

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

April 26, 2018

The Macomb/St. Clair Workforce Development Board met Thursday, April 26, 2018 at the Clinton Township Michigan Works Service Center with the following members present:

(☑ denotes private sector):

AT ROLL CALL:

- | | |
|-------------------|-----------------|
| ✓ Patricia Anger | ✓ Mike Kramer |
| ✓ Karen Arondoski | ✓ Peter Keating |
| Deborah Bouts | ✓ Joe Keppler |
| Dan Casey | ✓ Mike Kramer |
| ✓ Hannah Costello | Monika Leasure |
| Jason Dahl | Bill Peterson |
| ✓ Ann Forster | ✓ Charles Shaw |
| Lee Graham | |

AFTER ROLL CALL:

- | | |
|---------------------|-------------------|
| ✓ Sharise Gavlinski | ✓ Danielle Reeves |
| Valerie Nunn | Maria Zardis |

MEMBERS ABSENT:

- | | |
|-------------------|------------------|
| April Fidler | ✓ Lindsey Hoover |
| ✓ Jennifer Gavin | Mike Moran |
| Tanise Hill | Jim Sawyer |
| ✓ Carter Hitesman | Erin Smith |

OTHERS PRESENT:

John Bierbusse, Executive Director	Paul Duford, ETDI
Bonnie DiNardo, SC4 Workforce Development	Nonzwakazi Hill, SER METRO
Carla Duford, ETDI	

**Macomb/St. Clair Workforce Development Board
April 26, 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 15 members present. Gavlinski, Nunn, Reeves & Zardis joined by conference call shortly after roll was called.

3. Approval of Previous Minutes

BILL PETERSON MOVED TO APPROVE THE FEBRUARY 22, 2018 MINUTES AND MARCH 22, 2018 AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Chairperson Costello recognized Deborah Bouts, a WDB member since 2011, who is retiring from Michigan Rehabilitation Services as Branch Manager and will be resigning her position on the Board. Members of the Board wished Ms. Bouts well in her retirement.

Ms. Costello also told members that the Michigan Works Association Annual Conference will be held at the Amway Grand Plaza in Grand Rapids September 9 – 11, 2018. Members will be contacted by Jean Wurmlinger next month with more information on attending this event.

5. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of April 17, 2018

a. Recommendation to Approve PY 2018 Employment Service Delivery Provider

Executive Director Bierbusse, filling in for Committee Chair Tanise Hill, explained to the Board that Macomb/St. Clair received two responses to the Request for Proposal for the delivery of Employment Services, one from St. Clair Shores Adult and Community Education and one from Macomb/St. Clair Employment and Training Agency. He noted that only public entities may bid on these services. Two administrative staff evaluated the proposals based on a total possible score of 100 points with 40 possible points for the budget, 30 possible points for qualified staff, 20 points for history of delivery of services and up to 10 points awarded for any extra services included in the proposal. St. Clair Shores Adult and Community Education received the higher average score for each of the five career centers and it is recommended that they continue delivering Wagner-Peyser Employment Services for Macomb/St. Clair Michigan Works!

DEBORAH BOUTS MOVED TO APPROVE THE PY 2018 EMPLOYMENT SERVICE DELIVERY PROVIDER; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve FY 2018 Food Assistance Employment and Training Program Plan

Federal law limits food assistance eligibility to three months in a thirty-six-month period unless the individual is meeting work participation requirements. Mr. Bierbusse told the committee that for the past several years all of Michigan's counties received a waiver of the work participation requirement based on the state's high unemployment rate. On July 1st Macomb/St. Clair will lose their waiver and will begin providing employment and training services to 18-49-year-old able bodied adults without dependent children who are referred by the Department of Health and Human Services. This program will be modeled after the PATH program and participants will participate for 20 hours per week in mandatory employment and training activities in order to continue receiving this assistance. The allocation received for July 1, 2018 through September 30, 2018 is

**Macomb/St. Clair Workforce Development Board
April 26, 2018**

\$57,860 for program operations and \$3,977 for supportive services. A participant may receive up to \$960 in a one-year period for support services. A new allocation will be received for FY 2019 beginning October 1, 2018.

PATRICIA ANGER MOVED TO APPROVE THE FY 2018 FOOD ASSISTANCE EMPLOYMENT AND TRAINING PROGRAM PLAN; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

c. Informational Items

i. Driver Responsibility Fee Waivers

In 2003 the state initiated Driver Responsibility Fees for licensed drivers who were found guilty of misdemeanor driving violations. Drivers were given a suspended license until fees were paid. In order to help people return to the labor force the state acknowledges that it is difficult to secure employment with a suspended license. Therefore, all Driver Responsibility Fees will be waived by the beginning of October. Fees can be waived earlier if an individual is enrolled in a qualified program through Michigan Works. Those not currently enrolled may sign up for a ten-hour program at any Michigan Works to have their fee waived. Michigan Works Agencies are currently working with the state to work out details of the plan to begin implementation by April 30th.

ii. Update on PY 2017 Wagner-Peyser Funding

Macomb/St. Clair received an additional \$334,737 in Wagner-Peyser funding bringing the total allocation to \$1,338,949 for Program Year 2017. These dollars will be used for funding Employment Service delivery which has been supplemented with other Federal WIOA funding sources.

iii. Update on FY 2018 Skilled Trades Training Fund (STTF) Program

In an update on the STTF program, Mr. Bierbusse stated that as of March 2018 a total of 734 employees have been hired and trained with STTF funds totaling \$35,982 with an additional \$74,000 billed through April 13th. He noted that at this time we have \$1,172,385 remaining to reimburse companies but he added that the majority of the training takes place during the 2nd half of the program.

Two companies within Macomb/St. Clair who were originally turned down, Tower International of Clinton Township and Mapal of Port Huron were given the opportunity to re-apply and have recently been approved for funding.

B. YOUTH COMMITTEE

1. Meeting of April 18, 2018

a. Recommendation to Approve negotiations of PY 2018 Contracts for Youth Workforce Investment Activities Under the WIOA

Committee Chair, Mike Kramer reminded the Board that the current WIOA Youth contracts will end June 30, 2018. A Request for Proposal was released in February with responses due on March 14, 2018.

Three proposals were received to deliver youth workforce investment services in the Port Huron Michigan Works Career Center. Blue Water Center for Independent Living proposed a budget of \$137,979 to provide GED Prep services within the Port Huron Career Center. The current Youth provider, Employment and Training Designs Inc. proposed a budget totaling \$251,771. Mr. Kramer reported that the WIOA Coordinator assured the committee that this provider runs a quality program with highly qualified staff. A budget of \$201,417 is recommended until Macomb/St. Clair receives its allocation. SERCO Inc, is a new proposer to Macomb/St. Clair. Their proposed budget totaled \$208,000.

**Macomb/St. Clair Workforce Development Board
April 26, 2018**

Macomb/St. Clair received two proposals to deliver services in three Macomb County Michigan Works Career Centers; Clinton Township, Mt. Clemens, and Warren. Employment and Training Designs Inc., the current youth provider in Macomb County, proposed a budget of \$743,126. It is recommended that Macomb/St. Clair offer a budget of \$594,501 with the intent of making modifications once the local allocation is received. SERCO Inc. proposed a similar program design to the one proposed for St. Clair County with a budget of \$1,042,800.

One proposal was received to provide off-site services to Out-Of-School Youth. Blue Water Center for Independent Living submitted a proposal to service 60 Out-of-School participants at a satellite location in Port Huron with a budget of \$143,479. This proposal will be tabled for consideration until an allocation is received.

PATRICIA ANGER MOVED TO APPROVE THE PY 2018 YOUTH WORKFORCE INVESTMENT ACTIVITIES CONTRACTS UNDER WIOA; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

b. Informational Items

i. Foster Care Summer Youth Employment (SYEP)

The Michigan Department of Health and Human Services is allocating funds to the Macomb/St. Clair Workforce Development Board to administer the 2018 Foster Care Summer Youth Employment Program for thirty young adults ages 14-20 years old. The Foster Care Summer Youth Employment Program involves foster youth from Macomb and St. Clair County in employment opportunities beginning June 1st through August 31st. Foster Youth who complete the summer work experience will have the opportunity to enroll in year-round youth programming. The total allocation for this program is \$74,990.

ii. MiCareerQuest Southeast

Mr. Kramer introduced Cris Robson, Youth Specialist, who presented an informational video on MiCareerQuest an interactive career exploration event for high school students which was created by West Michigan Works! and held in Grand Rapids since 2015.

Ms. Robson reported to the Board that Oakland, Macomb, Monroe, Wayne, Washtenaw and Livingston counties are working on MiCareerQuest Southeast where ten thousand high school students from the five-county area will meet with working professionals who have built successful careers within healthcare sciences, information technology, advanced manufacturing and construction. These students will have the opportunity to touch, feel and work with the equipment, tools and technology used by people every day at this interactive career fair planned for November 28, 2018 at the Suburban Collection Showplace in Novi.

C. ADMINISTRATIVE COMMITTEE

1. Meeting of March 8, 2018

a. Recommendation to Approve PY 2017 WIOA Rapid Response for Customer Relationship Management (CRM)

This annual grant will be used to offset the cost of software licenses used by our Business Account Managers for tracking employers in the Salesforce database. Funds are available for expenditure through June 30, 2018 with a total budget of \$4,677.

DEBORAH BOUTS MOVED TO APPROVE THE PY 2017 WIOA RAPID RESPONSE FOR CRM BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

**Macomb/St. Clair Workforce Development Board
April 26, 2018**

b. Recommendation to Approve PY 2017 WIOA Dislocated Worker Budget Modification

Due to fewer shut downs and layoffs, \$200,000 will be transferred from the dislocated worker budget into the adult program budget. Carry-in to PY 2018 is reduced by \$35,000. There will be fewer dollars budgeted for on-the-job training to dislocated workers, support of the Michigan Works Service Centers and the Employment Service provider. This modified budget totals \$1,780,204.

DEBORAH BOUTS MOVED TO APPROVE THE PY 2017 WIOA DISLOCATED WORKER BUDGET MODIFICATION; SUPPORT BY ANN FORSTER. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve PY 2017 WIOA Adult Budget Modification

The transfer of funds from the Dislocated Worker program budget to Adult programs will increase carry-in to PY 2018. Normally there is a delay in receiving initial allocations making it necessary to have carry-in funds available to begin the next program year. This budget totals \$4,352,264.

MONIKA LEASURE MOVED TO MODIFY PY 2017 WIOA ADULT BUDGET MODIFICATION; SUPPORT BY ERIN SMITH. MOTION CARRIED UNANIMOUSLY

d. Recommendation to Approve PY 2017 WIOA Youth Budget Modification

Unspent funds budgeted for out-of-school youth wages, benefits and transportation will be redistributed into other areas of the budget. There is an increase in the Youth Service Providers and Service Center support line-items. This modified budget totals \$2,607,977.

PATRICIA ANGER MOVED TO APPROVE PY 2017 YOUTH BUDGET MODIFICATION; SUPPORT BY KAREN ARONDOSKI. MOTION CARRIED UNANIMOUSLY

e. Recommendation to Approve PY 2017 Wagner-Peyser Employment Service Budget Modification

A second allocation was received with additional funds being put into administration of the Employment Services program and carry-in to PY 2018. With the re-opening of the Roseville career center dollars will be budgeted for rental of the building and additional dollars will go to support the Employment Service Provider. This modified budget equals \$1,224,981.

DEBORAH BOUTS MOVED TO APPROVE PY 2017 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET MODIFICATION; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY

f. Recommendation to Approve Final Appointments to the Career and Educational Advisory Committee (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. The roster has been filled and Monika Leasure has agreed to Chair this committee.

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

**Macomb/St. Clair Workforce Development Board
April 26, 2018**

6. Executive Director's Report

Mr. Bierbusse told the Board that similar to work participation requirements linked to food assistance recipients, the State House and Senate are introducing new legislation meant to encourage people to return to the workforce. One of the bills introduced require work participation requirements for persons enrolled in Medicaid expansion. If passed, this program would run as a supplement to the PATH program.

Mr. Bierbusse continued by introducing Shannon Williams, Career and Technical Education (CTE) Consultant from the Macomb Intermediate School District. Ms. Williams presented a video overview of CTE programming throughout the county and also reported on the 2018-2019 Career Technical Education Perkins Grant. This grant provides Federal funds to states to support and improve CTE programs in high skill, high wage, and high demand occupations. Funds are distributed via formula on a regional basis. The current allocation to Macomb/St. Clair Region 16 is \$1,672,967 a decrease of over \$36,000 from the previous grant. Macomb will receive \$1,389,994 with St. Clair receiving \$253,242.

Ms. Williams discussed targeted activities for 2018-2019. Perkins funding will focus on:

- Continued reading, mathematics and technical skill development support
- Continued professional development for CTE staff
- Continued focus on Career Development for CTE students with enhanced Career Cruising software, MI Bright Future and Manufacturing Day, Building Trades Apprenticeship Roadshow, November 2018, MICareer Quest Southeast, November 28th, 2018 and Auto STEAM Days, December 5-6, 2018.
- New Training focused on accountability, implementation and monitoring for CTE directors, staff and teachers.

7. Other Business

In discussing enrollment for the summer session of the UAW Pre-Apprenticeship Program, Bill Peterson recognized Kristie Kabacinski, Apprenticeship Success Coordinator with Macomb/St. Clair, for her part in referring customers. This session is now full and recruitment will begin for the Fall session.

8. Hearing of the Public

There were no comments from the public

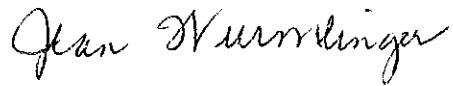
9. Scheduling of Next Meeting

The next general meeting is scheduled for 3:00 pm, May 24, 2018. Mr. Bierbusse suggested that we hold this next meeting at the newly restored Roseville Career Center. He cautioned that there would be no ability to teleconference at the Roseville Center. Members will be notified.

10. Adjournment

BILL PETERSON MOVED TO ADJOURN; SUPPORT BY PATRICIA ANGER. MOTION CARRIED. The meeting adjourned at 4:15 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary