

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

February 22, 2018

The Macomb/St. Clair Workforce Development Board met Thursday, February 22, 2018 at the Clinton Township Michigan Works Service Center with the following members present:

(denotes private sector):

AT ROLL CALL:

- | | |
|----------------------|------------------|
| ✓ Patricia Anger | Tanise Hill |
| ✓ Karen Arondoski | ✓ Lindsey Hoover |
| Deborah Bouts | ✓ Peter Keating |
| Dan Casey | ✓ Joe Keppler |
| ✓ Hannah Costello | Monika Leasure |
| April Fidler | Valerie Nunn |
| ✓ Ann Forster | Bill Peterson |
| ✓ Jennifer Gavin | ✓ Charles Shaw |
| ✓ Sharise Gavliniski | Erin Smith |

MEMBERS ABSENT:

- | | |
|-------------------|-------------------|
| Jason Dahl | Mike Moran |
| Lee Graham | ✓ Danielle Reeves |
| ✓ Carter Hitesman | Jim Sawyer |
| ✓ Mike Kramer | Maria Zardis |

OTHERS PRESENT:

John Bierbusse, Executive Director
Bonnie DiNardo, SC4 Workforce Development

**Macomb/St. Clair Workforce Development Board
February 22, 2018**

1. Call to Order

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

2. Roll Call

Roll call was taken with 18 members present, 10 private sector.

3. Approval of Previous Minutes

**MONIKA LEASURE MOVED TO APPROVE THE MINUTES JANUARY 25, 2018 AS PRESENTED;
SUPPORT BY BILL PETERSON. MOTION CARRIED UNANIMOUSLY.**

4. Chairperson's Report

Chairperson Costello had nothing to report.

5. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of February 13, 2018

a. Release of Request for Proposal (RFP) to Deliver Case Management and Business Services at Michigan Works Career Centers

John Bierbusse reported on the release of the Case Management and Business Services RFP stating that one service provider will be chosen to perform the required duties for all five Michigan Works Career Centers. The RFP calls for a staffing requirement of forty-three positions to include one director, two supervisors, nine business account managers and thirty-one case managers. The evaluation process will award up to 40 points for the organization's history of providing these services, up to 20 points for staff with required credentials and qualifications and up to 30 points for total cost/price. The low bidder will receive 10 points and all other bids will receive points based on their price compared to the low bidder. Responses are due to the Workforce Development Board office by noon on Friday, April 20, 2018. The period of performance will be July 1, 2018 – June 30, 2021.

b. Release of RFP to Deliver Wagner-Peyser Employment Services at Michigan Works Career Centers

An RFP was released seeking services for the Wagner-Peyser funded Employment Services. The eligible providers must be merit based public organizations. Bids may be placed on one or more of the five service centers. The RFP gives anticipated activity levels and required staffing levels. The evaluation process will award points for the organization's past performance, program enhancements, staffing that meets educational and credential requirements with experience delivering these services and the total cost/price. The low bidder will receive 20 points and all other bids will receive points based on their price compared to the low bidder. The period of performance is July 1, 2018 – June 30, 2021. Bids are due to the Workforce Development Board office by 4:00 pm on Friday, April 6, 2018.

c. Report on Schedule and Process for Conducting Monitoring Review of Michigan Works Career Centers

The Michigan Talent Investment Agency (TIA) has scheduled a service center certification review for May 14 – 15, 2018. The One-Stop Operator is using a review guide provided by the TIA and has scheduled site visits with career center supervisors and staff to ensure that certification criteria is met prior to the on-site certification review by the TIA in May.

**Macomb/St. Clair Workforce Development Board
February 22, 2018**

d. Report on Company Closures

Mr. Bierbusse reported that the Richmond KMART is set to close in April. Store management is interested in scheduling a worker orientation with representatives from UIA and Michigan Works! staff closer to the closing date.

Macy's at Birchwood Mall in Fort Gratiot will close in March 2018 with a worker orientation scheduled for February 28th for approximately forty-five impacted workers. Michigan Works! Career planners along with a representative from UIA will be on hand to explain worker benefits.

The Board was notified of the February 6, 2018 TAA certification of four Faurecia locations in Sterling Heights and Fraser. The layoffs occurred in December 2016 and March 2017 and a worker benefits orientation will be scheduled once a list of worker's names and addresses are received. Mr. Bierbusse stated that certification is taking much longer and is not as high a priority as during the recession.

e. Report on Program Enrollment

Each program year a plan is prepared showing the expected quarterly performance rate at each of the five Michigan Works! Career Centers for classroom training and on-the job training enrollments. These numbers are derived as a percentage of customers visiting each site. The board reviewed a chart with actual numbers for the first three quarters of PY 2017. Mr. Bierbusse discussed the 3rd quarter numbers for all centers which show classroom training goals for adult customers were surpassed while dislocated worker actual enrollments were slightly below planned goals. The actual OJT numbers for all centers were less than the planned goals for adult, dislocated workers and youth customers.

f. Staff Educational Enhancement Day

Mr. Bierbusse provided information on the March 6, 2018 Staff Enhancement Day. This is the fifth year that the entire Michigan Works! staff will come together at the MISD for a full day of staff development. The morning speakers are Attorneys Jeffrey Fraser and Miller Johnson with topics to include "Stuff You Should Never Say in the Workplace" and "Social Media: How We Communicate Today". The staff is provided a catered lunch with motivational speakers to round out the afternoon. Several members of the Board showed an interest and Mr. Bierbusse extended an invitation to attend.

g. Telling Our Story

The board received a copy of the most recent "Telling Our Story", an in-house publication celebrating customer achievements. Mr. Bierbusse encouraged the Board to read the five articles submitted by staff.

B. ADMINISTRATIVE COMMITTEE

1. Meeting of January 11, 2018

a. Recommendation to Approve PY 2017 GF/GP Refugee Navigator Budget

Bill Peterson, Committee Chair, stated that Macomb/St. Clair received an allocation of \$50,000 in GF/GP funds for the Refugee Navigator program. This program assists work-authorized immigrants in the four counties who have seen the largest number of refugee arrivals in the state. The Macomb County Refugee Navigator aids immigrants in accessing appropriate services within the Michigan Works Service Centers. These funds will be used for wages, benefits, mileage, customer outreach, utilities and equipment to support the Navigator program. The budget totals \$50,000 and is available for expenditure through March 31, 2018.

**DEBORAH BOUTS MOVED TO APPROVE THE PY 2017 GF/GP REFUGEE NAVIGATOR BUDGET;
SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**Macomb/St. Clair Workforce Development Board
February 22, 2018**

b. Recommendation to Approve PY 2017 WIOA Refugee Navigator Budget

Also in support of the Navigator Program, Macomb/St. Clair received an allocation of \$85,000 in WIOA Statewide Activities funds. These funds will be used for salary, benefits and the infrastructure costs of housing the Refugee Navigator in the Clinton Township Career Center. These funds can be expended through June 30, 2018. The budget totals \$85,000.

DEBORAH BOUTS MOVED TO APPROVE THE PY 2017 WIOA REFUGEE NAVIGATOR BUDGET; SUPPORT BY ANN FORSTER. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Modify PY 2017 WIOA Michigan Works Service Center Support Budget

This budget receives contributions from WIOA dislocated worker, adult and in-school and out-of-school youth funding. Due to the re-opening of the smoke damaged Roseville Career Center, these contributions will increase making it necessary to modify this budget to total \$610,472.

MONIKA LEASURE MOVED TO MODIFY PY 2017 WIOA MICHIGAN WORKS SERVICE CENTER SUPPORT BUDGET; SUPPORT BY ERIN SMITH. MOTION CARRIED UNANIMOUSLY

d. Recommendation to Modify FY 2018 PATH GF/GP Budget

The FY 2018 PATH GF/GP budget was originally approved based on a planning allocation of \$815,209. The final allocation was approximately \$16,000 higher with these additional dollars going toward funding the PATH program service providers. This modified budget totals \$731,881.

PATRICIA ANGER MOVED TO MODIFY FY 2018 PATH GF/GP BUDGET; SUPPORT BY KAREN ARONDOSKI. MOTION CARRIED UNANIMOUSLY

e. Recommendation to Approve Appointments to the M/SCWDB Career and Educational Advisory Council (CEAC)

Each Workforce Development Board is required to form a Career and Educational Advisory Council (CEAC) replacing Talent District Career Councils (TDCCs) to advise the Workforce Development Board on career and education related matters. There is no funding attached to this advisory council.

Mr. Peterson provided the list of those who have agreed to represent the required sectors; Intermediate School District; Academic Educator; Career and Technical Education Administrator; Post-Secondary Institution; Local School District; Labor; three Employers; a WDB member and a Public-School parent. He stated that we are still in the process of identifying individuals who will complete the CEAC roster.

DEBORAH BOUTS MOVED TO APPROVE APPOINTMENTS TO THE M/SCWDB CEAC; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY

f. Informational Items

i. Update on WIOA Performance Report

WIOA Performance Reports were shared with the Board. The first chart shows the goals that were negotiated with the state. The remaining charts show the preliminary report which had been reviewed in November 2017 and the current February report showing how we measure against our goals. We remain well above negotiated goals in both reports. In order to meet our performance goals, we must accomplish two things; 1) each row and each column must average at least 90% of the goal. 2) each individual measure must be at least 50% of the goal.

**Macomb/St. Clair Workforce Development Board
February 22, 2018**

6. Executive Director's Report

The 2018 Annual Michigan Works Association Impact Awards were held in Lansing on February 21, 2018. Mr. Bierbusse shared the video of the award presentation made by Representative Pamela Hornberger to Amber Steinmetz who was chosen from Macomb/St. Clair to receive this honor. Amber began the PATH program in 2015 as a mother of three children with a disabled husband who was out of work. She took advantage of training opportunities through the PATH program and graduated Cum Laude from St. Clair County Community College earning an Associate Nursing Degree in Applied Arts and Science. Amber is now employed full-time with St. John Hospital and Medical Center as a Registered Nurse, earning \$27.75 per hour.

7. Other Business

Board member Monika Leasure informed members that the CTE programs in Macomb and St. Clair Counties are audited every five years for fiscal and programmatic integrity by the State of Michigan. The local audits have been completed and submitted. When the report becomes available, she will share findings with the Board. She also reported that the Region 10 (Macomb, Oakland, Wayne) Adult Education service provider applications for 2018-19 have been received by the regional fiscal agent. The applications will be reviewed and rated on February 27th by the Steering Committee. A report of approved providers will be given to the WDB after the negotiation process is complete.

8. Hearing of the Public

There were no comments from the public

9. Scheduling of Next Meeting

The next general meeting is scheduled for 3:00 pm, March 22, 2018. Members will be notified.

10. Adjournment

BILL PETERSON MOVED TO ADJOURN; SUPPORT BY SHARISE GAVLINSKI. MOTION CARRIED. The meeting adjourned at 3:50 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary