recommendation to Approve Staff Reclassifications**

Typically on July 1<sup>st</sup> of each year, which marks the beginning for the Board's program year, the board staff receives an annual salary increase equal to the percentage increase that the County of Macomb grants to its non-union employees. Since the County of Macomb did not grant any increase to non-union employees this year, it was recommended that a freeze be placed on salaries for the Board's staff.

However, it was recommended that reclassification be considered for a number of staff who have accepted additional responsibilities with the increase in funding through the *No Worker Left Behind* program plus the recent additions or expansions of the Job Education & Training (JET), Trade Adjustment Assistance (TAA), Michigan Prisoner Re-Entry Initiative (MPRI), Michigan Older American Community Services Employment Program, and the Career Advancement Accounts programs. Funds over the past few years have increased from \$13 million to the current \$30+ million.

**WILLIAM MORELLI MOVED TO APPROVE STAFF RECLASSIFICATIONS AS PRESENTED; SUPPORT BY DAVID BRANDT. MOTION CARRIED UNANIMOUSLY.**

**I. Informational Items**

**i. Trade Adjustment Assistance Expenditure Report**

Since the State changed policy for distribution of TAA funds, there is no annual allocation. Funds must be requested as needed and the organization is reimbursed for actual expenditures, eliminating the need for monthly budget modifications. Staff continue to provide expenditure reports.

The year-to-date expenditure report compares 2007 to 2008 (\$744,933.62 versus \$1,944,926.35). The large increase is due to the direct effect of local plant closures where trade certifications have been approved by the federal government.

**6. Executive Director's Report**

Mr. Bierbusse reported that the State has provided \$5 million to institute a pilot initiative, JET Plus, which will allow training opportunities for more than 500 eligible individuals. The pilot is slated to operate July 1, 2008 through September 30, 2009.

Six areas are receiving funds based on population density. This board has been selected to operate a JET Plus pilot program. However, the State selected service providers. Macomb County is expected to provide GED or high school completion programs to 170 individuals who wish to continue to advanced post-secondary training; Warren Consolidated Schools Butcher Center will also provide training for post-secondary education. Members will be kept apprised.

**7. Other Business**

There was no other business.

**Macomb/St. Clair Workforce Development Board  
June 26, 2008**

**8. Hearing of the Public**

Brenda Etheridge thanked the board for its support over the years. Mr. Morelli announced that senior citizens who previously participated in dancing activities at Freedom Hill County Park have been displaced. The Italian American Cultural Center has offered their facility to continue hosting this activity for the community.

**9. Scheduling of Next Meeting**

The next general meeting is scheduled for 3:00 p.m., Thursday, August 28, 2008. Members will be notified.

**10. Adjournment**

**PAT ANGER MOVED TO ADJOURN; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.** The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Laura Carne  
Recording Secretary