

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

March 23, 2017

The Macomb/St. Clair Workforce Development Board met Thursday, March 23, 2017 at the Clinton Township Michigan Works Service Center with the following members present (☑ denotes private sector):

AT ROLL CALL:

- | | |
|---------------------|-----------------|
| Deborah Bouts | ✓ Peter Keating |
| Dan Casey | Monika Leasure |
| ✓ Hannah Costello | Mike Moran |
| April Fidler | Rick Niedieck |
| ✓ Ann Forster | Gary Polulak |
| ✓ Patti Gendernalik | Jim Sawyer |
| Tanise Hill | Erin Smith |
| ✓ Lindsey Hoover | |

MEMBERS ABSENT:

- | | |
|---------------------|----------------|
| ✓ Patricia Anger | ✓ Mike Kramer |
| ✓ Karen Arondoski | ✓ Mary Matuja |
| ✓ Sharise Gavlinski | Valerie Nunn |
| ✓ Virginia Gronley | Bill Peterson |
| ✓ Carter Hitesman | ✓ Charles Shaw |
| ✓ Joe Keppler | |

OTHERS PRESENT:

John Bierbusse
Elizabeth White, BSBP

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1. Call to Order

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

2. Roll Call

Roll call was taken with 15 members present.

3. Approval of Previous Minutes

DEBORAH BOUTS MOVED TO APPROVE THE MINUTES OF JANUARY 26, 2017 AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

DEBORAH BOUTS MOVED TO APPROVE THE MINUTES OF FEBRUARY 23, 2017 AS PRESENTED; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Chairperson Costello had nothing to report.

5. Standing Committee Reports

A. YOUTH PROGRAMS COMMITTEE

1. Meeting of February 15, 2017

a. Recommendation to Negotiate with Current Providers for PY 2017 Contract Extensions

Youth service provider contracts include the option to negotiate extensions for two additional years, contingent on Federal funding and satisfactory past performance by the provider. Currently there are six contractors who are being considered for an extension beginning July 1, 2017 through June 30, 2018.

Employment and Training Designs, Blue Water Center for Independent Living, and Virtual Learning Academy will be asked to provide a program narrative with a proposed budget for PY 2017. East Detroit, Fitzgerald and Warren Woods Public Schools, in-school youth providers, will be asked to offer a summer program for paid work experience. This will require a separate budget which will not include payroll costs for participants.

The Department of Health and Human Services will again provide funding for summer youth employment to approximately 40 foster care youth. Employment and Training Designs will be asked to deliver summer job opportunities for eligible foster youth in St. Clair County. Eligible youth in Macomb County may participate in paid summer work experience through East Detroit, Fitzgerald and Warren Woods Public Schools.

MONIKA LEASURE MOVED TO APPROVE THE RECOMMENDATION TO NEGOTIATE WITH CURRENT YOUTH PROVIDERS FOR PY '17 CONTRACT EXTENSIONS; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve Policy for Follow-Up Services

The WIOA requires that follow-up services for youth participants be provided for a minimum of twelve months following the completion of activities.

Follow-up services to Macomb/St. Clair's Young Professionals, is known as Alumni Services. The type and length of Alumni Services will be based on the participant's individual circumstances. The follow-up must be more than a quick check-in to see if the participant is still working. There must be regular contact to assess the individual's need for services to ensure a successful transition to employment and post-secondary education. Every attempt must be made to stay in touch with the participant but attempts at follow-up contact

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may be stopped if the participant is unreachable for more than six months after exit, refuses to disclose information, or has relocated out of state with no intention of returning.

GARY POLULAK MOVED TO APPROVE THE POLICY FOR FOLLOW-UP SERVICES; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.

B. ONE-STOP COMMITTEE

1. Meeting of February 17, 2017

a. Recommendation to Approve Apprenticeship Success Coordinator Plan

Funding was received to support an Apprenticeship Success Coordinator position whose role is to develop new Registered Apprenticeship opportunities throughout the state. A Plan Narrative must be submitted to the state that includes the description of activities and services to be provided.

GARY POLULAK MOVED TO APPROVE THE APPRENTICESHIP SUCCESS COORDINATOR PLAN; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve Trade Adjustment Assistance (TAA) Program Plan

The Trade program is a Federal entitlement program assisting workers who have lost employment to foreign trade with the goal of providing opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed. Assistance is provided in the form of reemployment services, training, job search, relocation, and support benefits in the form of Trade Readjustment Allowances. A Plan Narrative for the TAA program must be submitted to the state describing the services and activities to be provided.

MIKE MORAN MOVED TO APPROVE THE TAA PROGRAM PLAN; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

2. Meeting of March 14, 2017

a. Recommendation to Approve the Warren MWSC Lease Space

The Warren Michigan Works Service Center lease will expire on June 30, 2017. A Request for Proposal was released in February seeking space located in central Macomb County for a five-year period beginning July 1, 2017. Two bids were received. Howard Realty Group, the current landlord and Gallo Companies on Van Dyke in Sterling Heights. Three staff evaluated the proposals based on location, building size, rental concessions, parking and amenities, bid presentation and lease terms. The current landlord included a concession in the amount of an \$18,360 check returned to Macomb/St. Clair to be used for improvements to the building. With this concession, the cost per square foot for both bids equaled \$16.25. Macomb/St. Clair will renew the current lease with Howard Realty Group at 27850 Van Dyke in Warren.

DAN CASEY MOVED TO APPROVE THE WARREN MWSC LEASE SPACE; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve Refugee Navigator Staff Position

The state has identified funding to support the placement of a Refugee Navigator within Michigan Works! Service Centers in four counties which are currently experiencing a large influx of refugees. Macomb/St. Clair will be included in this pilot program which will end March 31, 2018. The intent is to assist recent refugees in overcoming language barriers and to help them document their education and receive certification to aid successful integration into Michigan's economy. A job description has been prepared to proceed with the hiring of a Refugee Navigator when the policy goes into effect.

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PETER KEATING MOVED TO APPROVE THE REFUGEE NAVIGATOR STAFF POSITION; SUPPORT BY DEBORAH BOUTS. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve Part-time Clerical Staff Position

Macomb/St. Clair will offer a part-time clerical position to provide support for the Business Services Unit to assist with clerical duties. This position will be filled with a participant of the Senior Community Services Employment Program who is nearing the end of participation in this program.

MONIKA LEASURE MOVED TO APPROVE THE PART-TIME CLERICAL STAFF POSITION; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Approve Web/Communications Specialist Staff Position

As part of the Department of Defense/Office of Economic Adjustment Grant, Macomb/St. Clair is in the process of redesigning its website to make it a virtual career center accessible to customers and employers outside of the Macomb/St. Clair area. Staff is now needed to manage the site. The Web/Communications Specialist will be responsible for all internal and external marketing, public relations, and communication functions of the M/SCWDB.

DEBORAH BOUTS MOVED TO APPROVE THE WEB/COMMUNICATIONS SPECIALIST STAFF POSITION; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.

e. Informational Items

i. Refugee Report

A chart was provided to members of the board detailing the arrival of refugees in Michigan during the first three months of FY 2017 (October, 2016-December 2016). Tanise Hill explained that the chart identified the country of origin, the monthly total number of refugees arriving in each county along with their gender and age group. Macomb County has received 250 refugees, the third largest number behind Kent and Oakland Counties, with the majority originating from Iraq and Syria.

ii. Occupational Training Report

Charts comparing approved classroom training and on-the-job training (OJT) numbers during PY 2015 and PY 2016 were given to the Board for review. In 2015, healthcare accounted for over half of all approved training programs with services at 35%. The numbers were also broken down by funding sources showing that Adult programs approved 210 people for training and dislocated worker programs approved 130 customers for training. During the first 8 months of PY 2016 (July 1, 2016 through March 6, 2017) healthcare and services accounted for 92% of approved training programs. Adults programs approved 337 customers for training with 139 customers approved for dislocated worker training dollars. During the early months of the WIOA legislation it was expected that OJTs would be required to provide a credential upon completion. Therefore, very few OJT contracts were written in PY 2015. In PY 2016 clarification of the law revealed that credentials are not required for on-the-job training leading to a much higher number of customers enrolled in OJT.

iii. Telling Our Story

The February/March edition of "*Telling Our Story*" was viewed by the Board. In this edition, five success stories were featured from various Michigan Works programs including the story of a PATH customer who, after attending the Healthcare/Medical Job Fair in February, was offered an OJT position as a nurse assistant with the hope of full employment following successful completion of training.

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Additionally, recognition was given to Binson's Medical Equipment & Supplies for receiving an Impact Award for strategic partnership and collaboration with Macomb/St. Clair Michigan Works for providing local employment and training opportunities.

D. ADMINISTRATIVE COMMITTEE

1. Meeting of February 9, 2017

a. Recommendation to Modify PY '16 Wagner-Peyser Employment Service Budget
Macomb/St. Clair received an additional allocation of \$329,502 for the operation of the Employment Service Program bringing the present allocation to \$1,318,007. The additional monies will be used to support the Employment Service Provider line item which had been subsidized with WIOA dollars.

GARY POLULAK MOVED TO APPROVE PY '16 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET; SUPPORT BY APRIL FIDLER. MOTION CARRIED UNANIMOUSLY.

- a. Recommendation to Approve PY '16 WIOA Statewide Activities Apprenticeship Success Coordinator Budget
- b. Recommendation to Approve PY '16 Apprenticeship USA State Accelerator Budget

Macomb/St. Clair received \$31,250 in WIOA Statewide Activities funds and \$6,250 of Apprenticeship USA Accelerator Funds to fund an Apprenticeship Success Coordinator position whose primary role is to develop registered apprenticeship opportunities in the Macomb/St. Clair area. These dollars will be used for the salary and fringe benefits of staff currently in place who work to expand apprenticeship opportunities in in-demand, high wage industries. These budget totals \$31,250 and \$6,250 respectively.

MONIKA LEASURE MOVED TO APPROVE PY '16 WIOA STATEWIDE ACTIVITIES APPRENTICESHIP SUCCESS COORDINATOR BUDGET AND THE PY '16 APPRENTICESHIP USA STATE ACCELERATOR BUDGET; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

6. Executive Director's Report

In response to the President's recommended funding cuts, Executive Director Bierbusse encouraged private sector Board members to send letters to Congressmen Paul Mitchell and Sander Levin advocating for the continued funding of WIOA programs by giving specific examples of how this funding has benefited their companies.

Mr. Bierbusse also provided the board with a chart showing the local impact to WIOA Adult, Dislocated Worker and Youth programs should the recommended federal budget go into effect. All three programs would see a 21% reduction in funding which would cause 183 fewer training slots in the adult program, 136 fewer dislocated worker training slots and 192 fewer youth being served. However, Mr. Bierbusse stated that the cuts may go even deeper as the Department of Labor may have to cut these programs further to fully fund mandated items within the WIOA budget. The Senior Community Services Employment Program which provides part-time work to low income seniors as a supplement to social security is slated for total elimination. He is hopeful that because AARP is the largest national contractor, they may have enough clout to keep this program from being defunded.

Mr. Bierbusse informed the Board that beginning July 1, 2017 all Michigan Works Agencies must hire a One-Stop Operator as prescribed by the WIOA. In the past the WDB served as the One-Stop Operator. Macomb/St. Clair released an RFP seeking an organization/entity to serve as a One-Stop Operator for all five of our MW service centers. The responsibility of this entity is to coordinate the service delivery of participating

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one-stop partners and service providers. It is expected that 1,000 hours would be expended per year by the One-Stop Operator to satisfy the requirements of the WIOA. Proposals are due on April 13, 2017.

7. Other Business

Other business included discussion of the high number of fraudulent unemployment claims seen by members from private sector businesses and if anyone knew how this is being handled at UIA.

8. Hearing of the Public

There were no comments from the public

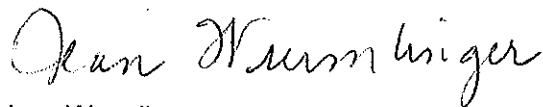
9. Scheduling of Next Meeting

The next general meeting is scheduled for April 27, 2017. Members will be notified.

10. Adjournment

DEBORAH BOUTS MOVED TO ADJOURN; SUPPORT BY MONIKA LEASURE. MOTION CARRIED. The meeting adjourned at 3:55 p.m.

Respectfully submitted,



Jean Wurminger,
Recording Secretary