

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

September 27, 2007

The Macomb/St. Clair Workforce Development Board met Thursday, September 27, 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:

- | | |
|------------------|-------------------|
| ✓ Patricia Anger | ✓ Mike Kramer |
| Ken Austin | ✓ Mary Matuja |
| ✓ Del Becker | ✓ Charles Michel |
| ✓ Frank Blowers | ✓ William Morelli |
| John Bozymowski | ✓ Scott Orts |
| ✓ Dave Brandt | Philip Papes |
| ✓ John Daoud | ✓ Rick Regan |
| Myra Gonino | ✓ Paul Reiz |
| ✓ Peter Keating | Jennie Tunnell |

ARRIVALS AFTER QUORUM CALLED:

- ✓ Dominic LaRosa

MEMBERS ABSENT:

- | | |
|------------------|------------------|
| Lillian Adams | Vickie Ledsworth |
| ✓ Ron Chriss | Mike Moran |
| ✓ Dawn Drozd | Angelo Nicholas |
| Nancy Falcone | ✓ Roland Pesek |
| ✓ Carl Gervason | William Peterson |
| ✓ Lester Gilbert | Gary Polulak |
| ✓ Mary Gilbert | ✓ Ron Reed |
| George Kovtun | ✓ Charles Shaw |
| ✓ Ed Kubes | ✓ Carol Thurber |

OTHERS PRESENT:

- | | |
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| John Bierbusse | Kathy Jordon |
| Marsha Prose | Deborah Porter |
| Brenda Etheridge | Diane Weiss |
| Tammy Russo | Doreen MacDonald |

1. Call to Order

Chairman Regan called the meeting to order at 3:15 p.m.

2. Roll Call

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

3. Approval of Previous Minutes

MARY MATUJA MOVED TO APPROVE THE MINUTES OF AUGUST 23, 2007 AS PRESENTED; SUPPORT BY CHARLES MICHEL. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Mr. Regan congratulated Mr. Morelli on his new position as director of the Italian American Cultural Center in Warren.

Introductions were made for new private sector members Scott Orts of Citizens State Bank in Clinton Township, and Dave Brandt of E & A Credit Union in Port Huron. Both were welcomed to the board.

Members wished to proceed with the meeting without a quorum since additional members were expected.

5. Committee Reports

A. Youth Advisory Committee

1. Meeting of September 19, 2007

a. Recommendation to Approve PY'07 In-School Youth Programs

Mr. Keating reported that youth programs had been approved for negotiation by the board in June and were now being presented upon completion of negotiations with all contractors.

A total of ten in-school youth programs were negotiated for the new year. Eight of the proposals were negotiated at the costs initially approved by the board in June. However, two proposals were amended. The St Clair County Regional Educational Services Agency (SCCRESA) was authorized for an additional \$1,509 to purchase maintenance equipment for the summer program and their continuum program was reduced by \$4,332 due to staffing revisions. The Warren Woods continuum program was increased by \$53.

FRANK BLOWERS MOVED TO APPROVE THE 2007-2008 IN-SCHOOL YOUTH PROGRAMS AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve PY'07 Out-of-School Youth Programs

A total of eight out-of-school youth programs were negotiated for the new year. Corrections were made to the St. Clair County Community College and the Blue Water Center for Independent Living proposals to separate administration costs but the totals requested remained the same. Revisions were also made to the Warren Woods proposal to amend for staff wage, fringe benefits and retirement costs.

WILLIAM MORELLI MOVED TO APPROVE THE 2007-2008 OUT-OF-SCHOOL YOUTH PROGRAMS AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Modify PY'07 Youth Program Plan

The 2007 youth program plan was presented for a modification to incorporate final carry-in dollars from the 2006 program year. Additional dollars are dedicated to direct program costs.

**FRANK BLOWERS MOVED TO MODIFY THE 2007 YOUTH PROGRAM PLAN AS PRESENTED;
SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

d. Informational Item

i. Report on 2007 Summer Youth Program

Mr. Keating reported on yet another successful summer youth program serving the highest number of participants in a number of years. A total of 404 young people participated earning the current minimum wage of \$7.15 per hour throughout a variety of programs. The program provided opportunities for career academies, work readiness activities including job application completion and interviewing skills, resume preparation, labor market research, job retention skills, tutoring, and upgrading of skills, along with work experience in programs for culinary arts, landscaping, website development, automotive technology, health occupations, construction and video production. Results of student surveys found that the majority felt the program worthwhile.

Mr. Keating informed members that two presentations were made to the youth committee, the first by one of the coordinators who reported on the success of the WIA in-school program for students in the Van Dyke Schools who participated in a summer tutorial program where WIA youth tutored 54 elementary students, and a second presentation regarding the MISD/WIA summer program where six districts participated. With 120 students enrolled in their continuum program, a total of 50 students attended the summer program.

B. Education & Adult Programs Committee

1. Meeting of September 20, 2007

a. Recommendation to Modify PY'07 Adult Program Plan

Ms. Tunnell reported that with confirmation of the final carry-in figure from the previous program year, the plan required adjustment. Funds will be added to program costs, bringing the total allocation to \$3,336,413.

**PATRICIA ANGER MOVED TO MODIFY THE PY'07 ADULT PROGRAM PLAN AS PRESENTED;
SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

b. Recommendation to Modify PY'07 Dislocated Worker Program Plan

The final carry-in figure from the previous program year was also available and incorporated into the plan for program costs. The total allocation is now \$5,851,336.

**FRANK BLOWERS MOVED TO MODIFY THE PY'07 DISLOCATED WORKER PLAN AS
PRESENTED; SUPPORT BY CHARLES MICHEL. MOTION CARRIED UNANIMOUSLY.**

c. Recommendation to Approve Dislocated Worker - *No Worker Left Behind* Plan

The *No Worker Left Behind* initiative was introduced by the Governor on August 1st. This initiative expands eligibility requirements for those seeking retraining without allocating additional dollars designated for *No Worker Left Behind*. However, \$43,272 of state set-aside funds were received and funds were separated from the general dislocated worker plan and incorporated into the Dislocated Worker - *No Worker Left Behind* plan. Total now available is \$320,020.

MARY MATUJA MOVED TO APPROVE THE PY'07 DISLOCATED WORKER *NO WORKER LEFT BEHIND* PROGRAM PLAN AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY

d. Recommendation to Approve PY'07 Incumbent Worker Plan

In an effort to avoid layoffs or closures, the incumbent worker program provides upgraded skills to those already employed with training provided through local community colleges. The board has prioritized target industries which include manufacturing, information technology/information security, medical, and hospitality.

There is \$493,636 available for the new program year with \$49,363 allocated to administration of the program.

MARY MATUJA MOVED TO APPROVE THE PY'07 INCUMBENT WORKER PROGRAM PLAN AS PRESENTED; SUPPORT BY CHARLES MICHEL. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve PY'07 Incumbent Worker Proposals

Thirteen proposals were received from Macomb Community College for funding consideration. Due to the large number of requests, staff developed a formula for equitable distribution whereby a cap of \$15 per hour per employee was made, new proposals would be capped at 75% of requests and those previously funded would be capped at 50%. Of the 13, seven were new proposals. Committee members reviewed proposal requests and recommended funding of \$255,923. With \$49,363 for administrative costs, a balance of \$188,350 remains for future requests. It was noted that no proposals had been submitted from St. Clair County at this time but that requests can be received at any time throughout the program year.

PATRICIA ANGER MOVED TO APPROVE THE PY'07 INCUMBENT WORKER PROPOSALS AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Approve FY'08 JET Program Plan

Ms. Tunnell reported that the funding allocation for the JET program has not been received but has a deadline of November 1st for submission of the plan narrative to the State. The goal of the program is to individualize employment and training services. This initially was a pilot program but will be implemented statewide beginning October 1st. Primary partners include Michigan Works agencies, the Department of Human Services and Michigan Rehabilitation Services. Other community-based organizations and educational entities are also key partners. Joint planning and service delivery coordination has begun.

PATRICIA ANGER MOVED TO APPROVE THE FY'08 JET PROGRAM PLAN AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Approve FY'08 Food Assistance Employment & Training Plan

The U.S. Department of Agriculture provides funding for the Food Assistance Employment & Training program. The program is designed to create a connection to the labor market for adults 18 to 49 years of age who have no dependents. The 2008 allocation is projected at \$3,230,000 for the State of Michigan; the Macomb/St. Clair WDB anticipates receipt of \$236,045 of which \$7,088 will be dedicated to support services. It is anticipated that the majority of participants will be identified through the Michigan Prisoner Re-entry Initiative program.

MARY MATUJA MOVED TO APPROVE THE FY'08 FOOD ASSISTANCE EMPLOYMENT & TRAINING PROGRAM PLAN AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

h. Recommendation to Approve FY'08 MPRI - Macomb Plan

Funding increased for the Macomb County plan this year with an anticipated increase of parolees who are eligible to participate. MPRI programs begin with a base of \$625,000 to service 300 parolees; however, Macomb anticipates serving 438 bringing the allocation to \$851,482. Members reviewed available services.

FRANK BLOWERS MOVED TO APPROVE THE FY'08 MPRI MACOMB PROGRAM PLAN AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

i. Recommendation to Approve FY'08 MPRI - St Clair/Thumb Plan

This year the Thumb Area has been included within the St. Clair County plan for services to 300 parolees. The allocation totals \$628,110. The difference in the number of parolees targeted for the various services is due to each local area designing a program to suit their needs.

CHARLES MICHEL MOVED TO APPROVE THE FY'08 MPRI ST CLAIR/THUMB PROGRAM PLAN AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

j. 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 \$105,640 was received and incorporated into the budget. Funds will be used for classroom training. The budget now totals \$1,745,347.

MARY MATUJA MOVED TO MODIFY THE FY'07 TRADE ADJUSTMENT ASSISTANCE PLAN AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

k. Informational Items

i. Plant Closures

Ms. Tunnell announced that Christy Industries located in Fraser contacted staff to report a mass layoff affecting 32 employees, which began August 31st with the final phase expected by December 30th. They are a tier 1 supplier to the auto industry. Those affected will receive a severance package. A worker orientation was held August 24th and all 32 employees attended. The company has applied for trade benefits.

C. Administrative Committee

1. Meeting of September 13, 2007

a. Recommendation to Approve PY'07 Dislocated Worker - *No Worker Left Behind* Budget

The *No Worker Left Behind* initiative was introduced by the Governor on August 1st. This initiative loosens eligibility requirements for those dislocated workers seeking retraining without allocating additional dollars designated for *No Worker Left Behind*. At the August meeting, an additional

\$320,020 was incorporated into the dislocated worker budget; however, the State has notified that there must be a separate budget for this initiative. Therefore, the funds were removed from the standard dislocated worker budget to create the *No Worker Left Behind* program budget. With 7% being redirected to administrative costs, there remains \$297,619 for direct program services.

PATRICIA ANGER MOVED TO APPROVE THE PY'07 DISLOCATED WORKER *NO WORKER LEFT BEHIND* PROGRAM BUDGET AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.

LaRosa arrived constituting a quorum.

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

Due to the previous action and the establishment of final carry-in, the dislocated worker budget was modified to reflect the changes. A total of \$5,116,382 is available for program services.

CHARLES MICHEL MOVED TO MODIFY THE PY'07 DISLOCATED WORKER BUDGET AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Modify PY'07 WIA Adult Program Budget

The adult program budget was modified to reflect the final carry-in figure increasing the budget by \$3,438. Those funds will be directed to classroom training.

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

d. Recommendation to Modify PY'07 WIA Youth Program Budget

Final carry-in increased the youth program budget by \$328,553. Funds will be directed to participant wages and fringe benefits; training contracts; support services; and the service centers.

DOMINIC LaROSA MOVED TO MODIFY THE PY'07 WIA YOUTH PROGRAM BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Modify PY'07 WIA Administration Budget

With adjustments for final 2006 carry-in and a decrease of projected 2008 carry-in, the budget remained at \$297,200.

PATRICIA ANGER MOVED TO MODIFY THE PY'07 WIA ADMINISTRATION BUDGET AS PRESENTED; SUPPORT BY DEL BECKER. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Modify PY'07 Employment Service Budget

Once again the final carry-in figure was established requiring adjustment to the employment service budget. The budget decreased by \$26,402.

CHARLES MICHEL MOVED TO MODIFY THE PY'07 EMPLOYMENT SERVICE BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Approve FY'08 Work First Program Budget

The actual allocation has not yet been released by the State as part of the State's budget process. These are federal dollars which are expected to be allocated at a later date. However, to maintain operations, a preliminary budget of \$3 million was prepared for approval

DOMINIC LaROSA MOVED TO APPROVE THE FY'08 WORK FIRST PROGRAM BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

h. Recommendation to Approve FY'08 Food Assistance Employment & Training Budget

Funds for the Food Assistance Employment and Training program are allocated to the State through the U.S. Department of Agriculture. This program serves those individuals who do not receive cash welfare assistance but are eligible for food assistance. The majority of participants are those involved in the Michigan Prisoner Re-entry Initiative. The budget totals \$236,045.

WILLIAM MORELLI MOVED TO APPROVE THE FY'08 FOOD ASSISTANCE EMPLOYMENT & TRAINING BUDGET AS PRESENTED; SUPPORT BY FRANK BLOWERS. MOTION CARRIED UNANIMOUSLY.

i. Recommendation to Approve FY'08 MPRI Macomb Program Budget

All areas of the State receive a minimum of \$625,000 with additional dollars predicated on the number of parolees to be released in an area. The Macomb area expects to serve 438 parolees, thereby receiving a total of \$851,482.

DOMINIC LaROSA MOVED TO APPROVE THE FY'08 MICHIGAN PRISONER RE-ENTRY INITIATIVE (MPRI) – MACOMB PROGRAM BUDGET AS PRESENTED; SUPPORT BY CHARLES MICHEL. MOTION CARRIED UNANIMOUSLY.

j. Recommendation to Approve FY'08 MPRI St. Clair / Thumb Program Budget

The St Clair program has incorporated the Thumb area with parolees being released from the prison in Saginaw. The budget allocation totals \$628,110. After experiencing program operation for the past year, line items were adjusted to reflect more accurate expenditures.

PETER KEATING MOVED TO APPROVE THE FY'08 MICHIGAN PRISONER RE-ENTRY INITIATIVE (MPRI) – ST. CLAIR /THUMB PROGRAM BUDGET AS PRESENTED; SUPPORT BY PHILIP PAPES. MOTION CARRIED UNANIMOUSLY.

6. Executive Director's Report

In order to accommodate more accurate program costs, Mr. Bierbusse requested permission to transfer \$350,000 from the WIA dislocated worker program into the WIA adult program. The board is allowed to transfer up to 20% of funds between the programs.

PATRICIA ANGER MOVED TO TRANSFER \$350,000 FROM THE PY'07 WIA DISLOCATED WORKER BUDGET TO THE PY'07 WIA ADULT PROGRAM BUDGET; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.

When asked, Mr. Bierbusse replied that the Michigan Works offices would be in full operation on October 1 regardless of the State's budget approval.

**Macomb/St. Clair Workforce Development Board
September 27, 2007**

He reported further that he continues to work with a steering committee to prioritize eligibility for the *No Worker Left Behind* program. If eligibility remains as is, he predicted the board could possibly be out of funding by the end of the year.

At this time, **PATRICIA ANGER MOVED TO RATIFY APPROVAL OF MOTIONS AFFECTING THE YOUTH ADVISORY COMMITTEE REPORT ITEMS A THROUGH C, THE EDUCATION/ADULT PROGRAM COMMITTEE REPORT AFFECTING ITEMS A THROUGH J; AND THE ADMINISTRATIVE COMMITTEE REPORT ITEM A; SUPPORT BY PHILIP PAPES. MOTION CARRIED UNANIMOUSLY.**

WILLIAM MORELLI MOVED TO RATIFY APPROVAL OF THE PREVIOUS MINUTES; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

7. Other Business

Ms. Tunnell advised the board that October is Disability Awareness month and that a seminar for employers from both counties will be hosted at the Macomb Intermediate School District on October 17th. There is no cost for this half-day session.

Mr. Morelli reported that as the new director for the Italian American Cultural Center, he used the Talent Bank to identify candidates for a position and received 55 resumes. He was pleased with the results and has hired an individual to fill the position.

8. Hearing of the Public

Tammy Russo from Macomb Community College thanked the board for their support of Incumbent Worker programs.

9. Scheduling of Next Meeting

Election of officers will be conducted at the the next general meeting scheduled for 3:00 p.m., Thursday, October 25, 2007 at the Clinton Township Michigan Works Atrium Office, Clinton Township, Michigan. Members will be notified.

10. Adjournment

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Laura Carne
Recording Secretary