MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD

March 28, 2002

The Macomb/St. Clair Workforce Development Board met Thursday, March 28, 2002 at the Michigan Works Clinton Township Service Center, 43630 Hayes Road, Clinton Township, Michigan with the following members present (ε denotes private sector):

AT ROLL CALL:

ε Patricia Anger
ε Del Becker
ε Raymond Bollaert
    Marci Fogal
ε Peter Keating
    Robert Koss
    Dominic LaRosa
ε Wayne MacDonald
ε Mary Matuja
ε Charles Michel
ε William Morelli
Angelo Nicholas
William Peterson
ε Albert Pope
ε Rick Regan
Jennie Tunnell
James Varty

ARRIVALS AFTER QUORUM CALLED:

MEMBERS ABSENT:

Lillian Adams
ε Randall Allison
ε Frank Blowers
ε Daniel Bonior
ε Michael Chriss
ε Michael Coughlin
ε Randy DeMorris
    Nancy Falcone-Sullivan
Malcolm Floyd
Georgie Kovtun
ε Ed Kubes
Peggy Mazzara
Philip Papes
ε Roland Pesek
Gary Polulak
ε Paul Reiz

OTHERS PRESENT:

John Bierbusse
Marsha Prose
Barb Clark
Doreen MacDonald
Anita Gliniecki
1. **Call to Order**  
Chairperson MacDonald called the meeting to order at 3:10 p.m.

2. **Roll Call**  
Roll call was taken with 17 members present (10 private sector).

3. **Approval of Previous Minutes**  
MARY MATUJA MOVED TO APPROVE THE MINUTES OF FEBRUARY 28, 2002 AS SUBMITTED; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.

4. **Chairperson's Report**  
Chairman MacDonald announced that the Michigan Economic Development Corporation is hosting an awards ceremony in Lansing on April 30th. Macomb Community College will be one of the recipients to receive an award in excellence for providing quality services. He encouraged members to attend.

Also announced was the grand opening for the Macomb M-TEC facility in Warren. The opening is scheduled for 8:00 am, Monday, April 8th. Members were encouraged to attend.

5. **Committee Reports**  
A. Michigan Works Service Centers Committee  
   1. Meeting of March 19, 2002  
      a. **Recommendation to Approve Modification to 2001 Service Center Operation Grant**  
      Each year the agency applies for funds to operate the four service centers. This year $3.5 million was available statewide and Macomb/St. Clair received $328,357. Mr. Koss announced that deobligated carry-in funds have been returned to the State, who has in turn disseminated funds to areas who can use these dollars. Therefore, the Macomb/St. Clair WDB received an additional allocation of $132,350.

      Members reviewed a line item budget reflecting increases for areas of rent, janitorial, telephones, Internet service provider, and office supplies. Decreases were targeted at utilities, which will be disseminated throughout other budgets and marketing since a separate grant was awarded providing marketing dollars.

      DEL BECKER MOVED TO RECOMMEND FOR FINAL APPROVAL THE 2001 SERVICE CENTER OPERATION GRANT MODIFICATION AS PRESENTED; SUPPORT BY DOMINIC LAROSA. MOTION CARRIED UNANIMOUSLY.

      b. **Informational Items**  
         i. **Customer Survey Form**  
         A wide variety of workshops in the four service centers are conducted by various contracted service providers, i.e., Employment Service staff, Work First staff and Michigan Works staff, according to subject matter and type of customers who participate. In order to assure the quality of workshops, a draft survey was presented for review. This standardized evaluation will be given to all customers who attend workshops as a quality control measure.

         ii. **United Community Services Center for Laid Off Workers**
Mr. Koss reported that staff met with a representative of United Community Services to discuss the various needs that Michigan Works customers often require and that are difficult to fulfill. Their discussion centered on support services job seekers may need during the interim between becoming unemployed and finding new employment. As a result of the discussion, Mr. Koss reported that the local UCS office is looking to establish in Macomb County a Center for Laid Off Workers that could bring together under one roof representatives of the different agencies that are funded through UCS who could provide one-time assistance with rent or house payments, utility bills, emergency clothing and food, etc. This center would work in conjunction with the Michigan Works Service Centers to serve the needs of dislocated workers.

While UCS is considering locating the center on the south campus of Macomb Community College, there is space available in the Rehabilitation Services section of the Michigan Works Roseville office. Staff approached UCS on the possibility of locating the center at that location, or if not, to locate at least one representative of the Center for Laid Off Workers at that site.

The Board felt strongly that the Center for Laid Off Workers be placed inside a Michigan Works Service Center. Dr. Varty noted that Macomb Community College committed to the one-stop concept a few years ago and should, therefore, not accept the center at the campus. Dislocated workers are all directed to Michigan Works centers to begin the process of collecting unemployment benefits. It makes much more sense to house the Center for Laid Off Workers within Michigan Works.

PATRICIA ANGER MOVED TO APPROVE A RESOLUTION THAT STAFF WORK WITH UNITED COMMUNITY SERVICES IN FORMING A CENTER FOR LAID OFF WORKERS AND THAT IT BE HOUSED INSIDE A MICHIGAN WORKS SERVICE CENTER; SUPPORT BY AL POPE. MOTION CARRIED UNANIMOUSLY.

Members will be kept informed of further developments for this initiative.

B. Youth Advisory Committee
   1. Meeting of March 20, 2002
      a. Recommendation to Approve Fast Break Futures Programs

Mr. Michel introduced a new program, Fast Break Futures. Currently, two Michigan Works centers conduct a Work First youth program consisting of an intensive focus on developing careers as opposed to finding a job. Due to the Work First mandates, it is very hard to return these young people into an education program because they must comply with employment requirements. Condensed vocational training must consist of thirty hours per week for six months or less. It is difficult to identify programs that operate less than six months. While staff designed a program, it was rejected by the State of Michigan. The State has since designed a new program called Fast Break Futures.

Fast Break Futures is an 11-week program where the Work First youth population, under age 22 with children, who require some type of intervention to return to school or improve their employability skills will participate for a minimum of 30 hours per week, six hours per day, five days a week. Attendance will be documented allowing for no more than three unexcused absences or tardiness. The day is divided between classroom and computer work stations.

This is a very intensive computer-assisted accelerated learning and work preparation program that prepares students for employment, brings math and reading skills up to industry standards, introduces students to word processing, spreadsheet and other basic computer functions to pass one of the MOUS Core Certification Exams, improves oral and written communication skills, emphasizes teamwork skills, correlates Work Keys and PLATO software, provides career direction and job seeking skills, and teaches workplace discipline.
Upon completion of the program, students must show at least one level higher than baseline for Work Keys assessment, but not less than a level 4 in reading for information and applied mathematics, and at least one level gain in teamwork and locating information. They must demonstrate satisfactory progress in career speech, basic computer applications, and be able to pass one of the MOUS Core Certification Exams. Proper attitude must also be exhibited.

All participants will be assessed for the Michigan Career Readiness Certificate (MCRC) by attaining minimum levels on Work Keys assessment.

The program should begin operating May 1st and continue until June 30, 2003, allowing for up to four 11-week sessions and will service out-of-school youth ages 16 through 21 who meet WIA requirements.

A Request for Proposal was released resulting with responses from two service providers. St. Clair Shores Adult & Community Education proposed operating the program for a total of $186,403. St. Clair County Community College proposed $259,189.

Both facilities offer babysitting, counseling and other amenities. Both are located near public transportation. Approximately 80 students will be serviced at each site.

WILLIAM MORELLI MOVED TO APPROVE CONTRACT NEGOTIATION WITH POTENTIAL FAST BREAK SERVICE PROVIDERS ST CLAIR COUNTY COMMUNITY COLLEGE AND ST. CLAIR SHORES ADULT & COMMUNITY EDUCATION; SUPPORT BY MARY MATUJA.

Contracts are based on cost reimbursement with funding coming from the out-of-school portion of the WIA Youth Program budget.

Mr. Bierbusse amended the handout to correct the cost of the St. Clair County Community College amount from $256,189 to $259,189.

MR. MORELLI AMENDED THE MOTION TO THE CORRECT AMOUNT OF $259,189 FOR ST. CLAIR COUNTY COMMUNITY COLLEGE AND $186,403 FOR ST CLAIR SHORES ADULT & COMMUNITY EDUCATION; SUPPORT BY MARY MATUJA.

MOTION CARRIED. Anger abstained.

b. Recommendation to Approve Total Quality Employee Certification

Members reviewed the qualifications of earning a Total Quality Certification for the Partnership for Careers Health Care program. The handout explains what Total Quality Employees are and why employers wish to hire these individuals. Required components consist of two-hour workshops for customer service, three hours of human relations, one hour of job retention skills and one hour of Workplace 101. Additional requirements will be necessary for those who cannot demonstrate proficiency in math and reading skills and basic computers. Members reviewed the curriculum of the program.

Once participants complete the program and have been certified by Michigan Works, the partner hospital representatives will review and prioritize an application for consideration of employment. Staff will continue to monitor participants to offer any assistance required in helping to maintain their employment.
After reviewing the credential information, **MARY MATUJA MOVED TO APPROVE THE TOTAL QUALITY EMPLOYEE CERTIFICATION PROGRAM AS AN OFFICIAL WORKFORCE DEVELOPMENT BOARD CERTIFICATION; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED UNANIMOUSLY.**

Mr. Bierbusse noted that WIA legislation allows workforce development boards to establish and sanction local certification programs.

c. Informational Items

i. Update on In-School Projects

Mr. Michel reported that all projects have enrolled a full complement of students. Facilitators continue to work with students in achieving program and personal goals. Students have been involved in special events including making and sending Valentine’s Day cards to nursing home residents, food bank activities, collecting and returning pop cans and bottles to purchase snacks for an afternoon at the movies, attending the Learn and Earn Expo at Macomb Community College, preparing their 2001 tax returns, and hosting a spaghetti dinner and community resource activity for their parents and other important people in their lives.

As part of the Board’s commitment to train and enhance the skills of the youth facilitator staff, the facilitators attended a Crisis Intervention Counseling seminar in Detroit earlier in the month. In mid-month they attended a conference sponsored by the Michigan Career Development Association entitled *Winning Ways*. In addition, three facilitators have registered to earn certification as a Career Development Facilitator through Oakland University. The board has sponsored four of the seven facilitators for the CDF certification.

In late February service providers were contacted requesting details for the upcoming summer employment and training activities. Providers were asked to describe work experience activities, program location, start and end dates, work day schedules, total contact hours, expected outcomes, measurement of outcomes, and to submit a line-item budget of program costs. Responses are due on or before April 5th.

Providers have been reminded that activities should enhance work readiness skills, blend leadership and citizenship opportunities, and focus on other traditional career development skills. Participants will earn $5.15 per hour paid by the Workforce Development Board. The Youth Advisory Committee will review submissions and present recommendations at the April meeting.

Administrative staff met with the program director of the Macomb County Family Court and the supervisor of the Juvenile Drug Court to discuss including a group of approximately ten youth into the in-school continuum. The County Drug Court serves youth between the ages of 13 and 17 who have been mandated, along with their parents, to attend a special rehabilitation program. This one-year program consists of eight weeks of intensive therapeutic treatment followed by two phases of mentoring with a life skills focus. The goal is to expose youth to various experiences that will enable them to invest in a productive and drug-free future. Staff agreed to work with youth to provide after-care services through WIA or employment services. At this point, an agreement has been made to exchange information to determine the best service approach.

ii. Update on Partnership for Careers Health Care

Mr. Michel stated that Workforce Development Board staff has established a partnership with local hospital representatives to explore various workforce needs. It is the goal of the Workforce Development Board to assist the health care system by fulfilling the needs of both the employer by identifying workers and job candidates by locating positions within health care organizations.
To this end a health care orientation was scheduled with over 200 individuals on January 31st. Due to inclement weather, only 20 individuals attended. These people were invited to follow-up sessions. Three individuals attended and were assessed for math and reading skills. A second session focused on career exploration and career counseling. Four individuals representing nurse assisting, LPN, ward secretary and housekeeping occupations spoke to the group. As a result, the three participants were invited to earn a Michigan Works Total Quality Employee certificate.

A second orientation was held March 1st. Reservations were made for 210 individuals resulting with 140 in attendance. Of these, 114 subsequently applied for membership in the Health Care Partnership. Membership requires participants to complete and submit an information sheet outlining experience and education levels, to make a commitment to excellence by attending follow-up meetings to learn more information about health care careers, and to meet with Michigan Works staff to assess training and employment needs. They are also required to set a career goal and earn certification from Michigan Works as a Total Quality Employee.

C. Education/Adult Programs Committee
   1. Meeting of March 21, 2002
      a. Recommendation to Approve Two Additional PAL Contracts
         Ms. Tunnell reported that staff received additional requests for PAL funding. The Resource Network will open a new site April 1st in Roseville at the Roseville Town Center. They have agreed to provide adult basic education and English as a Second Language services to an additional 120 participants at this site requiring a contract for $200,000.

         Due to space constraints in the Port Huron Michigan Works Service Center, the computer skills center must be relocated. St. Clair County Community College has agreed to house the center at the new Citizens First M-TEC Center on the college’s campus. The college requested an additional $20,220 for facilities and equipment.

         MARY MATUJA MOVED TO APPROVE THE PAL FUNDING REQUESTS FOR THE RESOURCE NETWORK AND ST. CLAIR COUNTY COMMUNITY COLLEGE AS PRESENTED; SUPPORT BY WILLIAM MORELLI. MOTION CARRIED. Anger abstained.

      b. Recommendation to Consider Approval of Macomb Community College PAL Contract
         Macomb Community College was initially contracted to service 167 participants for $125,000. As of early March, the college has enrolled 189 people. The college will open three new sites to provide English as a Second Language services to an additional 100 individuals. Ms. Tunnell sought approval to negotiate a contract to increase funding by $75,000.

         WILLIAM MORELLI MOVED TO APPROVE THE PAL CONTRACT FOR MACOMB COMMUNITY COLLEGE AT $75,000; SUPPORT BY MARY MATUJA.

         Bill Peterson was opposed to releasing additional funds to Macomb Community College due to their being found guilty by the Michigan Employment Relations Commission of the charge of unfair labor practices. He did acknowledge that the college has recognized the UAW as a bargaining agent and negotiations are continuing.

         After discussion, a vote was taken: 11 yes; 2 no; 4 abstentions.

         MOTION CARRIED.

      c. Recommendation to Approve Work First Grant Modification
         An incentive award was received in the amount of $102,352. Allocations are based on finalized cumulative participant data from FY’01. Reductions were made to direct administrative cost and information technology.
The reduction in those two line items, plus the incorporation of incentive dollars, were placed in direct client services.

CHARLES MICHEL MOVED TO APPROVE THE WORK FIRST GRANT MODIFICATION AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

An update of participant activity was requested for the next meeting.

d. Informational Items

i. Plant Closure and Trade Certification

Ms. Tunnel reported one closure. Detroit Center Tool (DCT, Inc.) was purchased by Utica Enterprises and abruptly closed earlier in the year affecting 400 employees. The company was a design and production facility for automation equipment. They did not file a WARN; closure information was taken from newspaper reports. In order to distribute information about available services, staff obtained a list of 250 names and addresses of former employees through an attorney who was mentioned in an article by Crain’s Detroit Business. These people will be contacted to advise them of potential benefits for which they may be eligible. They will also be asked to identify others that we may not have information on. A worker orientation will be scheduled in early April.

Notifications of Trade Certification were received for companies that closed as early as April, 2000. Mr. Bierbusse explained that there are three methods to petition for trade certification. Organized labor may apply on behalf of employees, companies may apply on behalf of their displaced workers, or finally, the employees can file on their own behalf. However, most employees are unaware of the process or the benefits. Companies refrain for fear they will be liable for any unemployment benefit extensions. The investigative process may take 60 days or more. Employees who are unaware of the various benefits and have already found other employment forfeit these benefits until they become unemployed again.

Notices were sent to dislocated workers from Wirtz Manufacturing Co (impact date August 2000); Nachi Machining (impact date October 2000); Amphenol Corporation-Sine Systems (impact date July 2000) and Amtec Precision Products (impact date April 2000). Worker orientations are scheduled for employees of Nachi Machining and Amtec Precision Products.

ii. Status of PAL Funding for 2001-2002

Currently, $1,594,470 has been obligated to provide adult basic education, English as a second language, GED, or high school completion services to 1,920 adults.

iii. Work First Program: New Allocation Formula

Jennie Tunnell reminded members of Mr. Bierbusse’s numerous conversations with State representatives regarding the formula allocation process for Work First. He spent a great deal of time attempting to convince them of the inequities of distribution. However, it was too late to effect the FY’02 allocation and this Board suffered a $1.3 million loss.

A letter was received in late February from the MDCD Office of Workforce Development to describe a proposed new method to allocate Work First funding throughout the State. The letter was reviewed. Mr. Bierbusse was pleased to report that as a result, the Board may expect to regain $643,000 (14% increase) in next year's budget. It is becoming more difficult to operate the program with current funding cuts, especially with the significant increase in the number of applicants applying for FIA assistance. Mr. Bierbusse noted that MWAs are required to service both applicants and recipients of FIA.
iv. Work First Program Participation Requirements
Effective April 1, 2002, Work First participation requirements will be amended. All adult participants will be required to participate in work activities up to 40 hours per week. There no longer is a distinction between single and two-parent families, or families with children under the age of six. Those individuals who participate in vocational/occupational programs, condensed vocational programs, secondary education, job skills training, and education directly related to employment must meet a 30-hour work activity requirement.

Those individuals found to be in noncompliance without good cause will suffer a case closure and the family group will not be eligible for assistance for one month.

Mr. Nicholas noted that while requirements are increasing, unlike other states Michigan continues to provide benefits such as day care, medicaid, etc. It was mentioned that employers may be reluctant to hire on a full-time, 40 hour weekly basis to avoid providing benefits. Therefore, to meet the 40 hour requirement, participants may find they need to work more than one job.

v. Introduction of CompCard to Work First Program
Ms. Tunnell reported that the new CompCard system has been introduced into the Work First program.

6. Executive Director's Report
Mr. Bierbusse apprised the board of proposed WIA allocations for the new program year effective July 1, 2002. Both the youth and adult program allocations are expected to double. This will increase adult programming from $814,380 to $1,587,751. Youth programs will increase from $921,234 to $1,843,140. While still unannounced, the board should also expect an increase in the dislocated worker program funding.

7. Other Business
There was no other business.

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, April 25, at the Clinton Township Michigan Works Atrium Office. Members will be notified.

10. Adjournment
CHARLES MICHEL MOVED TO ADJOURN; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Laura Carne
Recording Secretary