

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

December 7, 2017

The Macomb/St. Clair Workforce Development Board met Thursday, December 7, 2017 at Sajo's Restaurant with the following members present:

(☑ denotes private sector):

AT ROLL CALL:

- | | |
|---------------------|----------------|
| Deborah Bouts | ✓ Joe Keppler |
| Dan Casey | ✓ Mike Kramer |
| ✓ Hannah Costello | Monika Leasure |
| Jason Dahl | ✓ Mary Matuja |
| ✓ Ann Forster | Valerie Nunn |
| ✓ Sharise Gavlinski | Bill Peterson |
| Tanise Hill | Jim Sawyer |
| ✓ Carter Hitesman | ✓ Charles Shaw |
| ✓ Lindsey Hoover | Erin Smith |
| ✓ Peter Keating | |

AFTER ROLL CALL:

- ✓ Danielle Reeves

MEMBERS ABSENT:

- | | |
|-------------------|--------------|
| ✓ Patricia Anger | Lee Graham |
| ✓ Karen Arondoski | Mike Moran |
| April Fidler | Maria Zardis |
| ✓ Jennifer Gavin | |

OTHERS PRESENT:

- | | |
|------------------------------------|---------------------|
| John Bierbusse, Executive Director | Bernice Kerner |
| Cheryl Braxton, MDOC | Colin Miller |
| Bob Apczynski | Aydi Naisan |
| Daryl Bukowiecki | Susan Paternoster |
| Terri Davis | Julie Reilly |
| Salli Dawson | Stacy Schuller |
| Beth Diehl | Christina Seibert |
| Allan Eisenhauer | Deborah Szatkiewski |
| Jordan Geml | Dennis Suszynski |
| Kristie Kabacinski | Martha Waroway |
| Paula Keena | Jean Wurmlinger |
| Penny Kelly | |

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1. Call to Order

Chairperson Costello called the meeting to order at 6:00 p.m.

2. Roll Call

Roll call was taken with 19 members present, 10 private sector.

3. Approval of Previous Minutes

MARY MATUJA MOVED TO APPROVE THE MINUTES OF OCTOBER 26, 2017 AS PRESENTED; SUPPORT BY DEBORAH BOUTS. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

After wishing members of the Board of Directors and WDB staff a Merry Christmas and Happy Holidays, Chairperson Costello read a letter sent to County Executive Mark Hackel from Wanda Stokes, Director of the State's Talent Investment Agency. The letter was official notification that the Macomb/St. Clair Workforce Development Board membership has been recertified and is in compliance with the State of Michigan Talent Investment Agency for Calendar Years 2018 and 2019.

6. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of November 21, 2017

a. Recommendation to Approve WIOA Policy - Priority of Service to Low Income

Tanise Hill, committee chair, explained to the board that WIOA legislation mandates that a priority of service criteria be part of our local delivery system. Macomb/St. Clair has established that eligible customers include individuals who meet the definition of low-income as defined in WIOA. Income guidelines for adult eligibility have been re-defined in this policy. To be eligible, a total family income for a six-month period cannot exceed the higher of the poverty line or 70% of the Lower Living Standard Income Level. Also included are individuals who meet the definition of basic skills deficient as defined in Macomb/St. Clair's local policy and veterans and their eligible spouses.

Career Planners will use this policy in determining eligibility under WIOA for individualized career services and training services.

MONIKA LEASURE MOVED TO APPROVE WIOA POLICY - PRIORITY OF SERVICE TO LOW INCOME; SUPPORT BY DEBORAH BOUTS. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve WIOA Policy - Definition of Self-Sufficiency

Michigan Works! agencies are required to define a local self-sufficiency policy. The recommendation by Macomb/St. Clair states that self-sufficiency is the amount of income required for working families to meet basic needs without having to rely on public or private assistance. Macomb/St. Clair does not state a specific wage which will lead to self-sufficiency but career planners will help customers define self-sufficiency for their individual family. Tools are available for career planners to use with customers to help them choose training on a career path that will pay adequate wages to meet self-sufficiency.

DEBORAH BOUTS MOVED TO APPROVE WIOA POLICY - DEFINITION OF SELF-SUFFICIENCY; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve WIOA Policy - Definition of Basic Skills Deficient

Macomb/St. Clair's local definition of basic skills deficient includes any individual who:

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- reads, writes, or speaks English at a grade level of 8.9 or below
- is an English language learner who has limited ability in speaking, reading, writing, or understanding the English language, and whose native language is other than English.
- is enrolled in classes for English language acquisition.
- is referred to Michigan Works as an individual who participated in Adult Education to attain English language skills, adult basic education, high school completion or high school equivalency instruction.
- self identifies as a non-reader or non-writer of the English language, or
- lacks a high school diploma or equivalency and is not enrolled in secondary education.

The career planner will follow the guidelines of this policy to identify individuals who are basic skills deficient for the purpose of providing service based on priority.

WILLIAM PETERSON MOVED TO APPROVE WIOA POLICY - DEFINITION OF BASIC SKILLS DEFICIENT; SUPPORT BY MARY MATUJA. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Approve FY 18 PATH Refugee Plan

Since 2012 MWAs have been directed to provide Case Management and Job Search/Job Placement services to refugees in the PATH program. Members were given a synopsis of the PATH Refugee Plan which is submitted to the State's Talent Investment Agency for approval each year. Macomb/St. Clair receives an allocation to provide these services for the refugee population in Macomb County and contracts with Samaritas for case management services.

ERIN SMITH MOVED TO APPROVE FY 18 PATH REFUGEE PLAN; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve WIOA Policy – Selective Service Requirement

This policy provides guidance to staff on who must be registered and how to handle customers who are not registered for the Selective Service. All males between the ages of 18 - 26 must be registered to be eligible for services. If a male applicant is 26 or older and has not registered, the career planner must take the appropriate steps to show that their failure to register was not knowing and willful.

Career planners will collect the appropriate documentation to prove Selective Service Registration

DEBORAH BOUTS MOVED TO APPROVE WIOA POLICY – SELECTIVE SERVICE REQUIREMENT; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Approve the FY 18 TAA Plan

The Trade Adjustment Assistance (TAA) is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The Trade Adjustment Assistance Plan Narrative was presented to the Board for review. It is submitted to the state for approval each year.

DAN CASEY MOVED TO APPROVE FY 18 TAA PLAN; SUPPORT BY SHARISE GAVLINSKI. MOTION CARRIED UNANIMOUSLY.

g. Informational Items

i. Plant Closures

Essex Brass Corporation located in Warren is a manufacturer of brass items used by plumbing and industrial

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distributors. The company was unsuccessful in finding a buyer after the death of the owner three years ago. A presentation of reemployment services was conducted by a Michigan Works Career Planner and a representative from Unemployment Insurance Agency on November 8, 2017 for the seven workers affected including the president, sales staff, facility manager, purchaser and scheduler.

The St. Clair Shores KMART is scheduled for closure beginning in early January impacting 18 full-time workers and 109 part-time employees. A worker orientation was held on November 8, 2017 with a Michigan Works! Career Planner to discuss reemployment services and a representative from the Unemployment Insurance Agency with information regarding unemployment insurance benefits.

ii. Telling Our Story

The Board received a copy of the September/October issue of *Telling Our Story* a monthly newsletter which highlights achievements of Michigan Works customers. The stories are submitted by staff from each of our five service centers.

B. ADMINISTRATIVE COMMITTEE

1. Meeting of November 30, 2017

a. Recommendation to Modify PY 2017 WIOA Youth Budget

Carry-in to PY 2018 was reduced by \$102,000 with \$100,000 transferred into classroom training for Out-of-School Youth and \$2,000 added to a new line item for customer outreach. The modified budget totals \$2,605,877.

**MARY MATUJA MOVED TO MODIFY PY 2017 WIOA YOUTH BUDGET; SUPPORT BY CHARLES SHAW.
MOTION CARRIED UNANIMOUSLY.**

b. Recommendation to Modify PY 2017 WIOA Dislocated Worker Budget

Actual carry-in from PY 2016 was increased to \$711,849. These dollars are being used to provide additional classroom training for dislocated workers and \$300,000 is being transferred into the Adult program budget for classroom training. This revised budget totals \$1,945,204.

**MARY MATUJA MOVED TO MODIFY PY 2017 WIOA DISLOCATED WORKER BUDGET; SUPPORT BY
MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.**

c. Recommendation to Modify PY 2017 WIOA Adult Budget

With the transfer of \$300,000 from the WIOA Dislocated Worker budget and the \$200,000 reduction of carry-in to PY 2018, \$500,000 is being moved into adult classroom training. This budget totals \$4,252,264.

**MARY MATUJA MOVED TO MODIFY PY 2017 WIOA ADULT BUDGET; SUPPORT BY MONIKA
LEASURE. MOTION CARRIED UNANIMOUSLY.**

d. Recommendation to Modify PY 2017 Wagner-Peyser-Employment Service Budget

Additional RESEA funding was received at the end of last year bringing the actual carry-in from PY 2016 to \$292,069. The extra funds will be added to the Employment Service Provider and participant assessment line items. The One-Stop operator who was hired to manage the Michigan Works System will receive \$17,600.

Costs for the One-Stop Operator will be distributed among all WIOA programs. This budget modification totals \$1,063,181.

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CHARLES SHAW MOVED TO MODIFY PY 2017 WAGNER-PEYSER BUDGET; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

Reeves arrived

e. Recommendation to Modify PY 2017 SCSEP Budget

This Grant will begin paying expenses for the support of facilities by re-distributing \$7,350 from the Michigan Works Service Center contract to new line items; leased space, utilities, janitorial, capital expense, information technology and the One-Stop Operator. The budget will remain at \$646,000.

MARY MATUJA MOVED TO MODIFY PY 2017 SCSEP BUDGET; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Modify PY 2017 Michigan Works Service Center Support Budget

In addition to an allocation received from the state, WIOA programs contribute to the Michigan Works Service Center Support budget. The contributions from dislocated worker, adult, and youth programs will be increased to budget funds for the One-Stop Operator and meeting expenses. This budget is revised to total \$512,500.

CHARLES SHAW MOVED TO MODIFY PY 2017 MICHIGAN WORKS SERVICE CENTER SUPPORT BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Approve FY 2018 PATH Refugee Services Budget

The PATH Refugee Services program received \$179,200 in allocation for FY 2018, a decrease from FY 2017. Referral of refugees by the Department of Health and Human Services to the PATH program has dwindled with fewer refugees entering the country. This funding will support the service provider delivering PATH case management services to the refugee population and totals \$157,696.

MARY MATUJA MOVED TO APPROVE FY 2018 PATH REFUGEE SERVICES BUDGET; SUPPORT BY SHARISE GAVLINSKI. MOTION CARRIED UNANIMOUSLY.

h. Recommendation to Modify FY 2018 PATH TANF Budget

Actual carry-in from FY 2017 was adjusted upward to \$558,934. These additional monies will be used to support the One-Stop Operator and increase funding to the Michigan Works Service Center Contract. The revised budget totals \$4,727,143.

MARY MATUJA MOVED TO MODIFY FY 2018 PATH TANF BUDGET; SUPPORT BY SHARISE GAVLINSKI. MOTION CARRIED UNANIMOUSLY.

i. Recommendation to Modify FY 2018 Offender Success Budget

This grant is performance based with two key performance measures; job placement/job retention rate and recidivism rate. If these measures are not met, we may be required to pay back a portion of the grant. Therefore, money has been re-distributed from the Administrative Cost Pool to provide additional case management services, data management and to support the One-Stop Operator. The majority of this grant is budgeted for short term housing. A member questioned the length of time that parolees are placed in short term housing. Paula Keena, Offender Success Community Coordinator, responded that 60-90 days is typical for short-term housing. This modified budget totals \$1,428,159

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MARY MATUJA MOVED TO MODIFY FY 2018 OFFENDER SUCCESS BUDGET; SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.

j. Recommendation to Modify FY 2018 DOD-OEA Budget

This budget modification reduces the amount paid to the Michigan Works Service Center by \$4,800 transferring that amount to support the One-Stop Operator. The budget remains at \$260,471.

MARY MATUJA MOVED TO MODIFY FY 2018 DOD-OEA BUDGET; SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.

k. Informational Items

i. Performance Reports

Committee Chair Bill Peterson shared the PY 2016-2017 WIOA Performance report with the board explaining that the first chart shows goals negotiated between Macomb/St Clair and the state. WIOA legislation includes four performance measures including employment rate at the 2nd and 4th quarters after exit, median earnings at the 2nd quarter and credential attainment within four quarters after exit.

The second chart shows actual performance to date for employment rate, 2nd quarter after exit and median earnings, 2nd quarter after exit. Fourth quarter data is not available. Data shows that actual outcomes surpass the stated goals. Ms. Kerner pointed out that customers in adult or dislocated worker training programs had a higher median income than customers who did not go into training.

The third chart measures actual performance against our goals. Ms. Kerner explained that in order to meet our performance goals we must accomplish 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.

To date all goals have been exceeded where data is available.

7. Introduction of New Board Member

Chair Costello introduced Danielle Reeves as our newest member of the M/SC Board of Directors. Danielle is a Human Resources Advisor at Axalta Coating Systems located at the Mt. Clemens manufacturing facility. As a key resource for hundreds of employees, she is involved in strategic planning, recruiting and placement to a wide range of positions. With 10 years of Human Resources experience she attends Wayne State University majoring in employment and labor relations. Danielle has a passion for strategic planning and helping others. In her spare time, she enjoys spending time with her family and planning social events.

8. Executive Director's Report

Mr. Bierbusse reported on the Skilled Trades Training Fund (STTF) awards for FY 2018. He was pleased to announce that twenty-four businesses in Macomb and St. Clair Counties will receive awards totaling \$1,271,367 to train their workers. He provided members with a list of awardees for each county.

Workforce Development Board staff who were in attendance were introduced by Mr. Bierbusse. He thanked them for the work they do throughout the year.

The highlight of the evening was a tribute from the Executive Director to Mary Matuja who is retiring from the board after serving faithfully for 34 years, 1984 through 2017. Mrs. Matuja has held officer positions as well as

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serving on the Administrative Committee. Mr. Bierbusse noted that she has served with a total of 387 board members during her tenure. A video presentation was shown highlighting Mary's years on the Board.

9. Other Business

There was no other business

10. Hearing of the Public

There were no comments from the public.

11. Scheduling of Next Meeting

The next general meeting is scheduled for 6:00 pm, January 25, 2017. Members will be notified.

12. Adjournment

The meeting adjourned at 6:45 p.m.

Respectfully submitted,



Jean Wurlinger,
Recording Secretary