

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

October 25, 2007

The Macomb/St. Clair Workforce Development Board met Thursday, October 25, 2007 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:**

Ken Austin	✓ Dominic LaRosa
✓ Del Becker	✓ Mary Matuja
✓ Frank Blowers	✓ Charles Michel
John Bozymowski	Mike Moran
✓ Dave Brandt	✓ William Morelli
✓ Dawn Drozd	✓ Scott Orts
Nancy Falcone	Philip Papes
✓ Carl Gervason	✓ Rick Regan
✓ Lester Gilbert	✓ Charles Shaw

**ARRIVALS AFTER QUORUM CALLED:**

N/A

**MEMBERS ABSENT:**

Lillian Adams	✓ Ed Kubes
✓ Patricia Anger	Vickie Ledsworth
✓ Ron Chriss	Angelo Nicholas
✓ John Daoud	William Peterson
✓ Mary Gilbert	Gary Polulak
Myra Gonino	✓ Paul Reiz
✓ Peter Keating	✓ Carol Thurber
George Kovtun	Jennie Tunnell
✓ Michael Kramer	

**OTHERS PRESENT:**

John Bierbusse	Kathy Jordon
Deborah Porter	Holger Ekanger
Diane Weiss	

1. **Call to Order**

Chairman Regan called the meeting to order at 3:20 p.m.

2. **Roll Call**

Roll call was taken with 18 members present (13 private sector).

3. **Approval of Previous Minutes**

**FRANK BLOWERS MOVED TO APPROVE THE MINUTES OF SEPTEMBER 27, 2007 AS PRESENTED; SUPPORT BY CHARLES MICHEL. MOTION CARRIED UNANIMOUSLY.**

4. **Chairperson's Report**

Chairman Regan again reminded the board of the importance in attending meetings and thanked those who were in attendance. Reaching a quorum continues to be an issue.

5. **Election of Officers**

Mr. Morelli graciously agreed to conduct the election of officers. The current officers had all agreed to continue in their positions if nominated.

**MR. MORELLI NOMINATED RICK REGAN TO RETAIN THE POSITION AS CHAIRMAN; SUPPORT BY FRANK BLOWERS. MARY MATUJA MOVED TO CLOSE THE NOMINATIONS; SUPPORT BY DEL BECKER. MR. REGAN WAS UNANIMOUSLY RE-ELECTED AS CHAIRMAN OF THE MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD.**

**AS HE WAS WILLING TO CONTINUE, CHARLES MICHEL NOMINATED CHARLES SHAW AS VICE CHAIRMAN; SUPPORT BY DEL BECKER. CHARLES MICHEL MOVED TO CLOSE THE NOMINATIONS; SUPPORT BY DEL BECKER. MR. SHAW WAS UNANIMOUSLY RE-ELECTED AS VICE CHAIRMAN OF THE MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD.**

**ALSO AGREEING TO CONTINUE, DOMINIC LAROSA NOMINATED FRANK BLOWERS AS SECRETARY/TREASURER; SUPPORT BY MARY MATUJA. CHARLES MICHEL MOVED TO CLOSE THE NOMINATIONS; SUPPORT BY DEL BECKER. MR. BLOWERS WAS UNANIMOUSLY RE-ELECTED AS SECRETARY/TREASURER OF THE MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD.**

6. **Committee Reports**

**A. Michigan Works Service Centers Committee**

1. Meeting of October 16, 2007

**a. Recommendation to Approve PY'07 Wagner-Peyser Employment Service No Worker Left Behind Plan**

Mr. Papes reported that the Department of Labor and Economic Development has identified an additional \$2,490,000 of Wagner-Peyser funding to be distributed to Michigan Works agencies to support the *No Worker Left Behind* initiative during the 2007 program year. The local allocation is \$254,971. Regulations stipulate that this funding cannot be used to pay for training but may be used to provide core employment services which include but are not limited to the Michigan Talent Bank, resume assistance, job search planning, etc. These funds will offset WIA costs within the four centers by allocating the time spent by employees to deliver core services.

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Eligibility for the NWLB initiative is significantly expanded to include those who are unemployed, dislocated from their employment, have received a lay-off notice, or whose family annual income is less than \$40,000.

**FRANK BLOWERS MOVED TO APPROVE THE WAGNER-PEYSER EMPLOYMENT SERVICE NO WORKER LEFT BEHIND PLAN AS PRESENTED; SUPPORT BY CHARLES MICHEL. MOTION CARRIED UNANIMOUSLY.**

**d. Informational Items**

**i. Update on Warren Service Center**

Due to high traffic at the Roseville center, a satellite office to alleviate parking issues, long lines of customers waiting for service, and insufficient space to house staff and programs will be opened. 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 comparable in size to the Mt. Clemens office (6800 sf) 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 minimal staff of employment service facilitators and WIA case managers.

Construction at the site has begun and staff is scheduled for a *walk-through* November 14<sup>th</sup>. It is anticipated that the office will open by December. The board will be notified of the open house

**ii. National Career Readiness Certificate**

Michigan's Workforce Investment Board's Council for Labor & Economic Growth (CLEG) is researching the implementation of a statewide work readiness credential, which is a competency-based assessment and validates that the holder possesses skills employers seek in entry-level workers. Macomb Community College is actively researching development of credentials which focus on the use of the Work Keys assessment tool. They are hosting a Work Keys conference which will cost \$95 on November 5<sup>th</sup> and 6<sup>th</sup> at the college's south campus. The Board's administrative staff has been asked to assist in establishing a focus group of employers for a December 3<sup>rd</sup> meeting where open discussion of Work Keys and a Career Readiness certificate will be held.

Mr. Papes encouraged private sector board members to participate. If interested, contact Ann Stanton at 586.498.4101 or email the college at [workkeysconf@macomb.edu](mailto:workkeysconf@macomb.edu)

**iii. 2007 United Way Expo**

The 3<sup>rd</sup> annual Southeast Michigan United Way Employment, Training, and Family Resource Expo was held at the Michigan State Fairgrounds October 10<sup>th</sup> from 9 am to 3 pm. This joint effort between the United Way of Southeastern Michigan, the Michigan Works agencies within southeastern Michigan, the Michigan Department of Labor and Economic Development and several other state agencies hosted 123 employers on site with an additional 61 employers who participated in a *virtual* portion of the job fair. A close-out meeting was held where staff learned that approximately 6,000 visitors attended. The event required three buildings at the fair grounds, with people arriving as early as 7:30 am.

This year the agency contracted with Macomb County Community Services Agency to provide shuttle service to the event. Buses were available at the future Warren satellite office site transporting individuals to the fair grounds every hour and returning every half hour.

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Follow-up with employers is planned for 30, 60, and 90 days to learn how many expo attendees have been hired.

**B. Education & Adult Programs Committee**

1. Meeting of October 18, 2007

**a. Informational Items**

**i. FY'06 WIA Occupational Training Enrollment Report**

Mr. Bierbusse reported that the committee reviewed WIA enrollments for the past year along with a historical perspective of training comparisons from years since 2002. Many training programs have remained consistent. Members noticed an increase in the health industry and truck driver training and graphic designers. Large declines were seen in training of construction and extraction occupations. The report reflected a wide variety of choices. Mr. Bierbusse allowed that the board has been able to provide an abundance of training due to increases in resources as a direct result of the current economic conditions.

**ii. Plant Closures**

Mr. Bierbusse announced closures for Cambridge Integrated Services Group in Warren; JDC Logistics in Warren; and TI Automotive in Warren.

Cambridge Integrated Services Group is laying off 23 people in their finance department as this services is being outsourced to India. A worker orientation will be scheduled. These workers will not be eligible for trade certification as that particular certification only affects production industries rather than service industries.

JDC Logistics is terminating 14 employees and closing on December 7<sup>th</sup>. The company is currently in receivership and while employees are no longer working, they are being paid until December 7<sup>th</sup>. Staff are in the process of attempting to locate names and address of affected employees in order to schedule an orientation.

TI Automotive will close by the end of this year beginning permanent layoffs in early December affecting 59 individuals. A rapid response meeting is being arranged.

Trade certifications were made to Lear Corporation in Detroit and TI Automotive in Chesterfield Township.

An orientation for Lear employees will be held October 23<sup>rd</sup> and 24<sup>th</sup> where it is anticipated that 66 Macomb/St. Clair employees will attend. An orientation for 18 employees of TI Automotive is scheduled for October 19<sup>th</sup> at Freedom Hill Park.

**iii. FY'07 JET Program Customer Employment Report**

Employment statistics for those participating in the JET program were reviewed. A total of 1266 (69%) Macomb County participants were hired in various occupations and 595 (31%) of St. Clair County participants. The vast majority are female and just less than half have completed the 12<sup>th</sup> grade. The average wage in Macomb County at 90 days is \$8.38 per hour and \$8.28 for St. Clair County participants.

**iv. State Adjustment Grant**

Due to the large number of company closures within the past fiscal year, staff has applied to the State of Michigan for an additional \$970,000 to serve 333 dislocated workers. Referrals from the unemployment insurance agency are anticipated at 730 of which 175 are expected to request training funds. All monies will be dedicated to training with none going to administration of the program and will be expended by June 30, 2008. Mr. Bierbusse stressed the need to apply for funds quickly as the *No Worker Left Behind* initiative will rapidly expend funds.

**C. Administrative Committee**

1. Meeting of October 11, 2007

**a. Recommendation to Approve PY'07 Wagner-Peyser Employment Service *No Worker Left Behind* Budget**

Mr. Shaw reported that additional Wagner-Peyser dollars for the *No Worker Left Behind* initiative were allocated to the Macomb/St. Clair Workforce Development Board requiring a separate budget for tracking purposes. The agency has received \$254,971, which will be dedicated to employment service providers. Since these Wagner-Peyser funds must be utilized for job search activities **only** and cannot be used for training, the allocation will supplant WIA funding and will be redirected into the various workshops at the centers. No funds within this budget will be used for administrative costs, nor will there be any carry-in for the 2008 program year.

**CHARLES MICHEL MOVED TO APPROVE THE PY'07 WAGNER-PEYSER EMPLOYMENT SERVICE *NO WORKER LEFT BEHIND* PROGRAM BUDGET AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Modify FY'08 MPRI Macomb County Budget**

Originally the request for the Macomb program was \$900,000. The State approved the local plan at \$851,482 but has since provided an additional \$17,303. Therefore, the budget was readjusted to incorporate the additional dollars. Increases were made in mental health services, transportation, family support services, short-term housing, workforce development, life skills, and entitlement programs. Minor decreases were made in substance abuse treatment and health care services since there are other programs available to assist parolees with these issues. The prisoner in-reach line item was eliminated as the services are specifically distributed throughout line items. The budget totals \$868,785.

**DEL BECKER MOVED TO MODIFY THE FY'08 MICHIGAN PRISONER RE-ENTRY INITIATIVE (MPRI) – MACOMB PROGRAM BUDGET AS PRESENTED; SUPPORT BY LESTER GILBERT. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Modify FY'08 MPRI St. Clair County Budget**

Upon State approval, the St. Clair/Thumb initiative program was also increased by \$1,890, bringing the total budget to \$586,000.

**CHARLES MICHEL MOVED TO MODIFY THE FY'08 MICHIGAN PRISONER RE-ENTRY INITIATIVE (MPRI) – ST. CLAIR /THUMB PROGRAM BUDGET AS PRESENTED; SUPPORT BY LESTER GILBERT. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Modify FY'07 Trade Adjustment Assistance 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 \$105,640 was received and incorporated into the budget. Funds will be used for classroom training. The budget now totals \$1,586,680.

**MARY MATUJA MOVED TO MODIFY THE PY'07 TRADE BUDGET AS PRESENTED AND TO FORWARD TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**e. Informational Items**

**i. Fiscal Monitoring Report**

As previously approved by the board, an independent audit firm, Stewart, Whipple & Beauvais of Port Huron, was hired to monitor contracts. The initial phase monitors 15 training contracts within the program year ending June 30<sup>th</sup>. Seven contracts are in compliance and require no action. The Mt. Clemens Schools contract was not monitored due to inability to schedule monitoring visits. When the superintendent of Mt. Clemens schools relocated to Lansing, the records were taken along. The agency has not been billed for services since a bill cannot be submitted without proper documentation. Minor areas of corrective action for the remaining contractors have been defined and staff reported that timely corrections are anticipated for all.

Mr. Shaw reported that the committee was satisfied with the audit which reflected no gross problems. The next phase of the audit will include contracts awarded for the fiscal year ending September 30<sup>th</sup>. Programs affected include Work First and the Michigan Prisoner Re-entry Initiative.

Mr. Papes requested a copy of the audit.

**7. Executive Director's Report**

Mr. Bierbusse reported that due to awaiting approval of the State's budget, only one month of FY'08 TAA dollars have been received requiring approval by the board of directors. This initial allocation is \$130,626. He reminded members that 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.

Funds will be used for classroom training with ten percent dedicated to administration. The training budget totals \$118,751.

**CHARLES MICHEL MOVED TO APPROVE THE FY'08 TRADE ADJUSTMENT ASSISTANCE PLAN AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

Since the inception of the *No Worker Left Behind* initiative, Mr. Bierbusse reported August enrollments statewide at 2,331 with 318 enrolled locally. September reflects a statewide enrollment level at 2,420 with 130 local.

**8. Other Business**

Mr. Morelli invited the board to attend a ribbon-cutting ceremony in honor of the 50<sup>th</sup> year for the Italian American Cultural Society. The event will be hosted November 7<sup>th</sup> at 9:30 am at the center located on Romeo Plank Road.

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**9. Hearing of the Public**

There were no comments by the public.

**10. Scheduling of Next Meeting**

The next general meeting is scheduled for 6:00 p.m., Thursday, December 6, 2007 at Mac & Ray's Restaurant and Banquet Center in Harrison Township, Michigan. Members will be notified.

**11. Adjournment**

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Laura Carne  
Recording Secretary