

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

January 26, 2017

The Macomb/St. Clair Workforce Development Board met Thursday, January 26, 2017 at the Clinton Township Michigan Works Service Center with the following members present (☑ denotes private sector):

AT ROLL CALL:

- | | |
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| ✓ Karen Arondoski | ✓ Mike Kramer |
| Deborah Bouts | Monika Leasure |
| Dan Casey | Rick Niedieck |
| ✓ Hannah Costello | Valerie Nunn |
| ✓ Ann Forster | Bill Peterson |
| ✓ Carter Hitesman | ✓ Charles Shaw |
| ✓ Hoover, Lindsey | Erin Smith |
| ✓ Peter Keating | |

MEMBERS ABSENT:

- | | |
|---------------------|---------------|
| ✓ Patricia Anger | Tanise Hill |
| April Fidler | ✓ Joe Keppler |
| ✓ Sharise Gavlinski | ✓ Mary Matuja |
| ✓ Patti Gendernalik | Mike Moran |
| ✓ Carl Gervason | Gary Polulak |
| ✓ Virginia Gronley | Jim Sawyer |

OTHERS PRESENT:

John Bierbusse
Thomas Heuerman, BSBP
Gwen McNeal, BSBP

Sharon Moffett-Massey, TIA Exec Office
Elizabeth White, BSBP

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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. There was no Quorum. Approval of the minutes and committee recommendations requiring a vote of the Board were tabled.

3. Chairperson's Report

Chairperson Costello introduced new Board member Lindsey Hoover. Lindsey is the Director of Human Resources for Benson's Medical Equipment and Supplies and will represent the private sector in the medical field on our Board. Lindsey received a warm welcome from members.

4. Administrative Committee Report – January 12, 2017

a. Informational Items

i. Michigan Talent Investment Agency 2016 Cycle III On-Site Review

Charles Shaw reporting on the Administrative Committee reviewed with the Board the 2016 Cycle III On-Site Review which was conducted November 14-17, 2016. Topics of the review included cash management and program income, complaints and grievances, equipment management, procurement and contract administration, as well as service provider and worksite monitoring. The report identified one finding; Macomb/St. Clair did not verify that a contractor for leased office space was not suspended or debarred by the Federal government prior to entering into that contractual agreement. The required debarment documentation must be maintained for future review. There was no written response required.

There were three administrative recommendations which were not compliance issues but areas the agency may want to consider to improve its procedures.

ii. Stewart, Beauvais & Whipple, P.C. Tier I Financial Monitoring Reports

The accounting firm of Stewart, Beauvais & Whipple was hired to monitor all contracts of M/SCWDB to ensure that the agency is in compliance with State and Federal guidelines. The Board was provided with a draft copy of Tier I monitoring to review (contracts beginning July 1). No fiscal issues were noted in the reports but it was recommended that each organization review the requirements of the new Uniform Guidance to make sure they are in compliance with new requirements that go into effect July 1, 2017.

Hitesman and Forster arrived achieving a Quorum. Charles Shaw continued with the Administrative Committee report introducing recommendations to be voted on by the Board.

b. Recommendation to Approve Fiscal Year 2017 Budget

i. PATH Refugee Budget

Macomb/St. Clair receives an allocation each year to provide case management and job search/job placement activities for the Macomb County refugee population who are referred to the PATH program by DHHS. These contracted services are provided by Samaritas (formerly Lutheran Social Services of Michigan). Statewide \$650,000 was made available. Approximately 30% of the state's refugee population resides in Macomb County. Macomb/St. Clair received an allocation of \$193,124. The budget totals \$169,950.

MONIKA LEASURE MOVED TO APPROVE THE PATH REFUGEE BUDGET AS PRESENTED; SUPPORT BY BILL PETERSON. MOTION CARRIED UNANIMOUSLY.

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- c. Recommendation to Modify Fiscal Year 2017 Budgets
 - i. Trade Adjustment Assistance – Program Activity Budget

When the FY 2017 TAA Program Activities allocation was initially received, the budget information summary incorrectly listed administrative costs twice. To correct this, each MWA was additionally awarded the amount of their administrative cost thereby increasing Macomb/St. Clair's allocation by \$32,831. The additional monies will be used for classroom training and job search activities. The modified budget totals \$656,630.

MONIKA LEASURE MOVED TO APPROVE THE TAA PROGRAM ACTIVITY BUDGET AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

- ii. RESEA Work-Based Training for Special Populations Budget

The RESEA program provides work-based training to unemployed customers who are unlikely to return to work before exhausting their unemployment benefits. Returning citizens and PATH customers may also be referred to this program with the goal of gaining employment. RESEA is funded by the UIA from fees collected for Penalty and Interest. Additional funds in the amount of \$74,201 were received and will be used for on-the-job training activities. There is a cap of \$4,500 per person for training under this program. This budget modification totals \$154,865

BILL PETERSON MOVED TO APPROVE THE RESEA WORK-BASED TRAINING BUDGET AS PRESENTED; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

5. Approval of Previous Minutes

CHARLES SHAW MOVED TO APPROVE THE MINUTES OF DECEMBER 8, 2016 AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

6. One-Stop Committee – January 17, 2017

- a. Recommendation to Approve FY 2017 Partnership, Accountability, Training, Hope (PATH) Refugee Plan

Macomb/St. Clair receives a separate PATH refugee allocation to provide Case Management and Job Search/Job Placement activities to the refugee population in Macomb County. The MWA contracts with Samaritas while DHHS provides support services through a separate contract awarded by the state. Funding for the PATH Refugee program consists of Federal Temporary Assistance for Needy Families (TANF) funds and State General Fund/General Purpose (GF/GP) funds.

PETER KEATING MOVED TO APPROVE THE PATH REFUGEE PLAN AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

- b. Recommendation to Approve the Michigan One-Stop System Memorandum of Understanding Between the Talent Investment Agency/Unemployment Insurance Agency and the Talent Investment Agency/Workforce Development Agency and the Workforce Development Boards

This Memorandum of Understanding is an agreement between the Talent Investment Agency, Unemployment Insurance Agency, Workforce Development Agency and Workforce Development Boards to establish the terms and conditions between the agencies to ensure effective delivery of workforce services. Included in this year's agreement is a requirement that customers show a piece of state issued identification when registering for employment to satisfy the work search requirement to qualify for unemployment insurance. If no

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identification is provided, the service center will notify UIA that this person is without proper identification. There was discussion as to the reasoning behind this requirement.

MONIKA LEASURE MOVED TO APPROVE THE ONE-STOP SYSTEM MOU AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Modify Region 6 Talent District Career Council (TDCC) Strategic Plan

The Region 6 TDCC which includes GST Michigan Works! and Macomb/St. Clair Michigan Works! is requesting a modification to the career clusters initially identified in the Strategic Plan. Because employers in Region 6 have identified the need for qualified teachers in that area, Education and Training will replace Transportation, Distribution and Logistics (TDL). Discussion followed. Board member Dan Casey from the EDA of St. Clair County noted that truck driving is always high on the demand occupation list in the Region 6 area. Mr. Bierbusse explained that if an occupational cluster is identified in any other part of the state, it is an eligible CTE program of study anywhere in the state. TDL is included in several occupational clusters in regions across the state and therefore can be an approved CTE program in Region 6.

d. Informational Items

i. Request for Proposal for Michigan Works! Service Center Lease

Rick Niedieck, Committee Chair, informed the Board that the lease on the Warren Michigan Works service center is set to expire on June 30, 2017. A Request for Proposal (RFP) will be released seeking space with a minimum of 6,000 square feet and a maximum of 6,500 square feet to lease within the cities of Warren or Center Line. Responses to the RFP will be due by March 3, 2017 with the new lease set to begin on July 1, 2017.

ii. Layoffs/Plant Closures

Mr. Niedieck also reported on the February 28, 2017 planned closure of Burtek Enterprises, Inc., a defense contractor located in Chesterfield Township which produces components for the aerospace and defense industries. The permanent closure will eliminate employment for 30 salaried and 78 hourly workers. Positions include welders, machinists, electrical and mechanical assemblers. Severance pay based on seniority and limited retention packages for vital positions are available for workers who stay through the closure.

Burtek has worked very closely with Michigan Works to help their employees find new employment. Michigan Works staff from the Department of Defense Career Transition Center met with the employees prior to a company scheduled job fair to provide assistance with résumés, interviews, and job fair prep. Macomb County Planning and Economic Development in conjunction with local employers held job fairs on January 19th and 20th to accommodate another group of employers.

Sears Holdings announced an additional round of closures for ten Kmart stores in Michigan including the Frazho Road location in Roseville. A late March 2017 closing date is expected. The Talent Investment Agency is coordinating an MWA response.

iii. Telling Our Story

The most recent issue of "Telling Our Story" was shared with members of the Board. This edition celebrates the achievements of six customers as submitted by case managers from the five Michigan Works service centers. The Board is encouraged to read the entire newsletter.

iv. Service Center Activity Report

Charts measuring service center activity were provided for the Board to view. The number of customers seeking services in both Macomb and St. Clair Counties have consistently dropped since 2009-2010. The

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chart showing total service center traffic (including duplicate visits by customers) during 2016 reports that 118,111 customers entered our service centers, approximately 10,000 per month. Clinton Twp. and Roseville see the highest number of visitors followed by Warren, Port Huron and Mt. Clemens.

7. Executive Director's Report

Mr. Bierbusse introduced Sharon Moffett-Massey from the TIA Executive Office. As part of her new responsibilities, Ms. Moffett-Massey will be attending WDB meetings in an effort to work collaboratively with Workforce Boards across the state.

8. Other Business

There was no other business.

9. Hearing of the Public

Elizabeth White, Gwen McNeal and Thomas Heuerman from Bureau of Services for Blind Persons introduced themselves.

10. Scheduling of Next Meeting

The next general meeting is scheduled for February 23, 2017. Members will be notified.

11. Adjournment

DEBORAH BOUTS MOVED TO ADJOURN; SUPPORT BY CHARLES SHAW. MOTION CARRIED. The meeting adjourned at 3:55 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary