

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

June 27, 2018

The Macomb/St. Clair Workforce Development Board met Wednesday, June 27, 2018 at the Voyageur Restaurant with the following members present:

(☑ denotes private sector):

**AT ROLL CALL:**

- |                   |                 |
|-------------------|-----------------|
| ✓ Patricia Anger  | ✓ Peter Keating |
| Dan Casey         | Monika Leasure  |
| ✓ Hannah Costello | Valerie Nunn    |
| ✓ Ann Forster     | Jim Peltier     |
| Lee Graham        | ✓ Charles Shaw  |
| ✓ Carter Hitesman |                 |

**AFTER ROLL CALL:**

- |               |                  |
|---------------|------------------|
| Tanise Hill   | ✓ Lindsey Hoover |
| ✓ Joe Keppler |                  |

**MEMBERS ABSENT:**

- |                      |                   |
|----------------------|-------------------|
| ✓ Karen Arondoski    | Bill Peterson     |
| Jason Dahl           | ✓ Danielle Reeves |
| April Fidler         | Jim Sawyer        |
| ✓ Jennifer Gavin     | ✓ Sam Serra       |
| ✓ Sharise Gavliniski | Erin Smith        |
| ✓ Mike Kramer        | Maria Zardis      |

**OTHERS PRESENT:**

John Bierbusse, Executive Director  
Elizabeth White, BSBP

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**1. Call to Order**

Chairperson Costello called the meeting to order at 4:07 p.m.

**2. Roll Call**

Roll call was taken with 11 members present. No quorum.

**3. Chairperson's Report**

Chairperson Costello stated that the meeting would proceed with discussion of informational items allowing time for additional members to arrive.

**4. Executive Director's Report**

Mr. Bierbusse updated members on the most recent labor market statistics for Macomb and St. Clair Counties with charts showing yearly trends from 2000-2017 along with monthly trends through May 2018.

He pointed out that statistics show Macomb County has recovered from the recession with the labor force at its highest point ever. He also noted that there has been a population migration into Macomb County. The number of employed Macomb County residents is still below the 1999 level but 71,000 jobs have been gained since the beginning of the recession in 2009 with the Macomb County unemployment rate at 3.5% as of May 2018.

St. Clair County presents a different picture with a 2.8% decline in population and 13.2% labor force decline since 2000. The number of employed St. Clair County residents has dropped 14% since 2000 but the employment level is about the same as at the beginning of the recession. With the decline in population, the unemployment rate is at its lowest point in May of 2018 at 3.9%.

*Tanise Hill arrived*

**5. Standing Committee Reports**

**A. ONE-STOP COMMITTEE**

**1. Meeting of June 19, 2018**

**a. Informational Items**

**i. On-Site Review for Service Center Certification**

Tanise Hill, Chair of the One-Stop Committee, reported that Macomb/St. Clair received the summary report from the Service Center Certification Review that was conducted by the State's Talent Investment Agency in May. She noted the report confirmed that our centers were approved for certification and found that there were no administrative recommendations for areas needing improvement. She stated that at the committee meeting Mr. Bierbusse thanked the One-Stop Operator, Case Management and Employment Services providers for preparing career center staff in advance of the certification review

**ii. Demographic Report on the PATH Program**

Ms. Hill reported on the PATH Demographic Report that had been presented at the committee meeting by the PATH Coordinator who is part of a work group studying historical data, outcomes and trends of the PATH program for the re-authorization of Temporary Assistance for Needy Families (TANF), one of the funding sources for the PATH program. The most notable of all the demographics from Macomb/St. Clair since 1996 is the education level of participants entering the program. In 1996 more than 46% did not have a high school diploma or GED. That has dropped to just over 26% in 2018. Customers with an education above 12<sup>th</sup> grade level was at 12% and in 2018 that number is over 28%.

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**iii. Telling Our Story**

Ms. Hill stated that each edition of Telling Our Story highlights stories written and submitted by career planners about customers who have found success in training and/or employment with the help of Michigan Works!. This edition also includes several letters and comments from participants sharing their gratitude for the help they've received. She encouraged all members to read these stories.

*Joe Keppler arrived. Arrived at Quorum*

**b. Recommendation to Approve Michigan Works! System Plan**

The Michigan Works System Plan is an annual agreement submitted to the Michigan Talent Investment Agency. It assures that this board adheres to the guidelines, stipulations and certifications as required. There is no funding attached to this plan and it includes eight documents which must be signed and submitted.

**MONIKA LEASURE MOVED TO APPROVE THE MICHIGAN WORKS! SYSTEM PLAN; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Approve PY 2018 WIOA Training Plan**

Ms. Hill shared the annual WIOA training plan listing the expected number of classroom training and on-the-job training for each career center by WIOA funding source for the upcoming year. She explained these numbers are based on a percentage of the number of people who visit each center. She explained that the overall numbers will be lower this year compared to last year due to lowered funding levels.

**PATRICIA ANGER MOVED TO APPROVE THE PY 2018 WIOA TRAINING PLAN; SUPPORT BY VALERIE NUNN. MOTION CARRIED UNANIMOUSLY.**

**6. Approval of Previous Minutes**

**PATRICIA ANGER MOVED TO APPROVE THE MAY 24, 2018 MINUTES AS PRESENTED; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY**

**Standing Committee Reports (Continued)**

**B. ADMINISTRATIVE COMMITTEE**

**1. Meeting of June 14, 2018**

**a. Recommendation to Approve PY 2018 Wagner-Peyser Employment Service Budget**

Hannah Costello reported that the initial allocation of \$940,289 is lower than the total allocation received in PY 2017. Macomb/St. Clair is hopeful that this budget will be supplemented during the year. This budget supports the Employment Service Provider and infrastructure costs totaling \$1,038,089.

**PATRICIA ANGER MOVED TO APPROVE THE PY 2018 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET; SUPPORT BY ANN FORSTER. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve PY 2018 WIOA Michigan Works Career Center Support Budget**

Ms. Costello explained that until an allocation is received this budget is made up entirely of WIOA Dislocated Worker, Adult and Youth budget contributions for costs related to these programs. Most budgets now include an infrastructure line item. The Michigan Works Career Center Support budget totals \$439,050.

**MONIKA LEASURE MOVED TO APPROVE THE PY 2018 WIOA MICHIGAN WORKS CAREER CENTER SUPPORT BUDGET; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.**

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*Lindsey Hoover arrived and completed the Administrative Committee Report*

**c. Recommendation to Approve PY 2018 WIOA Administration Budget**

Ms. Hoover told the board that because estimated carry-in from 2017 is less than expected, WIOA Adult, Dislocated Worker and Youth programs are contributing more in order to build up carry-in to PY 2019. Wages and fringe benefits of two staff that had been funded through this budget are now being funded through the technology budget. The Administration budget totals \$273,400.

**PATRICIA ANGER MOVED TO APPROVE PY 2018 WIOA ADMINISTRATION BUDGET; SUPPORT BY ANN FORSTER. MOTION CARRIED UNANIMOUSLY**

**d. Recommendation to Approve PY 2018 Senior Community Service Employment Program (SCSEP) Budget**

Ms. Hoover made members aware that Macomb/St. Clair were granted additional resources that will not be used in other areas of the state providing an additional 20 slots for job training and placement to economically disadvantaged individuals who are 55 years or older for up to 19 hours per week at minimum wage. This budget totals \$818,485.

**MONIKA LEASURE MOVED TO APPROVE PY 2018 SCSEP PROGRAM BUDGET; SUPPORT BY LEE GRAHAM. MOTION CARRIED UNANIMOUSLY**

**e. Recommendation to Approve PY 2018 Administrative Cost Pool (ACP) Budget**

Contributions from various budgets comprise the Administrative Cost Pool and supports wages and fringe benefits of the Workforce Development Board core staff and expenses related to the administration of general operations. It was explained that the Thumb Area Offender Success program is now aligned with GST Michigan Works! and will no longer be contributing to this budget. The total amount of this budget is \$1,054,750

**LEE GRAHAM MOVED TO APPROVE PY 2018 ACP BUDGET; SUPPORT BY ANN FORSTER. MOTION CARRIED UNANIMOUSLY**

**f. Recommendation to Approve PY 2018 Information Technology & Computerization Budget**

This budget is made up of contributions from Adult, Dislocated Workers, Youth, PATH and Employment Service budgets. It supports salaries for IT staff along with computer hardware and software purchases, equipment maintenance and repair and equipment supplies. The salaries and fringe benefits of two staff were added to this budget and it totals \$815,100.

**PATRICIA ANGER MOVED TO APPROVE THE PY 2018 INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY**

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

This budget has been modified due to an increase in the actual allocation over the planning allocation. Administrative costs, information technology and computerization and carry-in to PY 2019 will increase. There is a decrease in classroom training and the addition of \$111,400 for infrastructure costs. This modified budget totals \$1,582,569.

**PETER KEATING MOVED TO APPROVE PY 2018 WIOA DISLOCATED WORKER PROGRAM BUDGET MODIFICATION; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY**

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

Adult programs received an increase of \$93,000 allowing for an increase to administrative costs, information technology and computerization. Carry-in to PY 2019 will be lowered by \$65,000. Budgeting for classroom training is decreased and \$174,100 will be devoted to infrastructure costs. This budget modification totals \$2,863,491.

**ANN FORSTER MOVED TO APPROVE PY 2018 WIOA ADULT PROGRAM BUDGET MODIFICATION;  
SUPPORT BY LEE GRAHAM. MOTION CARRIED UNANIMOUSLY**

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

The Youth Program received an additional \$90,000 making it possible for more money to be set aside for administrative costs and information technology and computerization. The budget is divided into In-School and Out-of-School Youth expenditures. Infrastructure line items are added to this modified budget which totals \$2,435,928.

**DAN CASEY MOVED TO APPROVE THE PY 2018 WIOA YOUTH PROGRAM BUDGET MODIFICATION  
AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

**j. Recommendation to Approve FY 2018 Trade Adjustment Assistance Case  
Management Budget Modification**

Macomb/St. Clair requested and received an additional \$160,000 to support case management services to TAA customers who have lost their jobs to overseas competition. This budget now totals \$506,312.

**DAN CASEY MOVED TO APPROVE THE FY 2018 TAA CASE MANAGEMENT BUDGET MODIFICATION  
AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**k. Recommendation to Approve CY 2017/2018 Reemployment Service and Eligibility  
Assessment Budget Modification**

The RESEA program supplies funds for additional case management services to individuals most likely to exhaust their unemployment benefits before they return to work. The program runs through June 30, 2018 and the budget totals \$249,766

**LEE GRAHAM MOVED TO APPROVE THE CY 2017/ 2018 RESEA BUDGET MODIFICATION AS  
PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

**7. Other Business**

There was no other business.

**8. Hearing of the Public**

There were no comments from the public

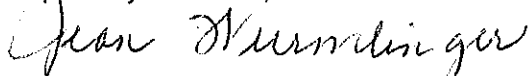
**9. Scheduling of Next Meeting**

The next general meeting is scheduled for **3:00 pm, Thursday, August 23, 2018**. Members will be notified.

**10. Adjournment**

**PATRICIA ANGER MOVED TO ADJOURN; SUPPORT BY PETER KEATING. MOTION CARRIED.** The meeting adjourned at 4:36 p.m.

Respectfully submitted,



Jean Wurmlinger, Recording Secretary