

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

May 24, 2007

The Macomb/St. Clair Workforce Development Board met Thursday, May 24, 2007 at the Michigan Works Clinton Township Atrium Office, 43630 Hayes, Clinton Township, Michigan with the following members present (✓ denotes private sector):

AT ROLL CALL:

| | |
|------------------|------------------|
| Lillian Adams | ✓ Mary Matuja |
| ✓ Patricia Anger | ✓ Charles Michel |
| Ken Austin | Mike Moran |
| ✓ Del Becker | ✓ Roland Pesek |
| ✓ Frank Blowers | William Peterson |
| John Bozymowski | ✓ Ron Reed |
| ✓ Dawn Drozd | ✓ Rick Regan |
| ✓ Carl Gervason | ✓ Charles Shaw |
| ✓ Mary Gilbert | Jennie Tunnell |
| ✓ Mike Kramer | |

ARRIVALS AFTER QUORUM CALLED:

Myra Gonino

MEMBERS ABSENT:

| | |
|------------------|-------------------|
| ✓ Ron Chriss | ✓ William Morelli |
| ✓ John Daoud | Angelo Nicholas |
| Nancy Falcone | Philip Papes |
| ✓ Lester Gilbert | ✓ Keith Pohl |
| ✓ Peter Keating | Gary Polulak |
| George Kovtun | ✓ Paul Reiz |
| ✓ Ed Kubes | ✓ Carol Thurber |
| ✓ Dominic LaRosa | ✓ Steve Willis |
| Vickie Ledsworth | |

OTHERS PRESENT:

| | |
|--------------------|------------------|
| John Bierbusse | Kathy Jordon |
| Marsha Prose | Deborah Porter |
| Doreen MacDonald | Brenda Etheridge |
| Tami Russo | Diane Weiss |
| Beth Diehl | Michael Gniewek |
| Julius Porter | Curtis Mickens |
| Mercedes Patterson | Leslie Morrow |
| Jennifer Kolman | |

1. **Call to Order**

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

2. **Roll Call**

Roll call was taken with 19 members present (13 private sector).

3. **Approval of Previous Minutes**

PATRICIA ANGER MOVED TO APPROVE THE MINUTES OF APRIL 26, 2007 AS PRESENTED; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.

4. **Chairperson's Report**

Mr. Regan had no report at this time.

5. **Committee Reports**

A. **Youth Advisory Committee**

1. Meeting of May 16, 2007

a. **Recommendation to Approve PY'07 Youth Program Plan**

Mr. Kramer reported a less than 1% decrease of youth funds statewide; however, the local 2007 youth allocation has increased approximately \$170,000. Seven percent of funds will be incorporated into the administrative cost pool and approximately \$88,000 will be carried in from the previous year. Funds are divided between in-school and out-of-school participants with \$1.8 million dedicated to in-school programs and \$1.1 million to out-of-school programs.

CHARLES MICHEL MOVED TO APPROVE THE 2007 YOUTH PROGRAM PLAN AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

b. **Informational Item**

i. **Awards to Youth Essay Competition Winners**

Last year the first youth essay competition was held with great results. Therefore, service providers were once again notified that the competition would be repeated with certificates and cash prizes to winners awarded as follows: first place \$150; second place \$100; and third place \$50.

Students were provided guidelines specifying requirements for submission, which included length of no more than 500 words with correct spelling, punctuation, and grammar, and addressing how participation in the program has helped to achieve their educational goal.

There were a total of 50 essays submitted from in-school students. The committee reviewed six submissions by in-school participants and ranked categories according to clear and error free submissions, whether the topic was addressed and whether they identified and achieved appropriate goals. As a result, two participants tied for first place – *Michelle Bornais* from Port Huron Northern High School and *Michael Gniewek* from Fitzgerald High School – , second place was awarded to *Ashley Burton* from L'Anse Creuse High School, and *Julius Porter* from Fitzgerald High School was awarded third place.

Mr. Kramer introduced in-school and gave awards to those in-school youth in attendance, i.e., Michael Gniewek and Julius Porter.

There were 16 essays submitted from the out-of-school group. The same criteria were used to judge the competition. As a result, *Curtis Mickens* of Mt Clemens High School received first place; *Mercedes*

**Macomb/St. Clair Workforce Development Board
May 24, 2007**

Patterson from Mount Clemens High School received second place; and the third place award was tied by *Leslie Morrow* and *Jennifer Kolman* from St. Clair County Community College. All were in attendance to receive their awards.

B. Education & Adult Programs Committee

1. Meeting of May 17, 2007

a. Recommendation to Approve PY'07 Dislocated Worker Plan

Mr. Bozymowski reported that the 2007 allocation has been received and noted that it is higher than the initial allocation last year by \$750,000. Carry-in is \$243,800, bringing the total budget for 2007 to \$5,675,858. Of that, seven percent will be directed to the administrative cost pool with the remaining \$5,295,614 utilized for direct program services.

FRANK BLOWERS MOVED TO APPROVE THE PY'07 DISLOCATED WORKER PLAN AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve PY'07 Adult Plan

The 2007 allocation for the adult program has been received. Mr. Bozymowski noted that it is also higher than the initial allocation last year by \$88,000. Carry-in equals \$183,800, bringing the total budget for 2007 to \$3,332,975. Of that, seven percent will be directed to the administrative cost pool with the remaining \$3,112,533 utilized for direct program services.

DEL BECKER MOVED TO APPROVE THE PY'07 WIA ADULT PLAN AS PRESENTED; SUPPORT BY CHARLES MICHEL. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve Incumbent Worker Proposal

A proposal for \$11,760 of incumbent worker funding was received from Prestige Engineering who requests funds to train their staff in-house rather than through the community college. As a result, costs are lower to train 21 of their employees in CATIA V5.

PATRICIA ANGER MOVED TO APPROVE INCUMBENT WORKER FUNDING FOR PRESTIGE ENGINEERING IN THE AMOUNT REQUESTED; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.

d. 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 \$367,000 was received and incorporated into the plan. A one-time only carry-in is allowed this year due to receipt by the State of an additional \$4 million last September. Funds will be used for classroom training. The budget now totals \$946,681. Mr. Bozymowski advised that staff will aggressively pursue additional funds.

CHARLES MICHEL MOVED TO MODIFY THE FY'07 TRADE ADJUSTMENT ASSISTANCE PLAN AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Modify FY'07 Work First Plan

As a result of the State's budget deficit, the Legislature has identified \$10 million of Temporary Assistance for Needy Families (TANF) funds to be recaptured from the Department of Labor and

**Macomb/St. Clair Workforce Development Board
May 24, 2007**

Economic Growth (DLEG). Locally, the board's Work First program will be reduced by \$312,611. DLEG intends to replace this funding through other sources if approval is granted by State officials. Therefore, the current budget has decreased from \$4,843,844 to \$4,531,233.

**MARY MATUJA MOVED TO MODIFY THE FY 2007 WORK FIRST PLAN AS PRESENTED;
SUPPORT BY CHARLES MICHEL. MOTION CARRIED UNANIMOUSLY.**

e. Informational Items

i. Plant Closures

Mr. Bozymowski reported on one company layoff affecting 40 employees of International Automotive Components in Warren. The company is eliminating the third shift. A worker orientation is scheduled for June 20th.

Companies currently trade certified include Collilns & Aikman in Port Huron; Pine River Plastics in St. Clair; Distel Tool & Machine Company in Warren; Cadence Innovation of Fraser; Ellis Technologies of Sterling Heights; and Tool Dex of Warren. The current round of trade certifications cover 1,166 employees.

Mr. Bozymowski reported further that the committee discussed the trade certification process to better understand the myriad of services available to employees who learn of them during worker orientations. Areas presented to them include unemployment benefits; career and employment counseling; occupational classroom training; on-the-job training; job relocation; job search assistance; health coverage tax credits; trade readjustment allowances; and alternative trade adjustment assistance.

Mr. Bierbusse added that current TAA funds are obligated. With the addition of these new companies, he will be aggressively pursuing dollars to assist those recently certified eligible. He added that trade certification provides life-long benefits.

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 800 military personnel will be affected.

A job fair was held on the base for May 4th and 5th with approximately 200 people and 50 employers in attendance.

Pre-retirement planning seminars are scheduled for June 4th and 5th, with individual counseling sessions held June 6th and 7th. Another pre-retirement seminar will be held June 18th and 19th, with individual counseling sessions to be held June 20th and 21st. Consultants Public Policy Associates continue to work on areas of environmental scans of the regional economy; impact of closures; needs of displaced individuals; and will develop goals, objectives and strategies to transition displaced worker into training or employment.

C. Administrative Committee

1. Meeting of May 10, 2007

a. Recommendation to Approve PY'07 WIA Adult Program Budget

Macomb/St. Clair Workforce Development Board
May 24, 2007

Allocations have been confirmed for the 2007 program year. Mr. Shaw reported that the WIA Adult Program has initial funding of \$3,149,175, a slight increase from last year due to the local economy. However, the State of Michigan suffered a .4% reduction. After contributions to administrative costs,

information technology and computerization and estimated carry-in, the total available budget is \$2,876,358.

MARY MATUJA MOVED TO APPROVE THE PY'07 WIA ADULT PROGRAM BUDGET AS PRESENTED; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve PY'07 Dislocated Worker Program Budget

The State of Michigan has received an 18% increase of dislocated worker funds. The local 2007 allocation for the dislocated worker program is \$5,432,058, \$693,616 higher than the start of the previous year. With the current state of the economy, additional funds are expected throughout the course of the year. Mr. Shaw noted that we are currently training 3,400 participants within the combination of adult, dislocated worker, and trade programs.

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

c. Recommendation to Approve PY'07 WIA Youth Program Budget

Mr. Shaw reported a less than 1% decrease of funds statewide; however, the local 2007 youth allocation has increased approximately \$170,000. Contributions from the new budget were made to information technology and computerization, administration, and carry-in leaving a total of \$2,789,040 available. There are sufficient dollars to fund the in-school and out-of-school contracts.

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

d. Recommendation to Approve PY'07 Administration Budget

This budget allocation is derived from the three main WIA funding sources, i.e., adult, dislocated worker, and youth programs, to create a pool to administer all three programs simultaneously. The total available this year is \$917,000, with \$620,000 being contributed to the administrative cost pool and \$297,200 in direct administration.

CHARLES MICHEL MOVED TO APPROVE THE PY'07 WIA ADMINISTRATION BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve PY'07 Information Technology & Computerization Budget

Contributions from three WIA programs, Work First, Welfare-to-Work and Employment Services make up this budget. The budget has increased and totals \$682,550. With the approaching opening of the satellite office in Warren, it is anticipated that 63 computers will be purchased for the site.

MARY MATUJA MOVED TO APPROVE THE PY'07 WIA INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET AS PRESENTED; SUPPORT BY DEL BECKER. 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.

**Macomb/St. Clair Workforce Development Board
May 24, 2007**

An additional \$367,000 was incorporated into the budget. Funds will be used for classroom training. The budget now totals \$946,681.

CHARLES MICHEL MOVED TO MODIFY THE FY'07 TRADE ADJUSTMENT ASSISTANCE BUDGET AS PRESENTED; SUPPORT BY JOHN BOZYMOWSKI. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Approve Fiscal Monitoring Contract

In order to be confident that organizations we contract with are in compliance with all fiscal and accounting principles and requirements, a *Request for Proposal* was released to appropriate organizations, along with postings in the Macomb Daily and the Port Huron Times Herald and also on the board's website. Three responses were received. Upon review, it was determined that all have previous experience with a very good understanding of the services to be performed. The final determining factor was cost and therefore, the committee recommended contracting with Stewart, Beauvais & Whipple of Port Huron.

MARY MATUJA MOVED TO CONTRACT WITH STEWART, BEAUVAIS & WHIPPLE FOR FISCAL MONITORING; SUPPORT BY CHARLES MICHEL. MOTION CARRIED UNANIMOUSLY.

6. Executive Director's Report

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. Doreen MacDonald of St Clair County Community College gave a brief overview of the work keys process. Individuals familiar with the work keys tool will be invited to explain further at the June general meeting.

7. Other Business

There was no other business.

(Gonino arrived)

8. Hearing of the Public

There were no comments from the public.

9. Scheduling of Next Meeting

The next general meeting is scheduled for 4:00 p.m., Thursday, June 28, 2007 at the St. Clair Inn, St. Clair, Michigan. Members will be notified.

10. Adjournment

MARY MATUJA MOVED TO ADJOURN; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Laura Carne
Recording Secretary