

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

January 24, 2019

The Macomb/St. Clair Workforce Development Board met at 3:00 p.m. Thursday, January 24, 2019 at Clinton Township Michigan Works Career Center with the following members present:

(☑ denotes private sector):

**AT ROLL CALL:**

- |                   |                 |
|-------------------|-----------------|
| ✓ Patricia Anger  | ✓ Peter Keating |
| ✓ Karen Arondoski | ✓ Mike Kramer   |
| Dan Casey         | Monika Leasure  |
| ✓ Hannah Costello | Valerie Nunn    |
| Jason Dahl        | Jim Peltier     |
| ✓ Ann Forster     | Bill Peterson   |
| ✓ Jennifer Gavin  | ✓ Sam Serra     |
| Lee Graham        | ✓ Charles Shaw  |
| ✓ Lindsey Hoover  | Erin Smith      |
| Christol James    | Maria Zardis    |

**ARRIVED AFTER ROLL CALL**

- ✓ Sharise Eckenrode

**MEMBERS ABSENT:**

- |                   |               |
|-------------------|---------------|
| April Fidler      | ✓ Joe Keppler |
| Tanise Hill       | Jim Sawyer    |
| ✓ Carter Hitesman |               |

**OTHERS PRESENT:**

John Bierbusse, Executive Director  
Thomas Heuerman, 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 19 members present (10 private sector).

**3. Approval of Previous Minutes**

**WILLIAM PETERSON MOVED TO APPROVE THE DECEMBER 13, 2018 MINUTES AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

**4. Chairperson's Report**

The Chairman had nothing to report

*Eckenrode arrived*

**5. Standing Committee Reports**

**A. ONE-STOP COMMITTEE**

**1. Meeting of January 15, 2019**

**a. Recommendation to Approve Request of Funds through the Trade & Economic Transition Dislocated Worker Grant**

Mr. Bierbusse gave the One-Stop Committee report. He relayed to the Board that the State has identified \$2.8 million in WIOA NEG/DW funds to provide training and career services to dislocated workers who have lost employment in the retail or financial services industry. Each MWA was asked to submit a plan to the State requesting funds and stating how these funds would be utilized. In January 2020, the MWAs will have the opportunity to request additional funding if needed.

Macomb/St. Clair is requesting \$150,000 to transition approximately 40 participants into demand occupations through work-based training such as on-the-job training, pre-apprenticeships or registered apprenticeships in combination with short-term, in-demand classroom training. Possible participants will be identified by searching our data base of customers who have listed their previous occupation as relating to retail or financial services. Staff will contact customers by email or phone. Outreach will also be done through social media and the agency website. Participants will have access to training and employment activities offered to all customers at our Career Centers. Mr. Bierbusse noted that this population may be hard to serve as they generally prefer to work part-time and may quickly find other employment.

**MONIKA LEASURE MOVED TO APPROVE REQUEST OF FUNDS THROUGH THE TRADE & ECONOMIC TRANSITION DISLOCATED WORKER GRANT; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve Trade Adjustment Assistance Policy Change**

The State's Michigan Talent Investment Agency (TIA) provides guidelines and requirements for the TAA Program. Mr. Bierbusse told members of the Board that since the recession has ended there is TAA funding available to increase services to TAA participants. The new policy was released in December requiring that local policies be updated to coincide with State policy.

A change in the definition of "normal commuting area" to and from work or training was changed from fifteen miles to five miles one-way. The local policy will use the new definition when determining payments for TAA participant's in training, job search, and for relocation allowances. The current rate is \$0.58 per mile.

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The TAA program pays training costs including tuition, fees, books, supplies and equipment. The new TIA policy expands allowable training related purchases to those not required but regarded as necessary or highly encouraged for a student's successful completion. The local policy requires that a request for training related materials be submitted to administration for approval. Requests must be appropriate and considered a necessary expense. Technology devices that exceed \$150 require three estimates. Payment for the lowest quote will be approved. Basic school or office supplies needed for training will be limited to \$50 at the start of each teaching unit. A one-time purchase of a backpack limited to \$60 is allowable.

The latest TIA policy has also identified additional allowable Case Management activities that are encouraged to support the TAA program. These include marketing efforts, upgrade of IT equipment, case management tools and equipment, efforts to increase employer-based training, costs associated with training staff on the TAA program, and business services activities that contribute to the employment of TAA participants. Mr. Bierbusse reminded members that there are two TAA budgets, Program Activities and Case Management. He said that with the expanded allowable case management costs, Macomb/St. Clair will now be able to allocate some of the cost of business case managers to assist in outreach to employees.

**LEE GRAHAM MOVED TO APPROVE THE TRADE ADJUSTMENT ASSISTANCE POLICY CHANGE;  
SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

**c. Informational Items**

**i. One-Stop Operator Report**

A progress report was given to Board members on the Strategic Process Review that was conducted by the One-Stop Operator. Service provider staff, supervisors and directors were interviewed with the goal of identifying best practices to improve the coordination of services between centers. Sixty-six interviews have been completed. A final report will be brought to the February One-Stop committee meeting.

A series of focus group sessions to gather input from customers on the level of satisfaction with services received is being planned. To encourage an open discussion, Michigan Works staff would not be present. Each session would include 10-15 customers who have completed training and have been exited from the program. Sessions would be approximately 60-90 minutes in length with light refreshments served. It is suggested that participants receive an incentive such as a Meijer gift card as a "thank you" to maximize participation. Focus groups will be held at various times of the day or evening and on weekends to accommodate customer's schedules. Discussion is continuing on the best way to conduct the focus groups.

**ii. Report on Going Pro Approved Projects for Macomb & St. Clair**

An update on the status of Going Pro applications in Macomb and St. Clair Counties was provided to the Board. Mr. Bierbusse said that 59 applications were submitted. Thirty-two applications were approved for funding for a total of \$1,342,669. Two companies who were awarded funding were located outside of the Macomb/St. Clair service area and were referred to their local MWA for monitoring purposes. These dollars will train 832 incumbent workers and put 35 workers into USDOL registered apprenticeships.

Mr. Bierbusse feels the state needs to take a look at how applications are scored and how funding is distributed. The largest awards went to western Michigan which received \$9.5 million with SEMCA in western Wayne and Monroe counties receiving the 2<sup>nd</sup> largest amount of \$2.4 million. Mr. Bierbusse stated that our labor force is twice as large as western Michigan however Macomb/St. Clair received 33% less funding.

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**iii. Plant Closure Report**

Macomb-St. Clair received notification in early December of the layoff of 68 employees from RCO Engineering in Warren. These CAD designers and engineers were contract workers at the GM Tech Center. Because the actual layoff date was November 30, 2018, there was no opportunity for Michigan Works! and representatives of Unemployment Insurance Agency to meet with workers regarding reemployment and unemployment benefits. RCO's human resource manager has agreed to provide a list of workers who will be contacted and offered dislocated worker services. They will be made aware of other companies in the area that are interested in hiring workers.

**B. ADMINISTRATIVE COMMITTEE**

**1. Meeting of December 6, 2018**

**a. Recommendation to Modify FY 2019 PATH Temporary Assistance to Needy Families (TANF) Budget**

The modification to this budget shows an actual carry-in from 2018 of \$459,091 bringing the total available to \$5,201,465. Bill Peterson told the Board that the additional carry-in dollars will be budgeted for office supplies to be used in the new workshops, PATH Projects which funds the PATH service provider contracts, transportation allowance for participants and the shared cost of operating the Michigan Works Career Centers. This budget totals \$4,557,265.

**MONIKA LEASURE MOVED TO MODIFY THE FY 2019 PATH TANF BUDGET; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve FY 2019 Going Pro (formerly Skilled Trades Training Fund) Budget**

Macomb/St. Clair has received \$1.5 million in funding from the State of Michigan for Going Pro (formerly Skilled Trades Training Fund) for thirty-two companies who were awarded up to \$1,500 per incumbent worker or new hire to subsidize the cost of training in a credentialed program or up to \$3,000 for an employee entering an apprenticeship program. Administrative costs of up to 7% may be used to manage the contracts. All remaining funds will be used for classroom training. This budget totals \$1,438,219.

**DAN CASEY MOVED TO APPROVE FY 2019 Going PRO BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

**c. Recommendation to Approve FY 2019 WIOA Trade and Economic Transition Dislocated Worker Budget**

Mr. Peterson informed members that the State applied for and received \$2.8 million in dislocated worker funds to address the needs of individuals who have lost employment in the retail or financial services industry. Macomb/St. Clair has requested \$150,000 to train approximately 40 people in other high-demand occupations. This budget totals \$135,000.

**LEE GRAHAM MOVED TO APPROVE FY 2019 WIO TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

**d. Informational Items**

**i. PY 2018 WIOA Performance Report**

The WIOA Performance report measures outcomes for adults, dislocated workers, youth and Wagner-Peyser in four areas:

- 1) Employment Rate 2<sup>nd</sup> Quarter after exit;

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- 2) Employment Rate 4<sup>th</sup> Quarter after exit;
- 3) Median Earnings 2<sup>nd</sup> Quarter after exit;
- 4) Credential Attainment within 4 Quarters after exit.

Three charts were reviewed by the Board. The first chart shows the goals negotiated between the State and Macomb/St. Clair for PY 2018 and 2019.

The chart of actual performance for PY 2018 shows that Macomb/St. Clair did very well in meeting or surpassing goals with the exception of Youth Credential Attainment within 4 Quarters after exit. The actual performance of 33.56% was below the goal of 70.1%. The state has since concluded that because of a malfunction in the system that number was reported incorrectly and is working to correct the problem.

The last chart shows actual performance divided by performance goals. This chart shows that Macomb/St. Clair is surpassing goals by accomplishing two things. Each row and each column must average at least 90% of the goal and each individual measure must be at least 50% of the goal. The Youth credential attainment within 4 quarters after exit at 47.8% will go up once the state corrects the glitch in the system.

### **ii. Talent Investment Agency (TIA) On-Site Monitoring**

In October 2018 the State conducted an on-site monitoring review and found that the Macomb/St. Clair equipment inventory listing was incomplete and did not include the minimum requirements for all the inventory items. The required action stated that Macomb/St. Clair "shall update its equipment inventory listing to include all required information and provide a copy to the Talent Investment Agency (TIA) for review". The written response provided to the TIA included a sample individual inventory page which included all required information. On December 20, 2018 a letter was received stating that the corrective action response had been reviewed and the outstanding finding was resolved.

During State monitoring of Southeast Michigan Community Alliance (SEMCA) Michigan Works Agency, Employment and Training Designs, Inc. (ETDI) was monitored as a service provider for that MWA. ETDI is also a service provider for Macomb/St. Clair. The review of employee earnings for Calendar Year 2017 concluded that the salary and bonus for the EDTI President was approximately \$60,000 in excess of the Federal Executive Level II limitations. This amount must be recovered by the two MWAs. The amount Macomb/St. Clair must recover and return to the state is \$5,837.50. ETDI has been notified and both MWAs are currently in the process of recovering the funds. Macomb/St. Clair must respond to the Department of Talent and Economic Development by February 3, 2019 with documentation of ETDI's repayment.

### **iii. Report on America's Promise Grant**

America's Promise Grant is a regional grant administered by Southeast Michigan Community Alliance (SEMCA) for six MWAs including Macomb/St. Clair. This program is designed to help underemployed and unemployed workers gain skills and jobs in automation and robotics in Southeast Michigan. 2019 begins the third year of the grant. Members of the Board were provided a chart showing outcomes for Macomb/St. Clair. Underemployed and unemployed are the target population. Macomb/St. Clair has received a waiver for robotics training because there was no employer who required robotics training for their incumbent workers. Macomb/St. Clair has served 145 participants as of January 2019. Out of that number 144 participants have enrolled in training activities at Macomb Community College, 118 have completed training with a credential and 120 have secured employment. Macomb/St. Clair has trained 30 participants beyond the goal of 115 ensuring that the amount allocated to our MWA will be spent. However, because other areas of the state will likely not use all of their funding, those dollars may be redistributed. Macomb/St. Clair would likely receive some of those dollars.

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**6. Executive Director's Report**

Mr. Bierbusse spoke to the Board regarding continued difficulties by customers and staff since the launch of MILogin by UIA in November when job seekers were required to create a new log-in for the Michigan Web Account Manager (MIWAM) and the Pure Michigan Talent Connect (PMTTC). From the beginning, customers experienced difficulty accessing the system which impacted their ability to file a UI claim, register for work or look for work on the PMTC. Staff found themselves spending a majority of their time helping customer's work through the log-in process. MWA Directors have been working with the state to make MILog-in more user friendly.

**7. Other Business**

Mr. Peterson informed the Board that the Governor's Talent Investment Board, of which he is a member, has been renamed the Michigan Future Talent Council (MFTC).

Lee Graham passed out flyers with information on the 2019 Construction Career Days being held at the Operating Engineers 324 Construction Career Center in Howell on May 1-2, 2019.

**8. Hearing of the Public**

There were no comments from the public

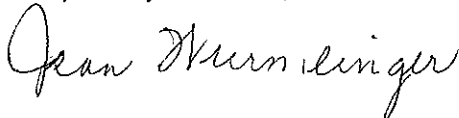
**9. Scheduling of Next Meeting**

The next general meeting is scheduled for **3:00 pm, Thursday, February 28, 2019**. Members will be notified.

**10. Adjournment**

**WILLIAM PETERSON MOVED TO ADJOURN; SUPPORT BY LEE GRAHAM. MOTION CARRIED.** The meeting adjourned at 3:55 p.m.

Respectfully submitted,



Jean Wurmlinger,  
Recording Secretary