

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

October 25, 2018

The Macomb/St. Clair Workforce Development Board met Thursday, October 25, 2018 at the Clinton Township Michigan Works Career Center with the following members present:

(☑ denotes private sector):

AT ROLL CALL:

- | | |
|---------------------|-----------------|
| ✓ Patricia Anger | ✓ Peter Keating |
| ✓ Karen Arondoski | ✓ Joe Keppler |
| ✓ Hannah Costello | Monika Leasure |
| ✓ Sharise Eckenrode | Bill Peterson |
| Lee Graham | Jim Sawyer |
| Tanise Hill | ✓ Charles Shaw |
| ✓ Lindsey Hoover | Erin Smith |
| Christol James | Maria Zardis |

ARRIVED AFTER ROLL CALL:

- | | |
|------------|------------------|
| Dan Casey | ✓ Jennifer Gavin |
| Jason Dahl | |

MEMBERS ABSENT:

- | | |
|-------------------|-------------------|
| April Fidler | Valerie Nunn |
| ✓ Ann Forster | Jim Peltier |
| ✓ Carter Hitesman | ✓ Danielle Reeves |
| ✓ Mike Kramer | ✓ Sam Serra |

OTHERS PRESENT:

- | | |
|------------------------------------|-------------|
| John Bierbusse, Executive Director | Gwen McNeal |
| Thomas Heuerman, BSBP | |

**Macomb/St. Clair Workforce Development Board
October 25, 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 16 members present (8 private sector).

3. Approval of Previous Minutes

PATRICIA ANGER MOVED TO APPROVE THE SEPTEMBER 27, 2018 MINUTES AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

The Chair introduced Christol James, Director of Michigan Rehabilitation Services. Christol is replacing Deborah Bouts who resigned from the Board upon her retirement from MRS. Ms. James was warmly welcomed by the group.

Chairperson Costello thanked members for their support during the past four years as she served as Vice-Chair for two years and as Board Chair for the past two years. The Board showed their appreciation for Ms. Costello's willingness to serve with a round of applause.

5. Election of Officers

The floor was opened to nominations for the election of officers.

PETER KEATING NOMINATED MICHAEL KRAMER FOR CHAIR; SUPPORT BY CHARLES SHAW.

While not in attendance, Mr. Kramer previously agreed to accept if nominated. There were no other nominations. **MICHAEL KRAMER WAS UNANIMOUSLY ELECTED AS CHAIR OF THE MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD.**

BILL PETERSON NOMINATED LINDSEY HOOVER FOR VICE-CHAIR; SUPPORT BY PATRICIA ANGER.

Ms. Hoover accepted the nomination as there were no other nominations. **LINDSEY HOOVER WAS UNANIMOUSLY ELECTED AS VICE-CHAIR OF THE MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD.**

CHARLES SHAW NOMINATED PATRICIA ANGER FOR SECRETARY/TREASURER; SUPPORT BY

PETER KEATING. Ms. Anger accepted the nomination as there were no other nominations. **PATRICIA ANGER WAS UNANIMOUSLY ELECTED SECRETARY/TREASURER OF THE MACOMB/ST. CLAIR WORKFORCE DEVELOPMENT BOARD.**

6. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of September 19, 2018

Mr. Bierbusse presented the One-Stop Committee report. He noted that there were four Plans being brought before the Board for approval.

a. Recommendation to Approve FY 2019 Community Ventures (CV) Plan

The Community Ventures program has been on-going since July 1, 2018. Macomb/St. Clair has received two allocations to hire three Success Coaches to serve individuals who face barriers to remaining employed. The program is built around employee retention.

Beginning October 1st, a new round of funding was received for FY 2019. Macomb/St. Clair has defined the local Support Service Policy to aid Success Coaches in providing items such as work clothing, assistance with establishing child care, utility assistance and auto related expenses. Mr. Bierbusse explained that since lack of

**Macomb/St. Clair Workforce Development Board
October 25, 2018**

transportation is the major barrier to remaining employed, participants who begin new employment will be given a \$50 gas card or \$50 in bus tickets to help with transportation costs before receiving their first paycheck. Macomb/St. Clair will provide auto purchase assistance of up to \$2000 or a 50% match of up to \$3,000 for the purchase of a vehicle.

It is hoped that enough employers will see the value in continuing to fund this program once the Community Ventures funding ends.

**PATRICIA ANGER MOVED TO APPROVE THE FY 2019 CV PLAN; SUPPORT BY PETER KEATING.
MOTION CARRIED UNANIMOUSLY.**

b. Recommendation to Approve FY 2019 Work-Based Training for Special Populations Plan

Macomb/St. Clair received \$43,000 in funding which will allow 8 or 9 individuals to enroll in work-based learning opportunities. These individuals will be RESEA participants, who the Unemployment Insurance Agency believes are in danger of exhausting their unemployment benefits before returning to work. They may also be long-term unemployed individuals of 20 consecutive weeks or longer, Out-of-School Youth, up to age 24 or Senior workers age 55+. Work-based training will be determined by the needs of the employers and could include on-the-job training, apprenticeships or customized training resulting in employment.

BILL PETERSON MOVED TO APPROVE THE FY 2019 WORK-BASED TRAINING FOR SPECIAL POPULATIONS PLAN; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve Career Exploration and Experience Events Plan

Mr. Bierbusse told members that a \$25,000 grant was received to provide support for local events such as MiCareer Quest Southeast, Manufacturing Day, Apprenticeship Week, Auto Steam Days and other local career exploration events. These events will give an overview of the industry, offer hands-on activities showing what an average "day on the job" looks like and include information on educational requirements of key positions.

PETER KEATING MOVED TO APPROVE THE EMPLOYER ENGAGEMENT AND OUTREACH PLAN; SUPPORT BY BILL PETERSON. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Approve Employer Engagement and Outreach Plan

This \$20,000 Employer Engagement Grant works in conjunction with the Career Exploration Grant. It supports direct employer outreach for planning and preparation of career exploration events.

BILL PETERSON MOVED TO APPROVE THE EMPLOYER ENGAGEMENT AND OUTREACH PLAN; SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY

e. Informational Items

i. Going Pro

Mr. Bierbusse reported that Macomb/St. Clair received fifty-nine Going Pro applications; forty-five from Macomb County; twelve from St. Clair County and two from outside our MWA. Mr. Bierbusse explained that Administrative staff vet the applications making recommendations for funding to the state. If approved, the total requested amount of \$2,713,054 will train 1,910 incumbent workers, 404 new hires and fund 39 apprenticeship programs. Final decisions will be made by December 2018. Training programs must be completed by

**Macomb/St. Clair Workforce Development Board
October 25, 2018**

December 2019.

ii. One-Stop Operator Report

Mr. Bierbusse reported that The One-Stop Operator, Frank Taylor Group, is continuing the Strategic Process Review with staff to identify best practices and to ensure that there is consistency of operations between all centers. He plans to present results of the review to Administration staff in January.

B. YOUTH COMMITTEE

1. Meeting of October 17, 2018

a. Recommendation to Approve Final Negotiations of PY 2018 Contracts for Youth Workforce Investment Activities Under the Workforce Investment and Opportunity Act (WIOA)

Peter Keating reminded members of the Board that last May Employment and Training Designs, Inc. (ETDI) was approved to deliver PY 2018 Youth Workforce Investment activities at 80% of the proposed amount due to concerns of Federal funding cuts. Now that the 2018 allocation has been received at a level similar to last year's allocation, ETDI is being funded at the proposed amount of \$994,897 to provide youth services to 300 Out-of-School Youth participants.

Programming at Blue Water Center for Independent Living located in Port Huron is being phased out. They are receiving \$75,000 through December 31, 2018 to serve the remaining 30 participants enrolled.

PATRICIA ANGER MOVED TO APPROVE THE FINAL NEGOTIATIONS OF PY 2018 YOUTH WORKFORCE INVESTMENT ACTIVITIES UNDER THE WIOA; SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve Policy for Occupational Skills Training for Youth Participants

Mr. Keating explained the local policy for funding Youth Occupational Skills Training which is one of the fourteen program elements available to Youth participants.

For Out-of-School youth, ages 16 to 24, staff will follow the policies that are already in effect for Adult and Dislocated Workers using Individual Training accounts (ITAs).

In-School-Youth participants have two ways to access WIOA training dollars.

- 1) Funding will be considered when at least three training institutions have been explored by the customer and approved by Administration. Approved training costs will be the same that is allowed for Adult and Dislocated Workers; \$10.75 per training hour for long-term training or \$5,000 total for short term training programs.
- 2) In-School-Youth between the ages of 18 and 21 who meet Adult program eligibility may have access to training funds by being dually enrolled in Adult and Youth programming. This option requires approval in advance by the WIOA Coordinator.

LINDSEY HOOVER MOVED TO APPROVE THE POLICY FOR OCCUPATIONAL SKILLS TRAINING FOR YOUTH PARTICIPANTS; SUPPORT BY ERIN SMITH. MOTION CARRIED UNANIMOUSLY.

**Macomb/St. Clair Workforce Development Board
October 25, 2018**

c. Informational Items

i. Current Program Activity

Mr. Keating reported on current youth program activity following the first quarter of PY 2018. Since July 1st, twenty-two Young Professionals have enrolled in occupational training programs at post-secondary institutions for a variety of careers including Nurse Assistant, Medical Assistant, LPN, RN, EMT, Medical Billing and Coding, Dental Assistant and Truck Driver Training.

Ten Young Professionals are involved in Paid Work Experience including office clerk, farm laborer, barista, bookkeeper, early childhood assistant, retail sales/stock clerk/warehouse, information technology/desktop technician and oil change technician. Work Experience is subsidized employment which often leads to unsubsidized employment.

Four Young Professionals have been enrolled in On-the-Job training in transportation, customer service, skilled trades and advanced manufacturing which often leads to full-time employment.

Mr. Keating concluded that Macomb/St. Clair is on-track to meet PY 2018 activity goals set for this program.

ii. Foster Care Summer Youth Employment Program (SYEP)

The purpose of the Foster Care Summer Youth Employment Program is to engage Macomb and St. Clair County foster youth ages 14-20 in meaningful summer employment opportunities. Mr. Keating reported that there were 29 total participants this past summer; 23 from St. Clair County and 6 from Macomb County. They were placed at 20 worksites developed with businesses that are committed to providing mentorship to these young adults. In-Service programming was scheduled twice a month in a variety of activities aimed at promoting citizenship and developing a well-rounded individual. Foster Youth earned a total of \$24,215.62.

iii. Manufacturing Day

Mr. Keating gave a summary of the 6th annual Macomb County Manufacturing Day held on October 5th that coincided with National Manufacturing Day. This year Young Professionals from Macomb/St. Clair Michigan Works! joined 2,400 students from 21 School Districts in touring 72 companies that provided 86 tours, each lasting 1 ½ to 2 hours. These tours give students the opportunity to visit advanced manufacturing facilities in action which goes a long way toward dispelling the false impression that manufacturing jobs are dirty, dangerous and low paying.

Dan Casey added that St. Clair County had 1,175 students from schools across the county participate in touring fourteen businesses to learn about possible manufacturing careers.

C. ADMINISTRATIVE COMMITTEE

1. Meeting of October 11, 2018

a. Recommendation to Modify PY 2018 WIOA Adult Program Budget

Lindsey Hoover reported that the 2018 adult program budget was modified due to an additional allocation of \$12,244 bringing the total available to \$3,778,118. These new funds will increase the amount budgeted for classroom training. This modified budget totals \$3,137,418.

PATRICIA ANGER MOVED TO MODIFY PY 2018 WIOA ADULT PROGRAM BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

**Macomb/St. Clair Workforce Development Board
October 25, 2018**

b. Recommendation to Modify PY 2018 WIOA Dislocated Worker Budget

The 2018 Dislocated Worker program received an increase in allocation of \$14,396. These funds will be used for classroom training. This modified budget equals \$1,792,181.

BILL PETERSON MOVED TO MODIFY PY 2018 WIOA DISLOCATED WORKER PROGRAM BUDGET; SUPPORT BY ERIN SMITH. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Modify PY 2018 Youth Program Budget

Ms. Hoover stated that because 75% of youth funding must be designated to Out-of-School Youth, the additional allocation of \$12,980 will increase the Out-of-School Youth Service Provider line item. This budget modification totals \$2,448,908.

PETER KEATING MOVED TO MODIFY PY 2018 YOUTH PROGRAM BUDGET; SUPPORT BY SHARISE ECKENRODE. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Modify PY 2018 Information Technology & Computerization Budget

An increased in contributions from dislocated worker and adult programs will be used to purchase laptop computers for the re-designed career center workshops. This revised budget equals \$850,100.

PETER KEATING MOVED TO MODIFY PY 2018 WIOA INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Modify CY 2018 Reemployment Services and Eligibility Assessment (RESEA) Budget

With the increase in allocation of \$125,956, additional dollars are set aside for administrative costs leaving \$204,077 available to fund case management services to individuals identified by the UIA as most likely to exhaust their unemployment benefits before they return to work.

PATRICIA ANGER MOVED TO MODIFY CY 2018 RESEA BUDGET; SUPPORT BY SHARISE ECKENRODE. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Modify FY 2018/2019 Community Ventures/Business Resource Network (CV/BRN) Budget

Macomb/St. Clair received an additional \$480,592 bringing the total allocation to \$1,055,213. Extra dollars are set aside for administration, information technology and computerization and carry-in to FY 2020. Supportive services to address barriers to employees enrolled in this program have all been increased. This modified budget totals \$769,300.

PETER KEATING MOVED TO MODIFY FY 2018/19 CV/BRN BUDGET; SUPPORT BY SHARISE ECKENRODE. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Approve WIOA Michigan Works! Career Events Budget

Macomb/St. Clair received \$25,000 from the State to support career exploration events such as MiCareer Quest Southeast, Manufacturing Day and Apprenticeship Week. With no funds set aside for administration or carry-in, \$5,000 will be budgeted for employer outreach and \$20,000 in support of the career exploration events.

**Macomb/St. Clair Workforce Development Board
October 25, 2018**

BILL PETERSON MOVED TO APPROVE PY 2018 WIOA CAREER EVENTS BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

h. Recommendation to Approve Employer Engagement Activities Budget

This budget supports employer outreach and marketing of career exploration events and activities with \$5,000 budgeted for employer outreach and \$15,000 supporting career exploration events. The budget totals \$20,000.

PATRICIA ANGER MOVED TO APPROVE FY 2019 WIOA EMPLOYER ENGAGEMENT ACTIVITIES BUDGET; SUPPORT BY ERIN SMITH. MOTION CARRIED UNANIMOUSLY.

i. Recommendation to Approve FY 2019 Community Ventures/Business Resource Network (CV/BRN) Budget

Macomb/St. Clair received an allocation of \$417,906 for funding the 2019 CV/BRN program. It provides for salaries and fringe benefits of Success Coaches and various supportive services to assist eligible workers in reducing barriers they may have to remaining employed. This budget totals \$299,656.

CHARLES SHAW MOVED TO APPROVE FY 2019 CV/BRN BUDGET; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

j. Recommendation to Approve FY 2019 RESEA Work-Based Training Budget

An allocation of \$43,000 was received to provide career services and work-based learning opportunities to RESEA customers who may also be long-term unemployed individuals, Out-of-School Youth or Senior workers. Work-based training will include on-the-job training, apprenticeships or customized training resulting in employment. This budget totals \$38,700.

BILL PETERSON MOVED TO APPROVE FY 2019 RESEA WORK-BASED TRAINING BUDGET; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

k. Informational Item

i. Review of Annual Accounts of Funding Sources

Ms. Hoover presented a history of the Annual Accounts of Funding Sources which shows individual allocations for all Workforce Development Board programs and total funding over the past ten years. She noted that funding was at its highest during 2009-2010 at the height of the recession. While the 2019 total is currently at \$19.1 million, Macomb/St. Clair will receive funding for the Going Pro training fund and the Trade program. It is anticipated that funding for PY 2018 and FY 2019 will total between \$22 and \$23 million.

7. Executive Director's Report

Mr. Bierbusse spoke to the Board regarding work being done by the local Career and Educational Advisory Committee (CEAC) which was formed to advise the Workforce Development Board on career and education related matters. He stated that Monika Leasure, member of the M/SCWDB, chairs this committee which is in the process of reviewing proposals from local school districts for accessing Marshall Plan dollars. Phase One of the review process has accepted three projects from Macomb County. One plan from St. Clair County was not accepted. The plans that have been accepted will be moved on to Phase Two of the review process with the final decision for funding being announced in January.

**Macomb/St. Clair Workforce Development Board
October 25, 2018**

8. Other Business

Ms. Tanise Hill, Chair of the One-Stop Committee, took this opportunity to thank Jennifer Gavin for joining the One-Stop Committee and encouraged other members of the Board to become involved in the various committees.

9. Hearing of the Public

Thomas Heuerman and Gwen McNeal from Bureau of Services for Blind Persons introduced themselves to members of the Board.


10. Scheduling of Next Meeting

The next general meeting is scheduled for **6:00 pm, Thursday, December 13, 2018 at Testa Barra Restaurant in Macomb Township.** Members will be notified.

11. Adjournment

PATRICIA ANGER MOVED TO ADJOURN; SUPPORT BY JOE KEPPLER. MOTION CARRIED. The meeting adjourned at 3:55 p.m.

Respectfully submitted,



Jean Wurlinger,
Recording Secretary