

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

June 24, 2021

The Macomb/St. Clair Workforce Development Board met in person at The Voyager 525 S Riverside Ave, St. Clair, MI 48079 on Thursday June 24, 2021, with the following members joining:

AT ROLL CALL:

Karen Arondoski	Lamarr Jones
Dan Casey	Pete Keating
Sharise Eckenrode	Joe Keppler
Ann Forster	Michael Kramer
Jennifer Gavin	William Peterson
Damon Hawkins	James Sawyer
Tanise Hill	Charles Shaw
Lindsey Hoover	

AFTER ROLL CALL:

Melody Magee

MEMBERS ABSENT:

Krista Barr	Valerie Nunn
Jason Dahl	Sam Serra
Larry Humphrey	Shannon Williams
Christol James	Maria Zardis
David Jaraczweski	

OTHERS PRESENT:

Justin Al-Igoe, Executive Director
John H. Bierbusse, Retiree
Bob Apczynski, Retiree
Jean Wurmlinger, Retiree
Kristie Kabacinski, Retiree
Christina Seibert, Recording Secretary

1. Call to Order

Chairperson Mike Kramer called the meeting to order at 4:10 p.m.

2. Roll Call

Roll call was taken with 15 members present.

Macomb/St. Clair Workforce Development Board

June 24, 2021

3. Approval of Previous Minutes

PETE KEATING MOVED TO APPROVE THE MAY 27, 2021 MINUTES AS PRESENTED; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Mr. Kramer informed the board members of resignation from Joe Keppler and introduced new board member Lamarr Jones.

5. Consent Agenda

A. ADMINISTRATIVE COMMITTEE

a. Meeting of June 9, 2021

i. Recommendation to Approve Position Changes

1. Accountant- Grade Change
2. Marketing Specialist Designation
3. Accounting Supervisor- Grade Change
4. MIS and Special Projects Specialist Designation
5. Marketing Coordinator Creation
6. Graphic Design and Web Specialist Creation

ii. Recommendation to Approve PY 2021 Budgets

1. Workforce Innovation and Opportunity Act (WIOA)
 - a. Adult
 - b. Youth
 - c. Dislocated Worker
 - d. Administration
 - e. National Dislocated Worker Grant COVID-19 Disaster Recovery Project
 - f. National Dislocated Worker Grant to Address the Opioid Crisis
 - g. WIOA Youth- Young Professionals Summer Program
 - h. WIOA Career Events
2. Senior Community Service Employment Program (SCSEP)
3. Administrative Pool
4. Information Technology & Computerization
5. IFA Building Budgets (5 locations)
 - a. Roseville
 - b. Clinton Township
 - c. Mt. Clemens
 - d. Warren
 - e. Port Huron
6. Marketing/Web Communication
7. Community Ventures/Business Resource Network
8. America's Promise Grant
9. Going Pro Apprenticeships (GPA)
10. Apprenticeships: Closing the Skills Gap
11. Wagner Peyser
 - a. Employment Services
 - b. Reemployment Services and Eligibility Assessment (RESEA)
 - c. Wagner-Peyser Clean Slate Pilot Program
12. Recommendation to Approve Change to Cost Allocation Plan
13. Budget and Program Plan Modification Policy

B. ONE-STOP COMMITTEE

a. Meeting of June 15, 2021

**Macomb/St. Clair Workforce Development Board
June 24, 2021**

- i. Recommendation to Approve Service Provider Proposals
 1. Cleaning and Custodial Service
- ii. Recommendation to Approve Acceptance of Wagner-Peyser Allocations and Plans
- iii. Recommendation to Approve Reemployment Services and Eligibility Assessment (RESEA) Program Plan
- iv. Recommendation to Approve Acceptance of PY 2021 Senior Community Services Employment Program (SCSEP) Funding
- v. Recommendation to Approve Acceptance of PY 2021 WIOA Youth, Dislocated Worker and Adult Funding

The board discussed consent agenda format. Members are encouraged to review packet information before scheduled board meeting and respond if there are items, they request to be pulled out of the consent agenda for further discussion. Executive Director Justin Al-Igoe mentioned the Open Meetings Act informing members of the in-person attendance requirement for voting purposes. However, our bylaws do allow call in option. Request to review current bylaws regarding possible alternate members be approved, attendance requirements, and virtual options be available for those unable to attend in person. These will be reviewed and revised if necessary and brought to the next board meeting for approval.

TANISE HILL MOVED TO APPROVE THE CONSENT AGENDA, SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.

6. Items for Board Approval

A. Customer Relationship Management Grant Acceptance and Budget Approval

Mr. Al-Igoe explained the Customer Relationship Management grant is received every year and was not available at the time the administrative committee commenced. Macomb/St. Clair received \$4,677 for PY21 and will be utilized with information technology for Salesforce software.

WILLIAM PETERSON MOVED TO APPROVE PY 2021 CUSTOMER RELATIONSHIP MANAGEMENT GRANT AND BUDGET APPROVAL, SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.

B. Capacity Building and Professional Development Grant Acceptance and Budget Approval

Mr. Al-Igoe explained the Capacity Building and Professional Development grant is received every year and was not available at the time the administrative committee commenced. Macomb/St. Clair received \$81,8656 for PY21 and is utilized to pay for Michigan Works! Association dues.

JAMES SAYWER MOVED TO APPROVE PY 2021 CAPCITY BUILDING AND PROFESSIONAL DEVELOPMENT GRANT AND BUDGET APPROVAL, SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

7. Report on Projects with St. Clair County Economic Development Agency- Dan Casey

Mr. Casey provided detailed information of several projects that have been completed or currently being worked on in St. Clair County.

8. Other Business

There was no other business reported.

9. Executive Director's Report

The board was informed that previous Executive Director John H. Bierbusse was awarded the Champions of Workforce award.

**Macomb/St. Clair Workforce Development Board
June 24, 2021**

10. Hearing of the Public

There were no comments from the public.

11. Scheduling of Next Meeting

The next general meeting is tentatively scheduled for 3:00 pm, Thursday, August 26, 2021, at the Clinton Township office. Members will be notified, and packets will be sent electronically moving forward.

12. Adjournment

TANISE HILL MOVED TO ADJOURN; SUPPORT BY CHARLES SHAW. MOTION CARRIED. The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Christina Seibert

Christina Seibert,
Recording Secretary