

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

April 27, 2017

The Macomb/St. Clair Workforce Development Board met Thursday, April 27, 2017 at the Clinton Township Michigan Works Service Center with the following members present (☑ denotes private sector):

AT ROLL CALL:

- | | |
|-------------------|---------------|
| ✓ Patricia Anger | ✓ Mike Kramer |
| Dan Casey | ✓ Mary Matuja |
| ✓ Hannah Costello | Valerie Nunn |
| Lee Graham | Bill Peterson |
| Tanise Hill | Jim Sawyer |
| ✓ Peter Keating | Erin Smith |
| ✓ Joe Keppler | Maria Zardis |

MEMBERS ABSENT:

- | | |
|---------------------|-------------------|
| ✓ Karen Arondoski | ✓ Carter Hitesman |
| Deborah Bouts | ✓ Lindsey Hoover |
| April Fidler | Monika Leasure |
| ✓ Ann Forster | Mike Moran |
| ✓ Sharise Gavlinski | Gary Polulak |
| ✓ Patti Gendernalik | ✓ Charles Shaw |
| ✓ Virginia Gronley | |

OTHERS PRESENT:

John Bierbusse
Thomas Heuerman, BSBP
Bonnie DiNardo, SCCCC

**Macomb/St. Clair Workforce Development Board
April 27, 2017**

1. Call to Order

Chairperson Costello called the meeting to order at 3:10 p.m.

2. Roll Call

Roll call was taken with 12 members present. Chairperson Costello opted to proceed with committee reports, informational items only, until a quorum was reached.

3. Chairperson's Report

Chairperson Costello introduced our newest Board Members, Maria Zardis and Lee Graham, whose terms began April 1, 2017. Maria Zardis is the Manager of Communications and Outreach with the Macomb County Department of Planning and Economic Development and Lee Graham is the Executive Director of Operating Engineers 324 Labor Management Education Committee. Maria and Lee received a warm welcome from all members of the Board.

4. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of April 18, 2017

a. Informational Items

i. Update on One-Stop Operator for Michigan Works! Service Centers

Tanise Hill, reporting on the One-Stop Committee meeting, explained that a request for proposal seeking bids for a qualified One-Stop Operator as required by the WIOA was released in March resulting in only one received bid by the due date of April 13, 2017. The proposal was re-released and sent to several bidders who had previously bid on financial monitoring services with an extended due date of April 28, 2017.

Matuja arrived.

ii. Update on Skilled Trades Training Fund Projects

Ms. Hill provided an update on the Skilled Trades Training Fund. Seventeen companies within our Michigan Works Agency were awarded funds totaling \$750,659. The State has recovered funds from one company who will not be able to use the award they received.

A review committee from the State's Talent Investment Agency is visiting all MWAs for feedback on the program before planning next year's program.

We received notice that approximately one million dollars in returned Skilled Trades Training Funds will be made available to companies who wish to participate in the program. Interested companies must submit a new application to be considered for funding. The employers in our Salesforce database will be contacted when the unspent funds become available.

iii. American Jobs Center Branding of our Michigan Works! Service Centers

The Department of Labor is requiring that one-stop service centers nationwide use the American Job Center logo to ensure universal recognition of services for job seekers and employers. Each state has the option of renaming their service centers as American Job Centers. Michigan will maintain the Michigan Works! title and logo but will add the American Job Center logo in some capacity below our Michigan Works! logo. The additional logo must be in place by July 1, 2017.

**Macomb/St. Clair Workforce Development Board
April 27, 2017**

iv. American Jobs Center Certification

Administration staff were included in a webinar presented by Workforce GPS, a training organization sponsored by the U.S. Department of Labor, which addressed the certification of one-stop centers as official American Job Centers. The WIOA requires that the state Workforce Development Boards certify its American Job Centers to help maximize quality of services and consistency across the state. Local Workforce Development Boards must follow standards established by the state and certify its American Job Centers at least once every three years.

v. Plant Closure/Layoff

Minowitz Manufacturing, a Department of Defense contractor located in Roseville will close by the end of April 2017. The closure is a decision made by management. We have learned that many of the workers have obtained new employment. Michigan Works! staff from the Defense Industry Career Transition Center began meeting with the remaining workers at the company's location at the end of March. Reemployment assistance is being provided and includes résumé development, interview skills, job search activities and training opportunities.

B. YOUTH PROGRAM COMMITTEE

1. Meeting of April 19, 2017

a. Informational Item

i. PY 2016 Young Professionals Programming Highlights

Mike Kramer recapped for the Board a portion of the Young Professionals programming highlights for PY 2016 as reported at the Youth committee meeting.

East Detroit High School Young Professionals staff held a college fair in November that included 70 post-secondary schools and was attended by more than 1,000 students from six school districts.

Staff from Fitzgerald High School also held an on-site college admissions event with 13 post-secondary training institutions in November. One hundred seventy graduating seniors met with admissions officers resulting in 111 students receiving offers to colleges and universities throughout Michigan.

Employment & Training Designs Young Professionals continues its partnership with Cyber Education Center (CEC), a virtual high school completion provider. CEC case managers work closely with Young Professionals student advocates on tutoring, lesson plans and barrier removal leading to a significant increase in students earning their high school diploma with nearly two dozen earning their secondary credential during the past year.

Blue Water Center for Independent Living Young Professionals staff has instituted a Peer-to-Peer mentoring program. Alumni assist with workshop facilitation that allows students to explore various topics that impact both their personal and professional lives empowering students to make informed decisions.

Nunn arrived constituting a quorum. At this time, previous minutes were approved and committee reports continued.

Approval of Previous Minutes

PAT ANGER MOVED TO APPROVE THE MINUTES OF MARCH 17, 2017 AS PRESENTED; SUPPORT BY JOE KEPPLER. MOTION CARRIED UNANIMOUSLY.

**Macomb/St. Clair Workforce Development Board
April 27, 2017**

b. Recommendation to Approve PY 2017 WIOA Youth Contract Extensions

Program Year 2017 begins the final year in a three-year contract period for six WIOA youth providers whose contracts will be extended from July 1, 2017 through June 30, 2018. Budget recommendations are dependent on actual federal allocations.

Employment and Training Designs (ETD) will continue to serve 350 Out-of-School (OSY) and 47 In-School Youth (ISY) at the Clinton Township, Mt. Clemens, Warren and Port Huron Michigan Works! Career Centers with a budget of \$1,121,490 an increase of \$79,083 to cover wages, fringe benefits, and administrative cost increases.

Blue Water Center for Independent Living will continue working with 60 OSY for GED prep activities. They hope to lease additional space and requested an increase of \$25,400 for rent and utilities. The budget total is \$190,400.

Program monitoring of The Virtual Learning Academy of St. Clair County is continuing. A budget reduction of 50% is recommended to fund one, rather than two, youth advocate positions as there are currently half the number of active participants enrolled that were originally budgeted for. In response to a question from the Board, Mr. Bierbusse explained that when a budget is reduced, the funds are returned to the funding pool to support the overall program. The budget total is \$75,000.

East Detroit Public Schools requested a minimal budget increase for the two youth advocate positions at East Detroit High School. A summer work experience for 15 participants will focus on career exploration for TV and Video Production offered at the high school production studio. The budget total is \$127,034.

Fitzgerald Public School's budget request is slightly less than PY 2016 due to programming activities. Fifty participants will be involved in a summer work experience which include career exploration and training skills in one of the following occupations: Culinary Arts, Veterinarian Assistant, Auto Technology, Computer Technician, Pharmacy Tech and General Clerical. Thirty-Eight ISY will be enrolled for school year services at Fitzgerald High School. The budget total is \$201,293.

Warren Woods Public Schools will continue working with 13 ISY enrolled for the school year at Warren Woods Tower High School. A summer work experience is available for 15 ISY. Career exploration and hands on experience in culinary arts and restaurant service will be available at the high school. Child care students will work in the school district's Early Childhood Center and Information Technology students will help maintain the school's inventory of technology equipment. The budget totals \$69,864.

**BILL PETERSON MOVED TO APPROVE THE PY 2017 WIOA YOUTH CONTRACT EXTENSIONS;
SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.**

c. Recommendation to Approve Contract for Foster Care Summer Youth Employment Program (SYEP)

Mr. Kramer continued his report by informing the Board that Macomb/St. Clair will receive funding from the Department of Health and Human Services to serve 35 foster care youth in Macomb and St. Clair counties for summer employment and work readiness activities. Employment and Training Designs will administer the program by continuing to partner with current paid work sites while developing new placement opportunities to offer a wide variety of summer job prospects. Participants will earn minimum wage of \$8.90 per hour worked. Participant wages and payroll will be processed through the Macomb/St. Clair Workforce Development Board.

**Macomb/St. Clair Workforce Development Board
April 27, 2017**

DAN CASEY MOVED TO APPROVE THE FOSTER CARE SYEP; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.

With the attainment of a quorum, the One-Stop Committee action item was brought to the floor for discussion and vote.

a. Recommendation to Approve Janitorial Service Contracts for MW Service Centers in Macomb County

Tanise Hill, reporting to the Board on the One-Stop Committee action item, explained that an RFP was released seeking janitorial services for the four MW service centers in Macomb County for a two-year period. The Port Huron service center is located within the city's municipal offices with janitorial services provided by the city. Bids were evaluated by two administrative staff with a maximum of 100 possible points awarded. Based on the results of the evaluation process, it is recommended that contracts be awarded to Jani-King for the Clinton Twp. Center, Augie's Janitorial Services for the Mt. Clemens and Warren Centers, and to Tedesco Building Services for the Roseville Center.

PATRICIA ANGER MOVED TO APPROVE THE MWSC JANITORIAL SERVICES CONTRACTS; SUPPORT BY BILL PETERSON. MOTION CARRIED UNANIMOUSLY.

C. ADMINISTRATIVE COMMITTEE

1. Meeting of April 20, 2017

b. Recommendation to Approve FY 2016 RESEA Work-Based Training Budget

Bill Peterson, Committee Chair, explained that these funds are unspent dollars from FY 2016. These funds must be expended by September 30, 2017 to provide career services and work-based learning opportunities, such as apprenticeships and on-the-job training to RESEA claimants collecting UIA ten weeks or longer and at risk of exhausting their unemployment benefits. Macomb/St. Clair received \$74,201. After setting aside \$7,420 for administrative costs, the budget totals \$66,781.

BILL PETERSON MOVED TO APPROVE THE FY 2016 RESEA WORK-BASED TRAINING BUDGET; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve FY 2017 RESEA Work-Based Training Budget

Macomb/St. Clair received an additional allocation of \$97,664 for FY 2017 to provide for career services, on-the-job training and apprenticeships for RESEA claimants. These funds must also be spent by September 30, 2017. This budget totals \$87,964.

BILL PETERSON MOVED TO APPROVE THE FY 2017 RESEA WORK-BASED TRAINING BUDGET; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve PY 2016 Rapid Response for Customer Relationship Management (CRM) Budget

The State's Talent Investment Agency has identified WIA Statewide Rapid Response Reserve funds to be used for customer relationship management services. This budget will be used to purchase software licenses used by our Business Account Managers for tracking employers in the Salesforce database.

MARY MATUJA MOVED TO APPROVE THE PY 2016 RAPID RESPONSE FOR CRM BUDGET; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

**Macomb/St. Clair Workforce Development Board
April 27, 2017**

d. Recommendation to Approve FY 2017 America's Promise Grant

Workforce Intelligence Network (WIN) applied for this nationwide grant on behalf of five MWAs in Southeast Michigan. The grant is being administered by South East Michigan Community Alliance (SEMCA) who will distribute funding to the five MWAs. Macomb/St. Clair is receiving \$865,000 over four years to train customers in robotics for the automotive and the defense industries. Macomb Community College is ready to provide FANUC robotics training to students under this grant. This budget totals \$305,500 for the first year.

MARY MATUJA MOVED TO APPROVE FY 2017 AMERICA'S PROMISE GRANT; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve PY 2017 Chafee Act Sumer Youth Employment for Foster Care Youth

This is the eighth year the Department of Health and Human Services has provided funds for a Summer Youth Employment Program to give work experience to 35 eligible foster youth aged 14 -18 who are transitioning out of the foster care system in Macomb and St. Clair Counties. \$81,655 was allocated for PY 2017. These funds will go toward participant wages, fringe benefits, classroom training & supportive services. Participants may then move from this program into the year around youth program. The PY 2016 SYEP Foster Care Youth budget equals \$74,655.

MARY MATUJA MOVED TO APPROVE PY 2017 CHAFEE ACT SYEP FOR FOSTER CARE YOUTH; SUPPORT BY MIKE KRAMER. MOTION CARRIED UNANIMOUSLY.

f. Informational Items

i. Senior Community Service Employment Program (SCSEP) Performance Report

Bill Peterson updated the board with an SCSEP progress report as of March 31st. This program places economically disadvantaged customers age 55 or older into job training and employment for a maximum of 19 hours per week earning minimum wage of \$8.90/hour for up to 48 months. By gaining new skills many of these customers, who had previously relied on social security as their only source of income, will find employment. Currently, there are 79 participants. Mr. Peterson added that this is a program is slated for elimination under the proposed federal budget cuts.

ii. Donation to Mackinac Public Library

Finally, Mr. Peterson announced that a \$250 donation to the Mackinac Public Library has been made in honor of Carl Gervason, long time member and past chair of the Macomb-St. Clair Workforce Development Board.

5. Executive Director's Report

Executive Director Bierbusse handed out a Detroit Free Press article detailing a tour through Macomb County by U.S. Representative Levin. Mr. Levin met with two dozen people, many of whom were Michigan Works! customers, who shared their stories in a roundtable discussion of how their lives have been positively impacted by various federally funded programs which may be subject to elimination or budget cuts under President Trump's proposed budget plan.

Mr. Bierbusse notified the Board that the Skilled Trades Training Fund which is funded at the State level will likely see an increase in funding from \$14 million to \$18 million in the next year. These funds provide employers help to cover the cost of short-term training for employees or to cover the cost for employees enrolled in USDOL registered apprenticeships.

Macomb/St. Clair Workforce Development Board
April 27, 2017

Finally, Mr. Bierbusse made members aware of Vocational Village at Handlon Correctional Facility in Ionia. This is a vocational training program for soon to be released prisoners. It is expected that exiting prison with marketable skills will lead to a stable job increasing the likelihood that prisoners will not return to prison in the future. Board member Erin Smith, Area Manager for The Department of Corrections (DOC), explained that the DOC is coordinating with workforce development agencies and inviting employers to conduct job interviews. He stated that if employers cannot travel to Ionia, DOC will arrange for Vocational Village staff to travel to Macomb County to meet with employers and that 70% of prisoners participating in the program are hired upon release from prison.

6. Other Business

There was no other business

7. Hearing of the Public

There were no comments from the public

8. Scheduling of Next Meeting

The next general meeting is scheduled for 4:00 pm, June 22, 2017 at the Voyageur Restaurant in St. Clair. Members will be notified.

9. Adjournment

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

Respectfully submitted,



Jean Wurminger,
Recording Secretary