

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

August 22, 2019

The Macomb/St. Clair Workforce Development Board met at 3:00 p.m. Thursday, August 22, 2019 at Clinton Township Michigan Works Career Center with the following members present:

(☑ denotes private sector):

AT ROLL CALL:

- | | |
|-------------------|----------------|
| ✓ Karen Arondoski | ✓ Mike Kramer |
| Dan Casey | Monika Leasure |
| ✓ Jennifer Gavin | Val Nunn |
| Lee Graham | Jim Peltier |
| ✓ Danielle Hart | Bill Peterson |
| Tanise Hill | Jim Sawyer |
| ✓ Carter Hitesman | ✓ Charles Shaw |
| Christol James | Erin Smith |
| ✓ Peter Keating | ✓ Karen Vaughn |
| ✓ Joe Keppler | Maria Zardis |

AFTER ROLL CALL:

- ✓ Sharise Eckenrode
- ✓ Lindsey Hoover

MEMBERS ABSENT:

- ✓ Patricia Anger
- ✓ Hannah Costello
- Jason Dahl
- ✓ Ann Forster
- ✓ Sam Serra

OTHERS PRESENT:

John Bierbusse, Executive Director
Krista Barr, TK Mold & Engineering
David Jaraczewski, R&E Automation
Thomas Heuerman, BSBP

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Call to Order

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

2. **Roll Call**

Roll call was taken with 20 members present

3. **Approval of Previous Minutes**

MONIKA LEASURE MOVED TO APPROVE THE MAY 23, 2019 AND JUNE 27, 2019 MINUTES AS PRESENTED; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.

Hoover arrived

4. **Chairperson's Report**

Mike Kramer recognized two prospective board members in attendance, Krista Barr from TK Mold & Engineering and David Jaraczewski from R & E Automation.

5. **Standing Committee Reports**

A. ONE-STOP COMMITTEE

1. Meeting of June 18, 2019 - Recommendation to Approve

- a. **WIOA Dislocated Worker Eligibility Policy**
- b. **WIOA Dislocated Worker Eligibility and Definition of Attachment to the Workforce**
- c. **WIOA Dislocated Worker Eligibility and Definition of Unlikely to Return**
- d. **WIOA Dislocated Worker Eligibility and Definition of Stop-Gap Employment**
- e. **Update to Approve Change in Individual Training Account (ITA) Cap Value**

MONIKA LEASURE MOVED TO APPROVE ALL RECOMMENDATIONS FROM THE JUNE 18, 2019 ONE-STOP COMMITTEE; SUPPORT TANISE HILL. MOTION CARRIED UNANIMOUSLY.

Eckenrode arrived

1. Meeting of August 13, 2019

a. Recommendation to Approve Policies

- i. **Workforce Innovation and Opportunity Act (WIOA) Adult Program Eligibility**

Committee Chair Tanise Hill informed the board that the state gives MWAs the opportunity to make decisions locally on who is serviced under this funding source. Priority of service will be given to low-income individuals. In order to widen eligibility for individualized career and training services, Macomb/St. Clair has established local criteria to define low-income as those with a family income at or below 200% of the Federal Poverty Guidelines.

JOE KEPPLER MOVED TO APPROVE THE WIOA ADULT PROGRAM ELIGIBILITY POLICY; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUS

- ii. **Mi Training Connect**

The State allows MWAs the opportunity to determine which training institutions can provide training to our customers. The Mi Training Connect Policy outlines the approval and denial criteria for eligible training

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providers (ETP) and programs to receive WIOA funding for training. Training providers apply online through the Michigan Training Connect. The application is reviewed by the Workforce Development Agency and then sent to the local MWA in the area where the school is located. The MWA reviews the application and if the training program meets established criteria the MWA grants approval as an ETP. Training providers denied eligibility will be advised of the right to appeal the WDB's decision.

**DAN CASEY MOVED TO APPROVE THE MI TRAINING CONNECT POLICY; SUPPORT BY ERIN SMITH.
MOTION CARRIED UNANIMOUSLY.**

b. Labor Market Information

i. High Demand-High Wage Occupation

Mr. Bierbusse discussed two handouts prepared by the State Bureau of Labor Market Information and Strategic Initiatives forecasting high wage/high demand occupations for Detroit Metro including Macomb, Oakland and Wayne Counties and seven counties in East Michigan including St. Clair County through 2026.

He noted that high demand jobs listed are not necessarily high wage occupations. In Detroit Metro 54% of high demand jobs require a high school diploma and/or short-term training with 57% in East Michigan. The percentage of high demand, high-wage occupations projected in science, technology, engineering and math (STEM) is 14% in Detroit Metro and 4% in East Michigan. The percentage of jobs that require a postsecondary degree or moderate-term training is at 11% in Detroit Metro and 19% in East Michigan. Occupations requiring an associate degree/long-term training or apprenticeship is 10% in both Detroit Metro and East Michigan, while jobs requiring a bachelor's degree or higher is 25% in Detroit Metro and 15% in East Michigan. This data indicates that people entering the workforce with higher education degrees or highly skilled training may have to leave the area to find employment.

ii. Employee Turnover Study

The Workforce Intelligence Network (WIN) did a study of employers to examine the causes of employee turnover. Four key findings in the report done specifically for Macomb/St. Clair are: 1) the highest rates of turnover are in entry level positions; 2) employers estimate median turnover costs of \$5,250 per worker; 3) the most common reasons for employee turnover is transportation, child care and other personal conflicts, followed by a desire for higher pay or benefits; 4) the competition for workers is driving changes in pay, benefits and other workplace features to attract and retain talent.

WIN is consolidating the survey for all of SE Michigan to better understand what is driving these results.

c. Facility Closure Report

i. Decision on TAA Certification for GM Technical Center Employees

In an update on the mass layoff of 1,298 salaried employees at the GM Tech Center, Ms. Hill reported that notification was received on August 5th that all separated employees were TAA certified and are eligible to apply for TAA benefits. Workers will be invited to a worker benefit orientation with Michigan Works! staff where they will receive information on what services are available and how to apply for benefits.

Upcoming closures in Macomb County include Nordstrom at Partridge Creek Mall affecting 106 employees. Michigan Works! has offered reemployment services to those employees who have not found employment and mailed information to the store promoting the Trade & Economic Transition Dislocated Worker Grant.

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Charming Charlie located at Partridge Creek Mall is expected to close by August 31st. A worker orientation has been declined as all but ten employees have obtained other jobs. Information on Michigan Works! reemployment services and training grants was mailed to the store.

d. One-Stop Operator Report

Ms. Hill gave a progress report on One-Stop Operator activities within the sites.

- Focus groups comprised of Michigan Works! customers continue with the next group scheduled in Clinton Twp. on September 11th.
- The One-Stop Operator met with Macomb County's Emergency Management and Communication staff to discuss rolling out a plan to assess the safety and security needs of each Career Center.
- Plans are underway to initiate disability training for newly hired staff the week of October 21st. The training will consist of presentations from the Disability Navigator, WDB's EO Officer, Michigan Rehabilitation Services representative and Bureau of Services for Blind Persons staff.
- The One-Stop Operator is in the process of observing workshops at Mt. Clemens and Port Huron. A report summarizing observations and recommendations will be prepared upon completion of the observations.
- Building wide meetings at each Career Center occur every 5 weeks. At each meeting, a brief report is provided on progress as it relates to the Strategic Plan initiative.
- A presentation by the IT Director took place at the Leadership Team meeting on July 25th. New strategies to increase training enrollments as well as Circuit Workshop participation were discussed.

B. ADMINISTRATIVE COMMITTEE

1. Meeting of June 13, 2019 - Recommendation to Approve:

- a. **FY 2019 FAE&T Budget Modification**
- b. **FY 2019 TAA Case Management Budget Modification**
- c. **PY 2019 WIOA Administration Budget**
- d. **PY 2019 SCSEP Budget**
- e. **PY 2019 Mt. Clemens MW Career Center Infrastructure Costs Budget**
- f. **PY 2019 Clinton Township MW Career Center Infrastructure Costs Budget**
- g. **PY 2019 Roseville MW Career Center Infrastructure Costs Budget**
- h. **PY 2019 Warren MW Career Center Infrastructure Costs Budget**
- i. **PY 2019 Port Huron MW Career Center Infrastructure Costs Budget**
- j. **Administrative Cost Pool (ACP) Budget**
- k. **Information Technology & Computerization Budget**
- l. **Computer Technician Position**

BILL PETERSON MOVED TO APPROVE ALL RECOMMENDATIONS FROM THE ADMINISTRATIVE COMMITTEE MEETING OF JUNE 13, 2019; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

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2. Meeting of August 8, 2019

**a. Recommendation to Approve PY 2018 WIOA Adult Program Budget
Modification**

Lindsey Hoover reported that \$7,037 in funding for adult programs was received following the close of the 2018 program year. These monies are carried into 2019 funding for adult programs. The budget remains at \$3,168,955.

**MONIKA LEASURE MOVED TO APPROVE PY 18 WIOA ADULT PROGRAM BUDGET MODIFICATION;
SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve PY 2018 WIOA Dislocated Worker Budget
Modification**

PY 2018 dislocated worker funds totaling \$7,194 were received after the program year ended June 30th. Those dollars are put into carry-in for the 2019 program. This budget remains at \$1,689,482.

**TANISE HILL MOVED TO APPROVE PY 18 WIOA DISLOCATED WORKER BUDGET MODIFICATION;
SUPPORT BY JOE KEPPLER. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Approve PY 2018 WIOA Youth Program Budget
Modification**

The youth program received \$8,844 in additional 2018 monies after the program year ended. Those funds will be put into carry-in for 2019 youth programming. The budget stays at \$2,448,908.

**MONIKA LEASURE MOVED TO APPROVE PY 18 WIOA YOUTH PROGRAM BUDGET MODIFICATION;
SUPPORT BY JENNIFER GAVIN. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Approve PY 2019 WIOA Adult Program Budget
Modification**

Ms. Hoover stated that the initial 2019 budget was prepared using a planning allocation of \$2,908,145. The actual allocation came in at \$2,741,060. The formula used to determine the final allocation is based on the number of low-income adult individuals in the local area compared to state-wide numbers. Carry-in from PY'18 increased and carry-in to PY '20 was reduced. The Administrative cost pool was reduced to keep it within 10% of the allocation. Budget reductions were made to classroom training and on-the-job training for adults. This modified budget totals \$3,121,061.

**MONIKA LEASURE MOVED TO APPROVE PY 19 WIOA ADULT PROGRAM BUDGET MODIFICATION;
SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to Approve PY 2019 WIOA Dislocated Worker Budget
Modification**

This budget modification shows the actual carry-in from 2018 at \$25,000 less than projected, making the total available amount \$2,495,468. Reductions will be made to classroom training and on-the-job training. The budget totals \$1,876,868.

**MONIKA LEASURE MOVED TO APPROVE PY 19 WIOA DISLOCATED WORKER BUDGET
MODIFICATION; SUPPORT BY ERIN SMITH. MOTION CARRIED UNANIMOUSLY.**

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**f. Recommendation to Approve PY 2019 WIOA Youth Program Budget
Modification**

The modified youth budget shows an actual allocation of \$2,845,041 which is \$117,000 less than the planning allocation. A portion of the formula for this allocation is based on low-income youth in the local area. Actual carry-in from 2018 is reduced to \$948,017 leaving the total available to budget at \$3,793,058. Reductions will be made to the youth service provider. The budget totals \$3,018,358.

**JENNIFER GAVIN MOVED TO APPROVE PY 19 WIOA YOUTH PROGRAM BUDGET MODIFICATION;
SUPPORT BY BILL PETERSON. MOTION CARRIED UNANIMOUSLY.**

**g. Recommendation to Approve PY 2019 WIOA Administration Budget
Modification**

The contribution from the adult and youth programs has been reduced with actual carry-in from 2018 increased by \$50,000. The contribution to the administrative cost pool was reduced to stay within 10% of the allocation. This budget remains at \$277,200.

**MONIKA LEASURE MOVED TO APPROVE PY 2019 WIOA ADMINISTRATION BUDGET MODIFICATION;
SUPPORT BY JOE KEPPLER. MOTION CARRIED UNANIMOUSLY.**

**h. Recommendation to Approve PY 2019 Wagner-Peyser Employment Service
Budget Modification**

Actual carry-in from 2018 was revised upward with the additional dollars budgeted for the Employment Service Provider. This budget does not cover the entire cost of the Employment Service Provider, which is supplemented with WIOA dollars. This modified budget totals \$1,190,566.

**BILL PETERSON MOVED TO APPROVE THE WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET
MODIFICATION; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.**

**i. Recommendation to Approve PY 2019 Community Ventures/Business Resource
Network Budget Modification**

An allocation of \$161,939 was received for PY 2019. The adjusted carry-in dollars bring the total available to \$786,002. These dollars will be used for the wages & fringe benefits of success coaches, supportive services for participants and infrastructure costs totaling \$647,002.

**MONIKA LEASURE MOVED TO APPROVE PY 2019 COMMUNITY VENTURES/BUSINESS RESOURCE
NETWORK BUDGET MODIFICATION; SUPPORT BY JENNIFER GAVIN. MOTION CARRIED
UNANIMOUSLY.**

j. Recommendation to Approve America's Promise Grant Budget Modification

America's Promise Grant is a regional initiative to train customers in robotics for the automotive and defense industries. \$228,557 received from other MWAs who have not used their portion of the grant and \$158,140 in carry-in dollars provides case management and training for participants at Macomb Community College. The budget totals \$386,717.

**MONIKA LEASURE MOVED TO APPROVE AMERICA'S PROMISE GRANT BUDGET MODIFICATION;
SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.**

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k. Recommendation to Approve WIOA National Dislocated Worker Grant Trade and Economic Transition Budget Modification

This grant uses dislocated worker funds to address the needs of individuals who have lost employment due to lay-offs and closing of retail sales or the financial services industry. The PY 2019 budget consists of carry-in dollars from last year and is being used for training, supportive services, case management, customer outreach and infrastructure costs. With several retail stores in Macomb County closing, there is a need to outreach to affected workers. This budget totals \$125,731.

BILL PETERSON MOVED TO APPROVE THE NATIONAL DISLOCATED WORKER GRANT TRADE AND ECONOMIC TRANSITION BUDGET MODIFICATION; SUPPORT BY JENNIFER GAVIN. MOTION CARRIED UNANIMOUSLY.

i. Recommendation to Approve WIOA National Dislocated Worker Grant to Address the Opioid Crisis Budget Modification

The grant to address the opioid crisis in Macomb County was received at the end of PY 2018 with approximately \$30,000 spent in that year. Carry-in of \$1,734,090 will be used mainly for recovery coaching, case management, classroom training and on-the-job training for individuals impacted by the health and economic effects of opioid use, addiction and abuse in Macomb County. This budget totals \$1,004,900.

JENNIFER GAVIN MOVED TO APPROVE THE WIOA NATIONAL DISLOCATED WORKER GRANT TO ADDRESS THE OPIOID CRISIS BUDGET MODIFICATION; SUPPORT BY BILL PETERSON. MOTION CARRIED UNANIMOUSLY.

m. Recommendation to Approve Fiscal Monitoring Contractor

Macomb/St. Clair released a Request for Proposal in June seeking a Certified Public Accountant to conduct financial monitoring of our contracts. Three proposals were received. Members reviewed an evaluation chart of points awarded by three separate evaluators based on prior experience, organization, staff qualifications, design, and price. Stewart, Beauvais & Whipple, the current provider, is being recommended to continue this service for Macomb/St. Clair.

MONIKA LEASURE MOVED TO APPROVE THE FISCAL MONITORING CONTRACTOR; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.

n. Recommendation to Approve Change to Macomb/St. Clair Workforce Development Board Bylaws

Macomb/St. Clair received a letter from the state in July noting two deficiencies in the Board's current bylaws that must be addressed to be in compliance with federal regulations.

1. The bylaws must address the use of technology, such as phone and Web-based meetings, that will be used to promote WDB member participation.
2. The bylaws must address the process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

The bylaws have been revised to address these issues and will be submitted to the state.

MARIA ZARDIS MOVED TO APPROVE THE CHANGE TO M/SCWDB BYLAWS; SUPPORT BY LEE GRAHAM. MOTION CARRIED UNANIMOUSLY.

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6. Executive Director's Report

Mr. Bierbusse explained that local workforce development areas are designated for the purpose of implementing the WIOA and administering workforce development programs through the MWAs. To implement the WIOA, the CEO has the responsibility to request local workforce development area designation.

Macomb/St. Clair was initially granted a two-year designation and has met the criteria established to request subsequent designation for Program Years 2019 through 2023. The application has been completed and signed by the Macomb County CEO and will be submitted to the Workforce Development Agency for approval.

LINDSEY HOOVER MOVED TO RECOMMEND SUPPORT OF THE APPLICATION FOR SUBSEQUENT DESIGNATION OF THE M/SC WORKFORCE DEVELOPMENT AREA FOR PY 2019-2023; SUPPORT BY JENNIFER GAVIN. MOTION CARRIED UNANIMOUSLY.

Mr. Bierbusse also told the group that the Going Pro applications will be out next month. There have been training sessions for employers interested in applying for the grant in both Macomb & St. Clair Counties. Because of the high demand for information a 3rd session has been added for Macomb County employers on September 11.

7. Other Business

Bill Peterson spoke on the release of a proposal by the U.S. Department of Labor (DOL) for a new apprenticeship structure that would run in tandem with its registered apprenticeship program. Companies could potentially start up deregulated apprenticeship programs in sectors that don't have significant registered apprenticeship opportunities. Mr. Peterson encouraged members to contact the DOL through the Federal website to discourage this from moving forward. The link to the website will be sent to members.

8. Hearing of the Public

Thomas Heuerman from Bureau of Services for Blind Persons introduced himself to the Board.

9. Scheduling of Next Meeting

The next general meeting is scheduled for **3:00 pm, Thursday, September 26, 2019 at the Clinton Township Michigan Works Career Center.** Members will be notified.

10. Adjournment

TANISE HILL MOVED TO ADJOURN; SUPPORT BY JENNIFER GAVIN. MOTION CARRIED. The meeting adjourned at 4:45 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary