

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

January 25, 2018

The Macomb/St. Clair Workforce Development Board met Thursday, January 25, 2018 at the Clinton Township Michigan Works Service Center with the following members present:

(☑ denotes private sector):

AT ROLL CALL:

- | | |
|-------------------|-------------------|
| ✓ Patricia Anger | Monika Leasure |
| ✓ Karen Arondoski | Mike Moran |
| Deborah Bouts | Valerie Nunn |
| Dan Casey | Bill Peterson |
| ✓ Hannah Costello | ✓ Danielle Reeves |
| Dahl, Jason | Jim Sawyer |
| ✓ Jennifer Gavin | ✓ Charles Shaw |
| ✓ Peter Keating | Erin Smith |
| ✓ Joe Keppler | Maria Zardis |
| ✓ Mike Kramer | |

AFTER ROLL CALL:

- | | |
|--------------|---------------------|
| April Fidler | ✓ Sharise Gavlinski |
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MEMBERS ABSENT:

- | | |
|---------------|-------------------|
| ✓ Ann Forster | ✓ Carter Hitesman |
| Lee Graham | ✓ Lindsey Hoover |
| Tanise Hill | |

OTHERS PRESENT:

John Bierbusse, Executive Director
Bonnie DiNardo, SC4 Workforce Development
Gwen McNeal, BSBP

**Macomb/St. Clair Workforce Development Board
January 25, 2018**

1. Call to Order

Chairperson Costello called the meeting to order at 3:00 p.m.

2. Roll Call

Roll call was taken with 19 members present, 9 private sector.

3. Approval of Previous Minutes

DAN CASEY MOVED TO APPROVE THE MINUTES OF DECEMBER 7, 2017 AS PRESENTED; SUPPORT BY BILL PETERSON. MOTION CARRIED UNANIMOUSLY.

Call in by Gavlinski and Fidler

4. Chairperson's Report

Chairperson Costello read a thank you note from Mary Matuja thanking the Board for acknowledging her thirty-four years of service on the M/SCWDB by presenting her with a gift at the December 7, 2017 Board Meeting.

5. Standing Committee Reports

A. INDIVIDUALS WITH DISABILITIES COMMITTEE

1. Meeting of January 9, 2018

a. Informational Items

i. Report on the Initial Staff Training Provided by Bureau of Services for Blind Persons (BSBP)

Deborah Bouts, committee chair, brought members of the Board up to date on staff training provided by Bureau of Services for Blind Persons (BSBP). Ms. Bouts reported that Gwen McNeal from BSBP told the committee that the training included a mixture of discussion and hands-on exercises by the presenters who had varying degrees of blindness. The training addressed blindness myths and included team building exercises using low vision simulation goggles. Ms. Bouts also reported that One-Stop Operator, Frank Taylor, scheduled the initial training at the Clinton Township Career Center and based on positive feedback from site supervisors he will schedule training dates for the remainder of service center staff by the end of January. He will provide a final report to the committee.

ii. Feedback on the Piloting of "At Your Service" Online Training

Ms. Bouts reported on the meeting between the One-Stop Operator and Mt. Clemens staff supervisors to discuss feedback on the piloting of "At Your Service" to determine its usefulness as part of a new employee orientation and/or to provide best practices to current staff for working with customers who have disabilities. Overall, the feedback was positive with supervisors stating that this was a very basic but valuable tool despite some of the outdated material presented. Ms. Bouts stated that after considerable discussion, the committee agreed that the pilot should continue with remaining staff at the Clinton Township, Roseville, Warren and Port Huron service centers.

iii. Report on Additional Adaptive Equipment/Software Needs for Customers with Disabilities

Deborah Bouts informed the Board of the meeting between the One-Stop Operator and the program manager of the Disability Network of Oakland and Macomb Counties to discuss equipment needs for the disabled population served at the Michigan Works! Service Centers.

The One-Stop Operator recommended that appropriate staff attend the Accessible Documents Training held at the Disability Network office in Troy on February 13, 2018. This a free of charge training which provides an

**Macomb/St. Clair Workforce Development Board
January 25, 2018**

overview on creating electronic documents that are accessible to people with disabilities in key document publication tools including Word, PowerPoint, Excel and Adobe Acrobat.

It was also discussed that the current licenses of Job Access with Speech (JAWS) be updated to version 18. Ms. Bouts noted that Macomb/St. Clair already has version 15 of JAWS in all service centers except Warren.

Dragon Naturally Speaking is a software designed so the user can talk to the computer with his words appearing in documents, emails and instant messages. Members who were familiar with this program all agreed it was very difficult to use and would not recommend it.

Smart Money, a one-hour interactive workshop for youth covers topics such as budgeting and financial decisions involved in living independently. The fee for this workshop may be waived with a MRS referral.

Ms. Bouts reported that the committee had a lengthy discussion on these recommendations and will continue the conversation at a future meeting.

B. ONE-STOP COMMITTEE

1. Meeting of January 16, 2018

a. Recommendation to Approve WIOA Policy - Priority of Service to Veterans

Mr. Bierbusse informed the Board that the state has assigned three Veteran Career Advisors (VCAs) to our service centers to serve veterans and eligible spouses who have significant barriers to employment. Mr. Bierbusse explained that an "eligible veteran" is a person who has served at least one day in active service who has not been dishonorably discharged. An "eligible spouse" is the spouse of any veteran who died of a service related disability; is listed as missing in action or captured in the line of duty; the spouse of any veteran who has a total disability resulting from their service; or who died with an existing disability that was not service related.

The purpose of this local policy issuance is to guide staff in determining who will be referred to the VCA for services and the necessary steps for making a referral. Once a referral is made, MWA staff will continue to provide these customers with all other appropriate services.

**DEBORAH BOUTS MOVED TO APPROVE THE WIOA PRIORITY OF SERVICE TO VETERANS;
SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

b. Recommendation to Approve WIOA Policy - Definition of "Other Responsible Adult"

Mr. Bierbusse explained to the Board that it is not uncommon to provide services to youth participants who do not live with their parents. In order to determine who, other than a parent, may sign a WIOA Youth Registration, the MWA has locally defined the term "other responsible adult" to include:

- A relative with whom the minor resides;
- An adult who has been designated as custodian over the minor;
- An agency representative who is in a position to know the individual's circumstances if they cannot get the parent's signature;
- A representative of an agency who provides support services; for example, a social worker or homeless shelter official or child protective worker;

**Macomb/St. Clair Workforce Development Board
January 25, 2018**

- A person who is 18 or older who has regular contact with the child; has a personal relationship with the child's parent or other person responsible for the child's health or welfare; is not the child's parent or a person otherwise related to the child by blood.

Staff will ensure that Youth registrations are properly signed by the youth who is applying for services and by a parent, guardian or other responsible adult, if the youth is a minor. While this procedure has been followed in the past, it has been put in writing in the form of a policy issuance.

MONIKA LEASURE MOVED TO APPROVE THE WIOA DEFINITION OF "OTHER" RESPONSIBLE ADULT; SUPPORT BY BILL PETERSON. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve PY 2017 Demand Occupation List

All Workforce Boards are required to publish a Demand Occupation list each year for the purpose of guiding customers into training programs and career pathways in occupations that are in demand in our local area.

Mr. Bierbusse explained that in order to be placed on the Demand Occupation list, the occupation must meet growth and wage criteria. The occupation must have a projected growth annually of at least 10% over the next ten years with fifty or more openings, or have positive change and at least one hundred openings. The occupation must have a median hourly wage of at least \$14.11/ hour in our area. Occupations highlighted in yellow are new to the list for this year.

The chart of Real Time Data which is provided by the Workforce Intelligence Network shows the top twenty jobs in demand in our area for the last four quarters based on real time data. Occupations highlighted in brown are not considered growth occupations.

DEBORAH BOUTS MOVED TO APPROVE THE WIOA PY 2017 DEMAND OCCUPATION LIST; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY

d. Informational Items

i. Report on Referrals to the PATH Refugee Program

The Board reviewed a chart showing the number of refugee who have been referred to the PATH Refugee program since the program originated in November 2012 through the first quarter of FY 2018. The number has dropped from 1,492 in FY 2013 to 298 referrals for FY 2017. During the first quarter of FY 2018, only twenty-five participants have been referred with less than one-hundred total referrals projected for the remainder of FY 2018. Mr. Bierbusse noted that the majority of refugees referred to this program in Macomb County are from Iraq and Syria

A separate report from the State of Michigan on refugee arrivals throughout the state shows that there were 480 arrivals in Macomb County in FY 2017 and there has been only one arrival for the first two months of this fiscal year. Because of this data, Mr. Bierbusse speculated that the refugee program will be discontinued in the future.

ii. Report on Results of FY 2017 Skilled Trades Training Fund Program

Information was provided to update the Board on the results of the FY 2017 Skilled Trades Training Fund program. Seventeen companies received awards totaling \$738,670. Three of those companies were from St. Clair County. Because some companies were not able to use the funds awarded them, actual expenditures totaled \$522,211 for 48 new hires and training for 444 incumbent workers.

**Macomb/St. Clair Workforce Development Board
January 25, 2018**

iii. Report on Awards to FY 2018 Skilled Trades Training Fund Program

By Governor Snyder's executive order, the state began funding the Skilled Trades Training Fund program four years ago. Because of the positive impact on business, Mr. Bierbusse stated that he is hopeful this program will become law under the next Governor. The FY 2018 award to Macomb County totaled \$994,329 to nineteen companies for 802 new hires, 293 incumbent workers and 21 apprenticeships. St. Clair County received a total of \$217,038 to six companies for 42 new workers, training for 212 incumbent workers and one apprenticeship. The total amount awarded to Macomb and St. Clair Counties equals \$1,211,387.

C. YOUTH COMMITTEE

1. Meeting of January 17, 2018

a. Recommendation to Approve Release of PY 2018 WIOA Youth Workforce Investment Activities RFP

Committee Chair, Mike Kramer, reminded the Board that this is the final year of the WIOA Youth contracts. A recommendation was made by the committee to release a Request for Proposal for PY 2018 WIOA Youth Workforce Investment Activities. Based on funding and outcomes, the contracts may be extended for two additional years. This RFP is seeking one contractor to deliver services in the Clinton Township, Mt. Clemens and Warren Michigan Works Career Centers and one contractor in the Port Huron Career Center. Although PY 2018 funding has not yet been awarded, it is expected that Macomb/St. Clair will receive \$1,250,800 to serve 250 Youth in Macomb County and 50 Youth in St. Clair County.

DEBORAH BOUTS MOVED TO APPROVE RELEASE OF PY 18 WIOA YOUTH WORKFORCE INVESTMENT ACTIVITIES RFP; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

b. Informational Item

i. WIOA Young Professionals Success Story

Mike Kramer provided the Board with a narrative of Anthony, a long-term participant in the Young Professionals program. Anthony began seeking services from Michigan Works in 2014 as a 20-year-old whose mother had just passed away after a long illness. Anthony had mounting bills, no high school diploma and very few skills. Anthony had little hope of finding employment. By 2017 with help from the Young Professionals program, Anthony had completed his high school diploma, became employed and has applied to Macomb Community College where he will major in Information Technology.

Anthony wrote his story as a thank you to Young Professionals staff who worked with him over the years. He states that the Young Professionals staff helped save him and helped him avoid bad outcomes in several situations. He is very grateful to Young Professionals for helping him achieve independence.

D. ADMINISTRATIVE COMMITTEE

1. Meeting of January 11, 2018

a. Recommendation to Approve PY 2017 WIOA Infrastructure Funding Jobs for Veterans Budget

Committee Chair, Bill Peterson, reported that Macomb/St. Clair has a lease with the State of Michigan to house Veteran Representatives in our service centers. While the lease initially covered only the rent portion an additional \$32,085 was awarded to cover the infrastructure costs bringing this budget to \$41,723.

DAN CASEY MOVED TO APPROVE THE PY 2017 WIOA INFRASTRUCTURE FUNDING JOBS FOR VETERANS BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

**Macomb/St. Clair Workforce Development Board
January 25, 2018**

b. Recommendation to Approve CY 2017/2018 RESEA Budget

This grant was extended for six months with an end date of June 30, 2018 and received an additional \$96,583 bringing the total allocation to \$245,456. The employment service provider receives these dollars to provide services for the long term unemployed, unemployment recipients and returning citizens. Mr. Peterson reported that this budget totals \$220,956.

DEBORAH BOUTS MOVED TO APPROVE THE CY 2017/2018 RESEA BUDGET; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve CY 2018 RESEA Work-Based Training Budget

Funds totaling \$6,967 remaining from calendar year 2017 are being carried into the 2018 funding period. These dollars are already obligated for current on-the-job training contracts. This budget totals \$6,967.

PATRICIA ANGER MOVED TO APPROVE CY 2018 RESEA WORK-BASED TRAINING BUDGET; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY

d. Recommendation to Approve FY 2018 RESEA Work-Based Training Budget

This budget provides career and on-the-job training services to RESEA customers. An allocation of \$126,000 was received for FY 2018 with \$12,600 reserved for administrative costs bringing the total budget to \$113,400.

BILL PETERSON MOVED TO APPROVE FY 2018 RESEA WORK-BASED TRAINING BUDGET; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY

e. Recommendation to Approve FY 2018 Skilled Trades Training Fund Budget

Mr. Peterson recapped that this is the fourth year that the State of Michigan has released skilled trades training funds to Michigan businesses providing incentives to hire and train new employees. This year twenty-four businesses located in Macomb and St. Clair Counties will receive awards totaling \$1,271,935 to train their workers. Administrative costs total \$60,568 leaving \$1,211,367 to budget for classroom training.

BILL PETERSON MOVED TO APPROVE FY 2018 SKILLED TRADES TRAINING FUND BUDGET; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY

f. Informational Items

i. 2017 Cycle III State Monitoring Report

In November 2017 State monitors completed the 2017 Cycle 3 on-site monitoring. The final report showed two Findings and one Administrative Recommendation with no written corrective action response required. Macomb/St. Clair will make internal corrections in response to the findings for future on-site monitoring.

ii. Stewart, Beauvais & Whipple, P.C. Tier I financial Monitoring Reports

The accounting firm of Stewart, Beauvais & Whipple was hired to monitor all contracts of the Macomb/St. Clair Workforce Development Board to ensure compliance with State and Federal Guidelines. Bill Peterson explained that we recently received monitoring reports from Stewart, Beauvais and Whipple on five Tier II PATH service provider contracts beginning October 1. There were no observations or recommendations for Macomb County Community Services Agency or St. Clair Shores Adult and Community Education. The monitoring report on Samaritas, JVS and Employment and Training Designs had recommendations that did not require a response. Macomb/St. Clair will follow-up with contractors to insure the recommendations are followed.

**Macomb/St. Clair Workforce Development Board
January 25, 2018**

iii. Career and Educational Advisory Council (CEAC) Appointments

Each Workforce Development Board is required to form a Career and Educational Advisory Council (CEAC) to advise the Workforce Development Board on career and education related issues. Members are needed to represent the mandatory sectors. Certification is required by April 1, 2018 and the CEAC will be re-certified on a biannual basis. Several members of the Board showed interest in becoming part of this council and/or reaching out to others in their field who might be interested.

6. Executive Director's Report

Bernice Kerner gave a presentation on the Macomb/St. Clair Workforce Development Board website. She detailed options available for both employers and job seekers. The updated site is much more interactive. Online registration for events is new to users with attendee lists accessible for case manager use. There is a Featured Jobs section which replaced the former Hot Jobs listing. She explained that this project was funded by the Department of Defense Grant to be used in conjunction with operating the Department of Defense Transition Center located in Clinton Township. Members were impressed with improvements.

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 pm, February 22, 2018. Members will be notified.

10. Adjournment

DAN CASEY MOVED TO ADJOURN; SUPPORT BY DEBORAH BOUTS. MOTION CARRIED. The meeting adjourned at 4:20 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary