

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

April 23, 2015

The Macomb/St. Clair Workforce Development Board met Thursday, April 23, 2015 at the Clinton Township Michigan Works Service Center with the following members present (denotes private sector):

AT ROLL CALL:

- | | |
|---------------------|-----------------|
| ✓ Pat Anger | ✓ Peter Keating |
| Deborah Bouts | Maria Kokas |
| John Bozymowski | ✓ Ken Lampar |
| Dan Casey | ✓ Mary Matuja |
| Thelma Castillo | Valerie Nunn |
| ✓ Hannah Costello | Rick Niedieck |
| ✓ Ann Forster | ✓ Charles Shaw |
| ✓ Patti Gendernalik | Erin Smith |

MEMBERS ABSENT:

- | | |
|---------------------|-------------------|
| Ken Austin | Mike Moran |
| ✓ Sharise Gavlinski | ✓ William Morelli |
| ✓ Carl Gervason | William Peterson |
| ✓ Virginia Gronley | ✓ Troy Piper |
| ✓ Carter Hitesman | Gary Polulak |
| ✓ Mike Kramer | ✓ Mike Weigand |
| ✓ Dominic LaRosa | |

OTHERS PRESENT:

John Bierbusse
Scott Palmer
Chris Reilly

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1. Call to Order

Treasurer Anger called the meeting to order at 3:00 p.m.

2. Roll Call

Roll call was taken with 16 members present (8 private sector)

3. Approval of Previous Minutes

PETER KEATING MOVED TO APPROVE THE MINUTES OF March 26, 2015 AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Treasurer Anger chaired the meeting in the absence of Chairperson Carl Gervason.

5. Committee Reports

A. Youth Advisory Committee Meeting

1. Meeting of April 15, 2015

a. Recommendation to APPROVE Perkins Grant

Scott Palmer from the Macomb Intermediate School District reported to the Board on the Perkins Grant. This grant provides Federal funds to states to support and improve Career and Technical Education programs for secondary and post-secondary students leading to an industry recognized certificate consistent with state and regional high skill, high wage, and high demand occupations. Funds are distributed via formula on a regional basis. 70% of the state allocation is distributed based on the region's percentage of individuals aged 5-17 living in poverty. 30% of the state allocation is distributed based on each region's percentage of individuals aged 5-17 according to the latest census count as compared to the state total census count of individuals aged 5-17. Macomb County receives an allocation of \$1,458,131 while St. Clair County receives \$305,843.

Mr. Palmer introduced the possibility of using Perkins Grant dollars to purchase software in which students can access an on-line data base of companies offering work based learning opportunities like job shadowing, internships and company tours. Employers can also interact with students by mentoring through secure on-line message boards. This is a way for companies to nourish their talent pipeline and for students to determine career paths which might interest them before investing in the high cost of secondary education.

DAN CASEY MOVED TO APPROVE THE PERKINS GRANT AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

b. Release of Request for Proposal (RFP) with Recommendation to APPROVE Negotiation of 2015 Summer Youth Employment Program Proposals

A Request for Proposal (RFP) was released on March 6, 2015 for the delivery of paid summer work experience projects for thirty youth aged 14-20 in both Macomb and St. Clair Counties and was due to the Administration office by April 10, 2015. Contracts awarded through this Request for Proposal will begin June 22, 2015 with an end date of August 31, 2015. The purpose of this project is to give forty-five foster care youth an introduction to work specifically in Food Service/Culinary Arts along with other career areas such as health careers, communication arts, Microsoft office applications, automotive technician, welding or other occupations are also desirable. Additional available positions will be offered to currently enrolled Workforce Investment Act in-school youth.

There were no proposals received for St. Clair County. Foster care youth will continue to be serviced in St. Clair County with Michigan Works case managers making placements with individual employers.

There were six proposals received for Macomb County. All six proposals were evaluated by staff with the recommendation that Fitzgerald Public Schools be awarded a contract for their Automotive Technician program. Students will receive an industry recognized certificate. The proposed budget is \$21,112 to serve

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15 participants. It was also recommended that Warren Woods Public Schools be awarded a contract for their Culinary Arts program. Participants will receive a ServSafe certification. The budget is \$21,826 serving 15 participants.

MARY MATUJA MOVED TO APPROVE THE RECOMMENDATION TO APPROVE NEGOTIATION OF THE 2015 SUMMER YOUTH EMPLOYMENT PROGRAM PROPOSALS AS PRESENTED; SUPPORT BY JOHN BOZYMOWSKI. MOTION CARRIED UNANIMOUSLY.

c. Informational Items

i.) Release of Request for Proposal – Youth Workforce Investment Activities under the Workforce Innovation and Opportunity Act (WIOA)

On March 6, 2015 a Request for Proposal (RFP) was also released seeking providers for the development and implementation of out-of-school youth activities under the new Workforce Innovation and Opportunity Act (WIOA). WIOA requires that 75% of youth funds be spent on out-of-school youth.

There are 14 program elements required in the program design submitted by proposers that must be made available to all youth. These services could be provided solely by the provider or in collaboration with a partner. The 14 program elements include tutoring, alternative secondary school offerings, paid and unpaid work experience, occupational skills training, education offered concurrently with workforce preparation activities and training, leadership development activities, supportive services, adult mentoring, follow-up services, comprehensive guidance and counseling, financial literacy education, entrepreneurial skills training, services providing information on in-demand occupations in the service area, transition activities helping youth prepare for postsecondary education.

Priority will be granted to proposers choosing to operate at four Michigan Works Service Centers; Clinton Township, Mt. Clemens, Warren and Port Huron. The proposals were due to the Administration office on April 14th and will be evaluated. Because the amount of WIOA funding has not yet been made available, the award of any contract is contingent upon the receipt of adequate federal funding allocations.

ii.) Current Program Activity

A report was given on current program activity for out-of-school and in-school youth contracts. The out-of-school contracts that have not yet met enrollment goals are expected to do so by the end of the contract period, June 30, 2015. Those in-school contracts that did not meet enrollment goals have either lost staff (and had enrollment expectations further reduced) and/or had a significant number of alternative high school students not return to school for the 2014-2015 year.

An update on Talent Tours was also provided to members of the board. Sixty students from public school districts throughout Macomb County participated in a tour of PTI Engineered Plastics' facility. Employer objectives were to increase awareness as to types of jobs available within the manufacturing industry and to market their eight week PTI Technical Academy for high school students interested in career exploration within the industry. The Technical Academy is one way in which PTI is identifying talent for the future. Students were exposed to various in-demand careers such as CNC programming, mold making, design, process engineering and tool making.

Eight students from Chippewa Valley School District were selected to attend the February 5, 2015 Detroit Economic Club (DEC) Meeting at the Renaissance Center as part of the DEC Educational Outreach Program. In addition to career exploration which was focused on the future of manufacturing and on entrepreneurship, students had the opportunity to put into practice skills that they had acquired on how to conduct themselves professionally at a business luncheon.

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B. Education and Adult Programs Committee

1. Meeting of April 16, 2015

a. Recommendation to *APPROVE* Employment Services Provider for the Period July 1, 2015-June 30, 2018

A Request for Proposal (RFP) was released soliciting proposals for Wagner-Peyser Employment Service Providers at all five of our Michigan Works Service Centers for a three year period, July 1, 2015 through June 30, 2018.

St. Clair Shores Adult and Community Education (SCSACE) and Macomb/St. Clair Employment and Training Agency (M/SCETA) submitted bids for each of the five Michigan Works Service Centers. The bids were evaluated and points awarded on the basis of staffing, cost and price analysis, program enhancements which show evidence of processes and strategies to be utilized and also past performance. Although bids were very competitive, staff has recommended that the current provider, St. Clair Shores Adult and Community Education be awarded each of the five contracts.

DEBORAH BOUTS MOVED TO APPROVE THE EMPLOYMENT SERVICES PROVIDER FOR THE PERIOD JULY 1, 2015-JUNE 30, 2018 AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to *APPROVE* the Port Huron Michigan Works Service Center Lease

A Request for Proposal was released seeking a site to house the Michigan Works Service Center in Port Huron for the period May 1, 2015 through June 30, 2020. Employment Services, PATH, WIA and Out-of-School Youth programs are all housed in the Port Huron Michigan Works Center. The City of Port Huron who holds the lease for our current site at 100 McMorran in Port Huron was the only bidder. The lease rate of \$14.08 per square foot and the \$550 monthly janitorial rate remain the same as the present lease with an additional five year renewal option.

PETER KEATING MOVED TO APPROVE THE PORT HURON MICHIGAN WORKS SERVICE CENTER LEASE AS PRESENTED; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to *APPROVE* the Southeast Macomb County Michigan Works Service Center Lease

A Request for Proposal (RFP) was released seeking a site to house a Michigan Works Service Center in Southeast Macomb County for the period July 1, 2015 through June 30, 2020. The only proposal submitted came from the present owner of the Roseville Michigan Works Service Center for the property at 15950 12 Mile Road in Roseville. He is offering the first two months of the lease rent free. The rental rate will be \$15.75 per square foot or \$15,387.75 per month.

PETER KEATING MOVED TO APPROVE THE SOUTHEAST MACOMB COUNTY MICHIGAN WORKS SERVICE CENTER LEASE AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to *APPROVE* Senior Community Service Employment Program (SCSEP) Additional Slots

The Senior Community Service Employment Program (SCSEP) provides job training and placement for people who are aged 55 or older and who are economically disadvantaged. These participants work 18 hours per week which many times helps to supplement their social security. Macomb/St. Clair administers the SCSEP program for Macomb, St. Clair, Monroe and Oakland Counties.

The State of Michigan, Office of Services to the Aging (OSA) has recovered \$30,645.00 from other areas of

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the state that were unable to utilize the resources. The Macomb/St. Clair SCSEP is under slotted and OSA has reallocated those funds to Macomb/St. Clair. The term "slot" refers to a person filling a job. Previously our slot level was 75. These additional resources will allow our slot level to increase to 79. We will most likely be awarded three additional slots by July 1 bringing our slot level to 82.

MARY MATUJA MOVED TO APPROVE SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) ADDITIONAL SLOTS AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED UNANIMOUSLY.

e. Informational Items

i. Update on Service Center Levels

Graphs reflecting the number of customers registering for employment at the five Michigan Works Service Centers in Macomb and St. Clair Counties over the past ten years were included for the board to view. Numbers have steadily declined since 2009, the service centers' busiest year. Approximately a third fewer people used our services during the first three months of 2015 as compared to those three months in 2009. This is due to an improving economy. With fewer customers coming to our sites, case managers are able to provide more individualized attention to customers and to spend more time working closely with employers to develop job leads.

ii. "Telling Our Story"

Six customer success stories are highlighted in the March 2015 issue of "Telling Our Story". This issue also includes an article on in-school youth participants from Chippewa Valley High School who attended a Detroit Economic Club meeting in the Renaissance Center as part of the Detroit Economic Club Education Outreach Program. Mr. Bierbusse encouraged members to take time to read these monthly articles celebrating the achievements of customers who have been impacted by Michigan Works!

6. Executive Director's Report

Mr. Bierbusse reported on labor market information for Macomb and St. Clair counties from 1999 through the first two months of 2015, including trends in labor force numbers, the number of residents employed and the unemployment rates for both counties. The statistics show that there are large numbers of long-term unemployed who have left the workforce for a variety of reasons. The Michigan Works Agencies in Southeast Michigan may like to hire a marketing firm to help determine who these people are and how we can help them return to the labor force.

7. Other Business

There was no other business.

8. Hearing of the Public

There was no hearing of the public.

9. Scheduling of Next Meeting

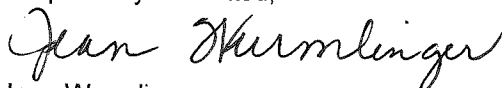
The next general meeting is scheduled for 3:00 p.m., Thursday, May 28, 2015 at the Michigan Works Service Center in Clinton Township. Members will be notified.

10. Adjournment

PETER KEATING MOVED TO ADJOURN; SUPPORT BY MARY MATUJA. MOTION CARRIED.

The meeting adjourned at 3:50 p.m.

Respectfully submitted,



Jean Wurmlinger
Recording Secretary