

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

August 25, 2016

The Macomb/St. Clair Workforce Development Board met Thursday, August 25, 2016 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       | ✓ Mary Matuja    |
| ✓ Hannah Costello   | Jennifer Miller  |
| ✓ Ann Forster       | William Peterson |
| ✓ Sharise Gavlinski | Jim Sawyer       |
| ✓ Patti Gendernalik | ✓ Charles Shaw   |
| ✓ Carl Gervason     |                  |

**ARRIVED AFTER QUORUM:**

- |                   |            |
|-------------------|------------|
| ✓ Karen Arondoski | Erin Smith |
| Jennifer Miller   |            |

**MEMBERS ABSENT:**

- |                    |                |
|--------------------|----------------|
| Dan Casey          | Monika Leasure |
| ✓ Virginia Gronley | Mike Moran     |
| Tanise Hill        | Rick Niedieck  |
| ✓ Carter Hitesman  | Valerie Nunn   |
| ✓ Mike Kramer      | Gary Polulak   |

**OTHERS PRESENT:**

- |                     |                       |
|---------------------|-----------------------|
| John Bierbusse      | Carla Duford, ETDI    |
| Fred Delcamp, BSBP  | Paul Duford, ETDI     |
| Bonnie DiNardo, SC4 | Thomas Heuerman, BSBP |
|                     | Deborah Szatkiewski   |

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**1. Call to Order**

Chairman Gervason called the meeting to order at 3:10 p.m.

**2. Roll Call**

Roll call was taken with 13 members present (9 private sector).

**3. Approval of Previous Minutes**

**WILLIAM PETERSON MOVED TO APPROVE THE MINUTES OF JUNE 23, 2016 AS PRESENTED;  
SUPPORT BY PAT ANGER. 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 August 9, 2016**

- a. Informational Items - Review of Americans with Disabilities Act (ADAA) Accessibility Evaluation Reports with General Recommendations.
  - i. Clinton Township Michigan Works! Service Center
  - ii. Mt. Clemens Michigan Works! Service Center
  - iii. Roseville Michigan Works! Service Center
  - iv. Warren Michigan Works! Service Center
  - v. Port Huron Michigan Works! Service Center

Deborah Bouts, committee chair, reported to the Board on the findings of the Accessibility Evaluation Reports completed by MRS-BNU. She began by assuring the group that most things are up to code at the sites. However, there are concerns with the bathrooms and with making the centers wheelchair accessible. Improvements at the centers will begin with the redesign of countertop heights making the reception areas in all service centers and the administration office more user friendly to customers in wheel chairs. The parking lots at the service centers also need to be re-stripped allowing for marked van accessible spaces. The WDB along with the landlord will address these issues. She also explained there were recommendations for updating computer software to increase accessibility for individuals with vision impairments.

Ms. Bouts reported that the Port Huron site is unique in that it is on the 6<sup>th</sup> floor. There is a significant issue with assisting wheelchair bound persons down the stairs in case of a fire. She reported that an Evac chair has already been ordered and that staff will be trained in its use.

The next committee meeting will address staff wide training with a report to the Board at the October full board meeting.

**B. ONE-STOP COMMITTEE**

**1. Meeting of August 18, 2016**

- a. Recommendation to Approve a Contractor to Redesign the Macomb/St. Clair Michigan Works Website

In the absence of Rick Niedieck, Committee Chair, Mr. Bierbusse explained to the Board that as part of the DOD-OEA grant funds were provided to create a virtual career center. Since our current website has not been updated in over fifteen years, it does not support the technology necessary to link customers to resources such as partner websites, labor market information, social media and job search engines. It was determined that there was the need for a new Macomb/St. Clair Michigan Works! website.

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A Request for Proposal (RFP) was released and posted on three websites as well as being sent to over 50 vendors on the bidders list. Eight proposals were received. A committee made up of WDB staff and M/SCETA staff reviewed the submitted proposals. Four of the eight responses to the RFP were over budget. Three vendors were selected to interview with the committee via Skype. The committee chose New Media Campaigns (NMC) based in South Carolina for the website redevelopment. A question was raised by the Board as to why a Michigan company was not procured for this project. Mr. Bierbusse explained that the two Michigan based companies were both over budget.

**PATRICIA ANGER MOVED TO APPROVE A CONTRACTOR TO REDESIGN THE M/SC MICHIGAN WORKS! WEBSITE AS PRESENTED; SUPPORT BY HANNAH COSTELLO. MOTION CARRIED WITH THREE NO VOTES.**

- b. Recommendation to Approve a Change in the Maximum Individual Training Account (ITA) for Macomb/St. Clair Michigan Works

Mr. Bierbusse clarified to the Board that each local Michigan Works! Agency determines the maximum value of an Individual Training Account (ITA) which is the amount an MWA is willing to invest in classroom training per customer. Macomb/St. Clair currently calculates the value of an ITA by multiplying the actual number of class hours by \$8.75 per hour toward the cost of tuition and fees. This amount has not been updated since 2007.

The proposed changes would offer the customer two options for funded training. The first option provides for a maximum ITA value of up to \$5,000 per training program. This option would increase the opportunity for short term training without the customer being responsible for large out-of-pocket expenses to meet the remaining tuition obligation. The second option is based on the actual number of class hours multiplied by \$10.75. This would increase the amount funded per training hour to help offset the increased cost of tuition. There was discussion on the varied cost for similar programs between colleges and Mr. Bierbusse stated that the customer is given the choice of training institution they elect to attend. He also said that we are not utilizing all of our training dollars and with this revised formula, it will help offset the increased cost of training for our customers.

**WILLIAM PETERSON MOVED TO APPROVE A CHANGE IN THE MAXIMUM ITA FOR MACOMB/ST. CLAIR MW AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

- c. Recommendation to Approve a Change in the Eligibility to Receive Training through the Workforce Innovation and Opportunity Act (WIOA)

Due in part to the fact that we are seeing lower numbers of customers enroll in training and we are carrying over training dollars from one program year to another, a recommendation was made to change the adult eligibility guidelines and priority of service for training through WIOA. The revised policy states that "Individuals whose family income is at or below 200% of the low income definition will be eligible for Adult funding." and that "Veterans without regard to income will be given priority." Mr. Bierbusse explained that we have adequate funding to support this change.

**PATRICIA ANGER MOVED TO APPROVE A CHANGE IN THE ELIGIBILITY TO RECEIVE TRAINING THROUGH THE WIOA AS PRESENTED; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

- d. Recommendation to Approve the PATH Service Providers

An RFP seeking qualified service providers for the delivery of FY 2017 PATH services beginning October 1, 2016 through September 30, 2017 was released in May with the following outcomes.

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i. Port Huron Michigan Works Service Center

Two proposals were received for on-site services to 597 participants at the Port Huron Michigan Works Service Center; St. Clair Shores Adult and Community Education and Employment and Training Designs. Based on cost and strong past performance of staff in enrolling customers in training and community service programs the current service provider, St. Clair Shores Adult and Community Education, was recommended to continue delivering these services for FY 2017.

ii. Roseville Michigan Works Service Center

St. Clair Shores Adult and Community Education, Employment and Training Design, Inc. and Jewish Vocational Services (JVS) submitted proposals to provide PATH case management services for 942 participants at the Roseville Michigan Works service center. Based on cost and the unique program design presented in their proposal JVS has been recommended to provide these services for FY 2017.

iii. Clinton Twp. Michigan Works Service Center

St. Clair Shores Adult and Community Education, Employment and Training Design, Inc. (ETD) and JVS also submitted proposals for on-site PATH case management services. Based on unique strategies presented in their proposal, Employment and Training Designs was recommended to provide PATH services to 823 participants for FY 2017. Staff felt confident that they could negotiate with ETD to bring the cost more in line with other proposals submitted.

**DEBORAH BOUTS MOVED TO APPROVE THE PATH SERVICE PROVIDERS FOR PORT HURON, ROSEVILLE AND THE CLINTON TWP MICHIGAN WORKS SERVICE CENTERS AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

iv. PATH Refugee Program

PATH Refugee services will be off-site at a location identified by the provider. Arab American and Chaldean Council, St. Clair Shores Adult and Community Education and Samaritas submitted proposals. Based on strong past performance, it was recommended that the current service provider Samaritas, formally known as Lutheran Social Services of Michigan, continue providing Refugee case management services for the next fiscal year.

**WILLIAM PETERSON MOVED TO APPROVE THE PATH REFUGEE SERVICE PROVIDER AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

v. Transportation Services

Transportation services are primarily used by customers living in the northern Macomb County area who are in need of door-to-door transportation to the Clinton Township Service Center to attend the PATH program. There was only one proposal submitted. Macomb Community Action, the current provider, is being recommended by the committee to provide these services for FY 2017.

**MARY MATUJA MOVED TO APPROVE PATH TRANSPORTATION SERVICE PROVIDER AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

**C. ADMINISTRATIVE COMMITTEE**

**1. Meeting of August 11, 2016**

a. Recommendation to **MODIFY** PY '16 WIOA Adult Budget

Hannah Costello detailed adjustments to PY 2016 Budgets which are driven by actual carry-in dollars from the previous program year versus estimated carry-in dollars approved on previous budgets.

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The actual carry-in of \$1,059,602 is an increase of approximately \$140,000. The OJT training budget has been increased by \$250,000 and the classroom training was reduced by \$110,000. This budget now totals \$3,722,112.

**DEBORAH BOUTS MOVED TO MODIFY THE PY '16 WIOA ADULT BUDGET AS PRESENTED; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

b. Recommendation to **MODIFY** PY '16 WIOA Dislocated Worker Budget

The actual carry-in for this dislocated worker budget was increased to \$1,368,768. The additional funds will be dedicated to classroom training and on-the-job training for PY 2016. The budget totals \$2,880,379.

**MARY MATUJA MOVED TO MODIFY THE PY '16 WIOA DISLOCATED WORKER BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

c. Recommendation to **MODIFY** PY '16 WIOA Youth Budget

The increase of actual carry-in to \$803,303 will be used to increase wages and fringe benefits for youth in summer work activities and be put toward the out-of-school youth service providers. This brings the total budget to \$2,789,860.

**MARY MATUJA MOVED TO MODIFY THE PY '16 WIOA YOUTH BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

d. Recommendation to **MODIFY** PY '16 WIOA Administration Budget

This budget is derived from WIOA Adult, Dislocated Worker and Youth contributions to support the administration of these programs. The increase in actual carry-in will go toward carry-in for PY 2017. This budget remains at \$430,000.

**PETER KEATING MOVED TO MODIFY THE PY '16 WIOA ADMINISTRATION BUDGET AS PRESENTED; SUPPORT BY DEBORAH BOUTS. MOTION CARRIED UNANIMOUSLY.**

e. Recommendation to **MODIFY** PY '16 Wagner-Peyser Employment Service Budget

Wagner Peyser Employment Service funds are used to assist the unemployed in returning to the labor Force. Additional carry-in dollars from PY 2015 will be added to the Employment Service Provider budget. It is expected that M/SC will receive additional funds during the year through the allocation process. The Wagner-Peyser Employment Service budget currently totals \$1,120,575.

**JENNIFER MILLER MOVED TO MODIFY THE PY '16 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET AS PRESENTED; SUPPORT BY PATTI GENDERNALIK. MOTION CARRIED UNANIMOUSLY.**

f. Recommendation to **MODIFY** PY '16 National Emergency Grant-Job Driven Region 6 Budget

Region 6 which includes two MWAs; Genesee, Shiawassee, Thumb Works (GST) and Macomb/St. Clair Michigan Works. This grant was to end on June 30, 2016 but has been extended through September 30, 2016. Macomb/St. Clair has expended its portion of the original grant with \$74,003 remaining of the budget for GST Michigan Works to operate JD-NEG dislocated worker programs. The modified budget totals \$102,303.

**MARY MATUJA MOVED TO MODIFY THE PY '16 NATIONAL EMERGENCY GRANT-JOB DRIVEN REGION 6 BUDGET AS PRESENTED; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.**

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- g. Recommendation to **MODIFY** PY '16 National Emergency Grant-Job Driven Region10 Budget

This grant due to end on June 30, 2016 was also extended through September 30, 2016 providing dislocated worker training funds to Region 10 partners in Wayne (the City of Detroit), Oakland and Macomb Counties. The contractual budget line item represents the City of Detroit's unspent portion. The total remaining of the Region 10 JD-NEG Grant is \$171,094.

**SHARISE GAVLINSKI MOVED TO MODIFY THE PY '16 NATIONAL EMERGENCY GRANT-JOB DRIVEN REGION 10 BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

- h. Recommendation to **MODIFY** PY '16 National Emergency Grant-Sector Partnership, Region 10 Budget

This is the second year of a two-year grant which provides dislocated worker dollars for classroom training and on-the-job training. Macomb/St. Clair administers this grant. Actual carry-in from PY 2015 totals \$903,980 with \$89,600 used for administrative costs. \$309,380 has been budgeted for our Region 10 partners. This grant totals \$814,380.

**MARY MATUJA MOVED TO MODIFY THE PY '16 NATIONAL EMERGENCY GRANT-SECTOR PARTNERSHIP REGION 10 BUDGET AS PRESENTED; SUPPORT BY PATTI GENDERALIK. MOTION CARRIED UNANIMOUSLY.**

- i. Recommendation to **MODIFY** PY '16 DOD-OEA Advance Michigan Project Budget

The Advance Michigan Project is administered by Macomb/St. Clair and is funded through the Department of Defense-Office of Economic Adjustment (DOD-OEA). This grant assists defense contractors who have had contracts cut or reduced by the federal government and helps displaced workers transition into new occupations. \$5,229,908 is carried in from PY 2015. The Contractual Services portion of the budget supports subcontractors throughout Southeast Michigan managing fifteen different projects identified in the grant. The PY 2016 Advance Michigan Project budget totals \$5,060,908.

**WILLIAM PETERSON MOVED TO MODIFY THE PY '16 DOD-OEA ADVANCE MICHIGAN PROJECT BUDGET AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

- j. Recommendation to **MODIFY** PY '16 DOD-OEA Non-Federal Match Budget

This DOD-OEA grant requires 5% matching funds. Michigan Economic Development Corporation (MEDC) provided \$300,000 of which \$240,000 was carried in from PY 2015 for administrative support of the grant.

**DEBORAH BOUTS MOVED TO MODIFY THE PY '16 DOD-OEA NON-FEDERAL MATCH BUDGET AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

- k. Recommendation to **MODIFY** PY '16 DOD-OEA Defense Industry Career Transition Center Budget

The Defense Industry Transition Center is located in the Clinton Township MWSC and has been operational since December 2015. This center provides career transition services to displaced defense industry employees and recently separated veterans. Carry-in from PY 2015 is \$602,056. Of that \$10,449 will be carried in to PY 2017. This budget totals \$591,607.

**MARY MATUJA MOVED TO MODIFY THE PY '16 DOD-OEA DEFENSE INDUSTRY CAREER TRANSITION CENTER BUDGET AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

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l. Recommendation to **MODIFY** FY '16 Prisoner Reentry Macomb County Budget  
The Prisoner Reentry grant is funded by the State of Michigan through the Michigan Department of Corrections. In June the state recovered \$25,835 of the supplemental funds received in April for additional short-term housing. This budget adjustment reflects the decrease in funding. The budget now totals \$912,914.

**PETER KEATING MOVED TO MODIFY THE FY '16 MACOMB COUNTY PRISONER REENTRY BUDGET AS PRESENTED; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.**

m. Recommendation to **MODIFY** FY '16 Food Assistance Employment & Training Budget  
The Department of Health and Human Services (DHHS) in Macomb and St. Clair counties identifies able-bodied adults without dependents between the ages of 18 and 49 for referral to the Food Assistance Employment & Training (FAE&T) program. This program is designed to help those individuals, many from the Prisoner Reentry program, return to the workforce. Macomb/St. Clair is releasing \$60,000 back to the state because of the low number of participants. This modified budget totals \$142,125.

**MARY MATUJA MOVED TO MODIFY THE FY '16 FOOD ASSISTANCE EMPLOYMENT & TRAINING BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

n. Recommendation to **APPROVE** Fiscal Monitoring Contractor  
An RFP was released seeking a Certified Public Accounting Firm for financial monitoring of contracts executed by Macomb/St. Clair. There were three responses received. Stewart, Beauvais & Whipple, P.C., our current provider, is being recommended for an initial period of July 1, 2016 through June 30, 2017. The contract will provide an option for two additional years.

**PETER KEATING MOVED TO APPROVE MACOMB/ST. CLAIR FISCAL MONITORING CONTRACTOR AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

**6. Executive Director's Report**

Mr. Bierbusse explained to the Board that the Michigan Department of Corrections (MDOC) had released an RFP seeking providers aligned with the State's Prosperity Regions to offer Prisoner Reentry services for FY 2017. There were no bids received for Region 6 which includes St. Clair County or Region 10 including Macomb County. Therefore, MDOC has offered a one-year extension for a period of October 1, 2016 through September 30, 2017. The one-year extension would maintain current FY 2016 spending. Macomb County will receive \$996,393 and the Thumb Area will receive \$382,076.

**MARY MATUJA MOVED TO APPROVE THE FY 2017 ONE-YEAR EXTENSION FOR MACOMB COUNTY AND THE THUMB AREA PRISONER REENTRY PROGRAMS AS PRESENTED; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

**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 September 22, 2016. Members will be notified.

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**10. Adjournment**

**PETER KEATING MOVED TO ADJOURN; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED.** The meeting adjourned at 4:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean Wurlinger".

Jean Wurlinger,  
Recording Secretary