

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

December 2, 2015

The Macomb/St. Clair Workforce Development Board met Thursday, December 2, 2015 at Villa Penna Restaurant and Banquet Center in Sterling Heights with the following members present (☑ denotes private sector):

AT ROLL CALL:

Deborah Bouts	Ken Lampar
Dan Casey	Monika Leasure
☑ Hannah Costello	☑ Mary Matuja
☑ Ann Forster	Jennifer Miller
☑ Sharise Gavlinski	Mike Moran
☑ Carl Gervason	Rick Niedieck
Tanise Hill	Valerie Nunn
☑ Carter Hitesman	William Peterson
☑ Peter Keating	☑ Gary Polulak
☑ Joe Keppler	☑ Charles Shaw
☑ Maria Kokas	Erin Smith

ARRIVED AFTER QUORUM

☑ Karen Arondoski

MEMBERS ABSENT:

☑ Pat Anger	☑ Virginia Gronley
Michael Connors	☑ Michael Kramer
☑ Patti Gendernalik	James Sawyer

OTHERS PRESENT:

John Bierbusse	Terry McIlhargey
Bob Apczynski	Patty Madigan
Ethel Ballard	Julile Marlowe
Cheryl Braxton, MDOC	Susan Paternoster
Daryl Bukowiecki	Colin Miller
Terri Davis	Michelle Reugsegger
Salli Dawson	Cris Robson
Beth Diehl	Dennis Suszynski
Allan Eisenhauer	Deborah Szatkiewski
Debbie Farrell	Jennifer Taylor
Kristie Kabacinski	Sarah Tennant
Paula Keena	Martha Waroway
Penny Kelly	Elizabeth White, LARA
Bernice Kerner	Jean Wurmlinger

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1. Call to Order

Chairman Gervason called the meeting to order at 6:00 p.m.

2. Roll Call

Roll call was taken with 22 members present (11 private sector).

3. Approval of Previous Minutes

**MARY MATUJA MOVED TO APPROVE THE MINUTES OF OCTOBER 22, 2015 AS PRESENTED;
SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

4. Chairperson's Report

Chairman Gervason had nothing to report.

5. Standing Committee Reports

Chairman Gervason reported on the four committees established to assist the WDB in carrying out its responsibilities identified under the WIOA legislation.

Administrative Committee - William Peterson will chair this committee which consists of board members Mary Matuja, Charles Shaw and Hannah Costello.

Youth Committee - Michael Kramer has agreed to chair the Youth Committee whose members include Peter Keating, Jennifer Miller, Gary Polulak from the WDB and John Bozymowski, President of the Macomb Intermediate School District, Board of Education.

Individuals with Disabilities Committee - Chaired by Deborah Bouts this committee is comprised of board members Valerie Nunn and Carter Hitesman along with Timothy Hatsfield from New Horizons, Beth Alberti, Assistant Superintendent for Special Education from Macomb Intermediate School District and James Losey from Macomb County Community Mental Health.

One-Stop Delivery Committee - Rick Niedieck will chair this committee which includes Tanise Hill, Ken Lampar from the WDB, Wrayjean Peck from St. Clair Shores Adult & Community Education and Chris Reilly, Director of Macomb County Employment & Training Agency.

Meetings will be scheduled beginning in January 2016 and committee members will be notified.

6. Talent District Career Council Report (TDCC)

a. Region 10

Monika Leasure, Chair of Talent District Career Council (TDCC) Region10 (Macomb, Oakland and Wayne Counties along with the City of Detroit), reported on 61 (B) CTE Early/Middle College Strategic Plan which allows for high school students in the 11th grade to begin taking college courses while dually enrolled in high school. Upon completion of the 12th grade, students will not take a high school diploma but will continue for a 13th year allowing the student to earn a high school diploma and substantial college credit through an additional year of study in one of the five top employment clusters recommended by the TDCC for Region 10. These clusters include 1) Science, Technology, Engineering and Mathematics, 2) Advanced Manufacturing, 3) Information Technology, 4) Health Sciences and 5) Construction, Energy and Architecture. This plan has been submitted to the State for approval.

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b. **Region 6**

John Bierbusse reported on 61 (B) CTE Early/Middle College Strategic Plan for TDCC Region 6 (St. Clair, Lapeer, Genesee, Shiawassee, Tuscola, Sanilac & Huron Counties). The occupational areas that Region 6 TDCC recommended as most important for that area are 1) Health Science, 2) Agriculture, Food and Natural Resources, 3) Information Technology, 4) TD - Transportation, Distribution and Logistics and 5) Manufacturing. These clusters will be re-evaluated and updated every three years.

7. Executive Director's Report

Mr. Bierbusse took this opportunity to introduce the Workforce Development Board staff in attendance and expressed his gratitude for another year of a job well done.

8. Other Business

Mr. Bierbusse reported on WIOA MIS Policy Issuance 05-04 which is in response to a site review by DOL requiring a corrective action by the Workforce Development Board to identify follow up services that had not been previously written in a formal policy. This policy states that Macomb/St. Clair WDB will deliver follow services to all WIOA participants who are exited to unsubsidized employment, based on the participant's needs and interests. There was review and discussion with a recommendation that the policy issuance be amended to state that staff will conduct follow-up for a "12 month period" after being placed in unsubsidized employment. It was agreed that that this language be added to the policy.

MONIKA LEASURE MOVED TO APPROVE WIOA MIS POLICY ISSUANCE 05-04 WITH AMENDMENT; SUPPORT BY JENNIFER MILLER. MOTION CARRIED UNANIMOUSLY.

As part of the DOL site review Macomb/St. Clair was also required to update the Macomb/St. Clair Workforce Development Board Policies & Procedures for Managing Individual Training Accounts (ITA), Policy Issuance 01-13, Change 12 Attachment A. This policy stated that "Training will not be approved at training institutions that do not accept MasterCard. This is the only method of payment for ITAs". The revised policy, PI 01-03, Attachment A states that "Tuition payments will be made by MasterCard issued in the customer's name and who is responsible for making tuition payment to the training institution. Training institutions that do not accept MasterCard will be issued a check payable to the training institution".

MARY MATUJA MOVED TO APPROVE POLICY ISSUANCE 01-03 MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD POLICIES & PROCEDURES FOR MANAGING INDIVIDUAL TRAINING ACCOUNTS (ITA); SUPPORT BY JENNIFER MILLER. MOTION CARRIED UNANIMOUSLY.

9. Hearing of the Public

There was no hearing of the public.

10. Scheduling of Next Meeting

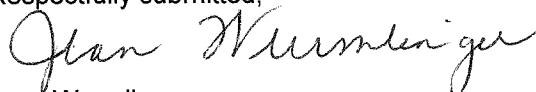
The next general meeting is scheduled for January 28, 2016. Members will be notified.

11. Adjournment

WILLIAM PETERSON MOVED TO ADJOURN; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary