

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

March 28, 2019

The Macomb/St. Clair Workforce Development Board met at 3:00 p.m. Thursday, March 28, 2019 at Clinton Township Michigan Works Career Center with the following members present:

(☑ denotes private sector):

**AT ROLL CALL:**

- |                     |                |
|---------------------|----------------|
| ✓ Patricia Anger    | ✓ Joe Keppler  |
| ✓ Karen Arondoski   | ✓ Mike Kramer  |
| Jason Dahl          | Monika Leasure |
| ✓ Sharise Eckenrode | Val Nunn       |
| ✓ Ann Forster       | Bill Peterson  |
| Lee Graham          | Jim Sawyer     |
| ✓ Lindsey Hoover    | ✓ Charles Shaw |
| Christol James      | Erin Smith     |
| ✓ Peter Keating     | Maria Zardis   |

**ARRIVED AFTER QUORUM:**

Dan Casey

**MEMBERS ABSENT:**

- |                   |                   |
|-------------------|-------------------|
| ✓ Hannah Costello | ✓ Carter Hitesman |
| April Fidler      | Jim Peltier       |
| ✓ Jennifer Gavin  | ✓ Sam Serra       |
| Tanise Hill       |                   |

**OTHERS PRESENT:**

John Bierbusse, Executive Director  
Christopher Reilly, Director MSCETA  
Frank Taylor, One-Stop Operator  
Elizabeth White, BSBP

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**1. Call to Order**

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

**2. Roll Call**

Roll call was taken with 18 members present (9 private sector).

**3. Approval of Previous Minutes**

**BILL PETERSON MOVED TO APPROVE THE FEBRUARY 28, 2019 MINUTES AS PRESENTED;  
SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

**4. Chairperson's Report**

The Chairman had nothing to report

*Casey arrived*

**5. Standing Committee Reports**

**A. ONE-STOP COMMITTEE**

**1. Meeting of March 19, 2019**

**a. Informational Items**

**i. One-Stop Operator Report**

Mr. Bierbusse reiterated that all MWAs are required by WIOA legislation to select a One-Stop Operator, on a competitive basis, to coordinate services with-in One-Stop Career Centers. Macomb/St. Clair released a Request for Proposal for the One-Stop Operator twice seeking to generate competition. The Frank Taylor Group, Inc. was the only entity to respond and was awarded the contract by Macomb/St. Clair.

Mr. Bierbusse introduced Frank Taylor to the Board explaining that Mr. Taylor worked in this agency before heading up the Macomb County Community Services Agency. Upon retirement, Mr. Taylor began consulting work and is a good fit as the One-Stop Operator with his knowledge of the Michigan Works System.

Mr. Taylor reported to Board Members on the Strategic Process Review Report that has been concluded as part of his responsibility as One-Stop Operator. After reviewing current contracts, his team developed a questionnaire with forty-two questions associated with essential job functions as well as five major categories; customer service; customer satisfaction; communication; professional growth/staff development; and utilizing technology. A total of sixty-six staff were interviewed including leadership and two staff representing four programs; Employment Services, Adult Programs, Partnership, Accountability, Training & Hope (PATH) and Young Professionals. Responses were recorded and data was organized with the intention of identifying strengths and formulating recommendations for continuous improvement. A summary of overall recommendations and staff requests are found at the end of the report. The data from this report can be used for examining consistency throughout each Career Center; identifying areas of focus for future meetings with one-stop partners; promoting and adopting creative and innovative methods for creating best practices in the delivery of services.

Mr. Taylor informed the Board that a series of customer focus groups are being planned to obtain feedback on the level of satisfaction with services received as a way of strengthening the delivery system.

**ii. 2019 Michigan Works! Impact Awards**

All sixteen MWAs nominated individuals or organizations for the Michigan Works! Impact Awards held in Lansing on February 27<sup>th</sup>. A short video was shown to Board members highlighting award recipients from

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Macomb/St. Clair. Michael Rentz, a veteran and returning citizen sought help from Michigan Works for training, resume writing and job search strategies. State Building Products, a family owned business, hired Michael using on-the-job training funds further strengthening his skills. After completing on-the-job training, Michael was hired by State Building Products who created a position for him in anticipation of another worker's retirement. State Building Products says it often looks to Macomb/St. Clair Michigan Works! for help in securing talent with 20% of their new hires recruited through Michigan Works! State Representative John Chirkun, State Senators Peter Lucdio and Paul Wojno were on hand to present the awards recognizing their contribution to Michigan's economy.

iii. Update on Food Assistance Employment and Training (FAE&T) Program

Macomb/St. Clair operates the FAE&T program for Able Bodied Adults without Dependent Children (ABAWDs) who are referred by the Department of Health and Human Services. Participants can only receive food assistance for three months in a three-year period if they do not meet work participation requirements by being enrolled in qualified activities for 80 hours each month. Mr. Bierbusse gave details of the show rate and activity levels of participants. A total of 5,994 people have been referred to attend orientations at the Roseville, Clinton Twp. and Port Huron Career Centers. Of those referred, 261 attended orientation with 99 completing orientation since October 1<sup>st</sup>. This is a 4.4% show rate for the three sites. Similar show rates are being reported throughout the state. The 99 active participants are enrolled in multiple activities including job search training, job search, literacy and academic skills training, workfare, employment/job retention services. Thirteen have applied for a deferral since beginning the program.

iv. Update of Refugee Navigator Program

Macomb/St. Clair has received funding for the past two years to employ a Refugee Navigator to bring refugees into our system and to provide referrals to outside agencies. Mr. Bierbusse gave the committee an update on the PY 2018 Navigator Program. During the first three quarters the navigator has worked with 60 customers from various countries with the majority coming from Iraq. A list of referral services that have been provided were discussed. The majority are referred for career exploration & training opportunities or employment assistance within our career centers. Many refugee & immigrants need recertification of degrees earned in their native country and some referrals are made to Community Resources such as Department of Health & Human Services, Legal Aid, Food Banks and translation services.

v. Job Fair for Dislocated Employees

Following last month's layoff announcement of salaried workers at the GM Tech Center, Macomb/St. Clair Michigan Works! partnered with Macomb County Planning & Economic Development to organize a professional hiring event for affected workers. Local employers with talent needs matching the skill set of the former GM employees are being recruited. GM has agreed to assist in promoting the hiring event and will provide information to the 2,000 former employees. Michigan Works! will market the event within the Michigan Works! System. The event is scheduled for April 12<sup>th</sup> at the Sterling Banquet & Conference Center.

vi. Plant Closure Report

Two closures were reported. The Target store on Van Dyke in Sterling Heights will permanently close by June 1, 2019. Many of the 136 store employees will have the opportunity to transfer to other Target locations in the area. If they choose not to transfer they will receive separation pay. Payless ShoeSource will close all of its 2,100 stores nationwide with seven locations in Macomb County and two locations in St. Clair County. Michigan Works! reemployment services were provided to the nine local stores.

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**B. ADMINISTRATIVE COMMITTEE**

**2. Meeting of March 14, 2019**

- a. Recommendation to Approve PY 2018 WIOA Customer Relations Management Budget

Committee Chair, Bill Peterson told members that this funding will offset the cost of the Salesforce database system used by Business Account Managers for tracking employers and providing assistance to companies who may be at risk for layoffs or closure. Funds are available for expenditure through June 30, 2019 with a total budget of \$4,677.

**MONIKA LEASURE MOVED TO APPROVE THE PY 2018 WIOA CUSTOMER RELATIONS MANAGEMENT BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

- b. Recommendation to Modify PY 2018 WIOA Adult Programs Budget

At the end of the last program year, Macomb/St. Clair notified the state of a transfer of funds from the dislocated worker budget into the adult programs budget, but the adjustment was not recorded at the state level. To bring our records in line with the state's, actual carry-in from PY 17 is increased by approximately \$300,000. The additional funds will support on-the-job training, additional support service funding and the Michigan Works Career Centers. This modified budget totals \$3,168,955.

**BILL PETERSON MOVED TO MODIFY THE PY 2018 WIOA ADULT PROGRAMS BUDGET; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.**

- c. Recommendation to Modify PY 2018 WIOA Dislocated Worker Budget

Actual carry-in from Program Year 2017 is reduced by approximately \$300,000 in order to move dollars back into the adult programs budget. Carry-in to PY 19 is reduced by \$200,000 leaving \$1,689,482 to budget. Funding for classroom training, on-the-job training and infrastructure costs have been reduced while support of the Michigan Works Career Centers increased. This revised budget totals \$1,689,482.

**BILL PETERSON MOVED TO MODIFY THE PY 2018 WIOA DISLOCATED WORKER BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

- d. Recommendation to Modify PY 2018 WIOA Michigan Works Career Center Support Budget

Because infrastructure costs were initially over budgeted, contributions from dislocated worker, adult, in-school and out-of-school youth programs are lowered in this revised budget. It was explained that office items costing more than \$5,000 are now considered office supplies rather than office equipment. As a result, the office supply line item is increased by \$30,000. There is also an increase to support funding of the One-Stop Operator. This budget totals \$373,050.

**BILL PETERSON MOVED TO MODIFY THE PY 2018 WIOA MICHIGAN WORKS CAREER CENTER BUDGET; SUPPORT BY ANN FORSTER. MOTION CARRIED UNANIMOUSLY.**

- e. Recommendation to Modify PY 2018 Wagner-Peyser Employment Service Budget

Minor adjustments to this budget include reducing carry-in to PY 2019 by \$20,000 and increasing the office supply line item for items costing over \$5,000. This modified budget equals \$1,274,720.

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**BILL PETERSON MOVED TO MODIFY THE PY 2018 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

- f. Recommendation to Modify PY 2018 Senior Community Service Employment Program Budget

This modified budget shows expenditure adjustments with an increase of \$800 in customer outreach for promotional materials, a slight increase to support the One-Stop Operator and a decrease to the Michigan Works Service Center contract. The total budget remains at \$818,485.

**BILL PETERSON MOVED TO MODIFY THE PY 2018 SENIOR COMMUNITY SERVICE EMPLOYMENT BUDGET; SUPPORT BY JASON DAHL. MOTION CARRIED UNANIMOUSLY.**

- g. Recommendation to Modify PY 2018 Administrative Cost Pool Budget

The Administrative Cost Pool budget is made up of contributions from various funding sources to be used for administration of general operations. This modification reflects additional contributions from Wagner-Peyser Employment Service and Offender Success while reducing the contribution from PATH. Much of the additional contributions will be budgeted for indirect costs which is paid to the County of Macomb to act as fiduciary for Macomb/St. Clair MWA. This modified budget equals \$1,118,700

**BILL PETERSON MOVED TO MODIFY THE PY 2018 ADMINISTRATIVE COST POOL BUDGET; SUPPORT BY ANN FORSTER. MOTION CARRIED UNANIMOUSLY.**

- h. Recommendation to Modify PY 2018 Information Technology & Computerization Budget

This modification shows a contribution of \$40,000 from the Business Resource Network, a new grant received in the past year. Expenditure adjustments include an increase of \$7,500 for customer outreach and an increase of \$71,500 in equipment supplies while reducing the equipment purchase line item by \$39,000. This revised budget totals \$890,100.

**BILL PETERSON MOVED TO MODIFY THE PY 2018 INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

- i. Recommendation to Modify FY 2018/2019 Community Ventures/Business Resource Network Budget

Projected carry-in to FY 2020 is reduced in this modified budget. Salaries, wages and fringe benefits are increased to allow for a full-time staff person to manage this program. Money budgeted for cell phones and mileage for the three success coaches is increased slightly. This budget totals \$880,770

**BILL PETERSON MOVED TO MODIFY THE FY 2018/2019 COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK BUDGET; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.**

- j. Recommendation to Modify FY 2019 Going Pro Budget

Two companies who submitted applications and were awarded Going Pro funding through Macomb/St. Clair are located outside of this service area. Both contracts have been referred to their local MWA reducing the award amount to Macomb/St. Clair to \$1,450,001. With \$94,860 slated for administrative costs, the remaining dollars are dedicated to classroom training. This modified budget totals \$1,355,141

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**BILL PETERSON MOVED TO MODIFY FY 2019 GOING PRO BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

**6. Executive Director's Report**

The Executive Director had nothing to report.

**7. Other Business**

There was no other business.

**8. Hearing of the Public**

Elizabeth White, Central Region Manager from Bureau of Services to Blind Persons, introduced herself and gave information to the Board on Community Partner Days scheduled for May 21 & 22 and October 22 & 23. As a WIOA Statewide partner with Michigan Works! this event is open to Board Members and Michigan Works! staff.

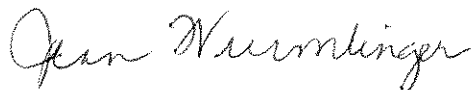
**9. Scheduling of Next Meeting**

The next general meeting is scheduled for **3:00 pm, Thursday, May 23, 2019**. Members will be notified.

**10. Adjournment**

**WILLIAM PETERSON MOVED TO ADJOURN; SUPPORT BY CHARLES SHAW. MOTION CARRIED.** The meeting adjourned at 4:00 p.m.

Respectfully submitted,



Jean Wurmlinger,  
Recording Secretary