

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

March 24, 2016

The Macomb/St. Clair Workforce Development Board met Thursday, March 24, 2016 at the Clinton Township Michigan Works Service Center with the following members present (☑ denotes private sector):

AT ROLL CALL:

- | | |
|-------------------|------------------|
| Deborah Bouts | Monika Leasure |
| Mike Connors | ✓ Mary Matuja |
| ✓ Hannah Costello | Jennifer Miller |
| ✓ Carl Gervason | Rick Niedieck |
| Tanise Hill | William Peterson |
| ✓ Joe Keppler | Jim Sawyer |
| ✓ Maria Kokas | ✓ Charles Shaw |
| ✓ Peter Keating | Erin Smith |

ARRIVED AFTER QUORUM:

- Dan Casey
- ✓ Patti Gendernalik

MEMBERS ABSENT:

- | | |
|----------------------|---------------|
| ✓ Pat Anger | ✓ Mike Kramer |
| ✓ Karen Arondoski | Ken Lampar |
| ✓ Ann Forster | Mike Moran |
| ✓ Sharise Gavliniski | Valerie Nunn |
| ✓ Virginia Gronley | Gary Polulak |
| ✓ Carter Hitesman | |

OTHERS PRESENT:

John Bierbusse

Scott Palmer, MISD

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1. Call to Order

Chairman Gervason called the meeting to order at 3:00 p.m.

2. Roll Call

Roll call was taken with 16 members present (7 private sector).

3. Approval of Previous Minutes

WILLIAM PETERSON MOVED TO APPROVE THE MINUTES OF FEBRUARY 25, 2016 AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Chairman Gervason had nothing to report.

5. Standing Committee Reports

A. INDIVIDUALS WITH DISABILITIES COMMITTEE

1. Meeting of March 8, 2016

a. Recommendation to APPROVE MRS-BNU Proposal for Service Center Accessibility Assessment

Deborah Bouts, chair of the Individual's with Disabilities Committee, reported on the committee's recommendation for a Michigan Works Service Center site accessibility assessment. After reviewing two comparable proposals from Disability Network and Michigan Rehabilitation Services-Business Network Unit (MRS-BNU), the committee is recommending the proposal from MRS-BNU who has agreed to forego the \$85 per hour fee normally charged for this service. The assessment is designed to include the following components:

1. Physical/architectural site accessibility including program accessibility
2. Computer workstation and technology accessibility
3. Disability Awareness training for staff.

The evaluation will range from 2-3 hours per site with a written report completed by June 30, 2016 identifying areas where the site is currently out of compliance with the guidelines and one or more options for addressing the identified limitations.

MONIKA LEASURE MOVED TO APPROVE MRS-BNU ACCESSIBILITY ASSESSMENT PROPOSAL AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

b. Informational Items

i. Review of Committee Responsibilities

Ms. Bouts reviewed the responsibilities of this committee with members of the board. She explained that WIOA legislation places a high priority on serving persons with disabilities. This committee will create strategies to assure programmatic and physical access to all services, programs and activities available at all of our service centers and will create outreach materials on services and activities to individuals with disabilities. This committee will also provide staff training on awareness and sensitivity when working with disabled customers.

ii. Statistical Report on Services to Disabled Individuals

Members of the board were provided with a statistical report of persons reporting to our service centers over the past year that self-identify as disabled. It was noted that the reported number of disabled may be low because people are hesitant to self-identify as disabled. Consequently, they may not be aware of services available to them through Michigan Works.

iii. Disability Navigator Position

The Disability Navigator provides guidance to staff working with disabled customers and also works to inform customers of services available to them through Michigan Works and Michigan Rehabilitation Services.

iv. Staff Training

One of the objectives of the accessibility assessment is to provide staff training on awareness and sensitivity when working with disabled customers. The board discussed the importance of an initial agency wide training as well as maintenance training for newly hired staff.

B. ADMINISTRATIVE COMMITTEE

1. Meeting of March 10, 2016

a. Recommendation to APPROVE PY '15 WIA Dislocated Worker Budget Modification

This budget is derived from carry-in dollars which remain at \$744,415. The line items for classroom training, on-the-job training and support services have been reduced shifting these dollars into the Michigan Works Service Center line item in support of service center staff. The modified PY 2015 WIA Dislocated Worker budget totals \$727,615.

MARY MATUJA MOVED TO APPROVE PY 2015 WIA DISLOCATED WORKER BUDGET MODIFICATION AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to APPROVE PY '15 WIOA Dislocated Worker Budget Modification

An additional \$300,000 will be transferred from this budget into the Adult Program budget to be used for classroom training. The amount budgeted for classroom training will see an increase because WIOA legislation encourages the attainment of credentials and the amount to be used for on-the job training, which does not offer a credential, will decrease. The Michigan Works service center line item is reduced due to the increase for service centers in the WIA Dislocated Worker budget. The modified PY 2015 WIOA Dislocated Worker Program budget totals \$1,537,902.

MONIKA LEASURE MOVED TO APPROVE PY '15 WIOA DISLOCATED WORKER BUDGET MODIFICATION AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to *APPROVE* PY '15 WIOA Adult Program Budget Modification

This budget will receive an increase of \$300,000 transferred from the WIOA Dislocated Worker Budget which will be directed toward classroom training. The amount for customer outreach will increase while there will be a decrease in on-the-job training dollars. This modified budget totals \$2,466,433.

MONIKA LEASURE MOVED TO APPROVE PY '15 WIOA ADULT PROGRAM BUDGET MODIFICATION AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to *APPROVE* Request for Additional Funds - Senior Community Service Employment Program (SCSEP)

Hannah Costello explained that any remaining funds from the PY 2015 Senior Community Service Employment Program, which ends on June 30th, may not be carried into the next program year. The state has reviewed current expenditures and has requested that areas who anticipate under spending de-obligate funds so that they may be utilized by other areas. Macomb/St. Clair will request an additional \$30,000 to allow us to maintain our current enrollment level of 75 participants.

MONIKA LEASURE MOVED TO APPROVE THE REQUEST FOR ADDITIONAL SCSEP FUNDS AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

e. Informational Items

i. Status Report on the "Make It in America" Grant

The Make It in America Challenge Grant was awarded through the Department of Labor's Jobs Acceleration Grant. The goal of this grant is to support southeast Michigan's role in manufacturing with a focus on biobased related industries through classroom training at Macomb Community College for unemployed customers and incumbent workers in need of skills upgrading. This grant ends September 30,

ii. WIA PY 2015 2nd Quarter Performance Report

The PY 2015 second quarter WIA Performance Report measures adult, dislocated worker, older and younger youth performance levels for the 2nd & 3rd quarter after exit. A review of this report shows that twelve standards were exceeded, four met with incentive and one met with no incentive. There were no failed standards. The state still has not determined how performance will be assessed in PY 2016 but we will continue to operate under the current standards.

6. 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 consistent with state and regional high skill, high wage, and high demand

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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 \$1,534,642 while St. Clair County receives \$305,772.

JENNIFER MILLER MOVED TO APPROVE THE PERKINS GRANT AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

7. Executive Director's Report

Mr. Bierbusse brought before the board two Prisoner Reentry budget adjustments requesting supplemental funds from MDOC due to an increase in housing referrals. Macomb County is requesting an additional \$84,404 and the Thumb Region an additional \$57,131. These budgets will be brought to the Administrative Committee for further discussion.

8. Other Business

There was no other business.

9. Hearing of the Public

There was no hearing of the public.

10. Scheduling of Next Meeting

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

11. Adjournment

HANNAH COSTELLO MOVED TO ADJOURN; SUPPORT BY CHARLES SHAW. MOTION CARRIED. The meeting adjourned at 4:05 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary