

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

June 22, 2017

The Macomb/St. Clair Workforce Development Board met Thursday, June 22, 2017 at the Voyageur Restaurant with the following members present

(☑ denotes private sector):

AT ROLL CALL:

- | | |
|---------------------|-----------------|
| ✓ Patricia Anger | ✓ Peter Keating |
| Deborah Bouts | ✓ Joe Keppler |
| Dan Casey | Monika Leasure |
| ✓ Hannah Costello | Mike Moran |
| ✓ Sharise Gavlinski | ✓ Charles Shaw |
| Lee Graham | Jim Sawyer |

AFTER ROLL CALL:

- | | |
|---------------|---------------|
| ✓ Ann Forster | ✓ Mary Matuja |
| Tanise Hill | |

QUORUM REACHED

MEMBERS ABSENT:

- | | |
|---------------------|---------------|
| ✓ Karen Arondoski | ✓ Mike Kramer |
| April Fidler | Valerie Nunn |
| ✓ Patti Gendernalik | Bill Peterson |
| ✓ Virginia Gronley | Gary Polulak |
| ✓ Carter Hitesman | Erin Smith |
| ✓ Lindsey Hoover | Maria Zardis |

OTHERS PRESENT:

John Bierbusse

Jennifer Gavin Adecco
Shannon Williams MISD

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1. Call to Order

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

2. Roll Call

Roll call was taken with 12 members present, 8 private sector. There was no quorum. Chairperson Costello opted to proceed with committee reports until a quorum was reached.

3. Chairperson's Report

Ms. Costello invited Board members to join one of four Standing Committees; Administrative, One-Stop, Individuals with Disabilities or Youth Committee. Those interested should contact the Board secretary by June 30, 2017.

4. Standing Committee Reports

A. YOUTH PROGRAM COMMITTEE

1. Meeting of June 14, 2017

a. Informational Item

i. In-School Youth (ISY) Providers

Peter Keating reported back to the Board on the Youth Committee meeting that was called to give representatives of the three In-School Youth providers; Warren Woods Public Schools, East Detroit Public Schools and Fitzgerald Schools the opportunity to speak regarding the WDB's decision to no longer fund In-School Youth programs for PY 2018. Mr. Keating recapped that PY 2017 is the final year of a three-year contract and service providers have been asked to stop new enrollments to the program. The reason for this is because of the WIOA mandate that 75% of youth funding be used for Out-of-School Youth programming and the recommended 40% cut in the Federal budget for next year. Mr. Keating also stated that if a request for proposal was released and funding was continued for PY 2018, the current providers had no guarantee that their programs would be awarded a contract. Mr. Keating reported that Mr. Bierbusse had been clear to the providers that the elimination of the In-School-Youth funding was not due to poor performance by the ISY staff. Written notes from the school's representatives were provided to the Board for review.

Forster and Matuja arrived constituting a quorum. April 27, 2017 minutes were approved and committee reports continued.

Approval of Previous Minutes

PATRICIA ANGER MOVED TO APPROVE THE MINUTES OF APRIL 27, 2017 AS PRESENTED; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

B. ADMINISTRATIVE COMMITTEE

1. Meeting of June 8, 2017

a. Recommendation to Modify PY 2016 WIOA Dislocated Worker Budget

Mary Matuja reported that the dislocated worker budget was modified to include an additional \$292,765 from the state. \$1 million will be transferred into the adult programs budget due to the greater need for training dollars for adult learners. Dislocated worker training dollars, funding to support the service centers and the Employment Service provider are reduced. This modified budget totals \$1,873,144.

DEBORAH BOUTS MOVED TO APPROVE THE PY 2016 WIOA DISLOCATED WORKER BUDGET MODIFICATION; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

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b. Recommendation to Modify PY 2016 Adult Programs Budget

The Adult Programs budget is modified to reflect the \$1million transferred from the dislocated worker budget into this budget to be used for additional classroom training. The carry-in to PY 2017 has been increased by \$500,000 due to expected budget cuts for next year. The budget now totals \$4,469,579.

**MONIKA LEASURE MOVED TO APPROVE THE PY 2016 WIOA ADULT BUDGET MODIFICATION;
SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY**

c. Recommendation to Modify PY 2016 Senior Community Service Employment Program (SCSEP) Budget

Because of fewer participants in this program, \$50,000 of the initial allocation was returned to the Office on Aging lowering the line item amount for participant wages and fringe benefits. The modified budget totals \$660,252

DEBORAH BOUTS MOVED TO APPROVE THE PY 2016 SCSEP BUDGET MODIFICATION; SUPPORT BY LEE GRAHAM. MOTION CARRIED UNANIMOUSLY

d. Recommendation to Modify FY 2017 Temporary Assistance for Needy Families (TANF) Budget

Temporary Assistance for Needy Families is one of three funding sources for the PATH program. The additional \$2,706 will be used for the PATH Service Provider and the Michigan Works Service Center support. The revised budget totals \$4,900,498.

MIKE MORAN MOVED TO APPROVE THE FY 2017 TANF BUDGET MODIFICATION; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY

e. Recommendation to Modify FY 2017 TAA Case Management Budget

This modified budget reflects an increase of \$100,000 from funds recaptured by the state to support service center infrastructure costs and case management services to workers who have lost employment due to foreign trade. This budget totals \$329,821.

MIKE MORAN MOVED TO APPROVE THE FY 2017 TAA CASE MANAGEMENT BUDGET MODIFICATION; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY

f. Recommendation to Modify PY 2017 Summer Youth Employment (SYEP) Foster Care Chafee Act Budget

An additional \$5,000 has been allocated for PY 2017 and will be used for the wages and benefits to 35 eligible foster care youth aged 14 -18 who are transitioning out of the foster care system in Macomb and St. Clair Counties. The PY 2016 Foster Care Summer Youth Employment budget equals \$79,655

LEE GRAHAM MOVED TO APPROVE THE PY 2017 SYEP FOSTER CARE CHAFFEE-ACT BUDGET MODIFICATION; SUPPORT BY SHARISE GAVLINSKI. MOTION CARRIED UNANIMOUSLY

g. Recommendation to Approve PY 2017 WIOA Dislocated Worker Budget

This budget begins July 1, 2017 with an allocation of \$3,064,910. A large part of this allocation will be used for classroom training, on-the-job training and to support the service centers. The budget totals \$2,141,610.

MONIKA LEASURE MOVED TO APPROVE THE PY 2017 WIOA DISLOCATED WORKER BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY

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h. Recommendation to Approve PY 2017 WIOA Adult Programs Budget

The adult programs PY 2017 allocation is \$2,437,209. Estimated carry-in totals \$914,600 and \$600,000 will be received from the dislocated worker budget. These funds will be used for classroom and on-the-job training, support of the service centers and the employment service provider. The budget equals \$3,204,009.

DEBORAH BOUTS MOVED TO APPROVE THE PY 2017 WIOA ADULT PROGRAMS BUDGET; SUPPORT BY LEE GRAHAM. MOTION CARRIED UNANIMOUSLY

i. Recommendation to Approve PY 2017 WIOA Youth Programs Budget

The youth program received \$2,544,981 for PY 2017. Revenue includes \$600,000 in estimated carry-in from PY 2016. The budget line items are divided into In-School Youth and Out-of-School Youth because we must track that a minimum of 75% of the funding is used for Out of School Youth. This budget equals \$2,540,281.

DAN CASEY MOVED TO APPROVE THE PY 2017 WIOA YOUTH PROGRAMS BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY

j. Recommendation to Approve PY 2017 WIOA Administration Budget

The Administration budget receives contributions from Adult, Dislocated Worker and Youth programs to provide for salaries/wages and fringe benefits for five full-time staff. With contributions to the Administrative cost pool and carry-in to PY 2018 this budget totals \$444,000.

MIKE MORAN MOVED TO APPROVE THE PY 2017 WIOA ADMINISTRATION BUDGET; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY

k. Recommendation to Approve PY 2017 WIOA Service Center Support Budget

Each year an allocation is received from the state toward support of Michigan Works Service Centers. Prior to receiving the allocation for PY 2017, the dislocated worker, adult programs, and youth programs are contributing \$478,900 of carry in funds toward this budget to be used for service center costs. The budget totals \$478,900.

DAN CASEY MOVED TO APPROVE THE PY 2017 WIOA SERVICE CENTER SUPPORT BUDGET; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY

l. Recommendation to Approve PY 2017 Wagner-Peyser Employment Service Budget

The allocation and carry-in dollars brings the total available amount to budget at \$1,194,212. It is expected that Macomb/St. Clair will receive additional funds during the year through the allocation process. This budget pays for infrastructure costs, wages and benefits for the full-time Disability Navigator and \$510,412 is dedicated for the Employment Service Provider. The Wagner-Peyser Employment Service budget currently totals \$958,112.

LEE GRAHAM MOVED TO APPROVE THE PY 2017 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY

m. Recommendation to Approve PY 2017 Senior Community Service Employment Program (SCSEP) Budget

Macomb/St. Clair received an initial allocation of \$717,000 for PY 2017. The largest portion of these funds will be used for wages and benefits for 75 current senior participants. The budget totals \$646,000.

MONIKA LEASURE MOVED TO APPROVE THE PY 2017 SCSEP BUDGET; SUPPORT BY LEE GRAHAM. MOTION CARRIED UNANIMOUSLY

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n. Recommendation to Approve PY 2017 Administrative Cost Pool Budget
Contributions from various budgets make-up the administrative cost pool and is used for wages and fringe benefits of the Workforce Development Board core staff and expenses related to the administration of general operations. The total amount of this budget is \$1,037,950.

**PATRICIA ANGER MOVED TO APPROVE THE PY 2017 ADMINISTRATIVE COST POOL BUDGET;
SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY**

o. Recommendation to Approve PY 2017 Information Technology & Computerization Budget
This budget is made up of contributions from Adult, Dislocated Workers, Youth, PATH and Employment Services budgets. It supports salaries for IT staff along with computer hardware and software purchases and the maintenance of equipment. The budget totals \$692,800.

**DEBORAH BOUTS MOVED TO APPROVE THE PY 2017 INFORMATION TECHNOLOGY &
COMPUTERIZATION BUDGET; SUPPORT BY MIKE MORAN. MOTION CARRIED UNANIMOUSLY.**

C. ONE-STOP COMMITTEE

1. Meeting of June 13, 2017

- a. Recommendation to Approve Memorandums of Understanding
 - i. Adult Education Providers
 - ii. Michigan Rehabilitation Services (MRS)
 - iii. Senior Community Service Employment Program (SCSEP)
 - iv. Career and Technical Education (CTE) – Post Secondary
 - v. Veterans Employment Services

Hannah Costello reported that WIOA legislation requires Memorandums of Understanding be in place with our partner organizations. The objective of the MOU is to provide adult learners with access to educational resources to support them in becoming literate and to gain the knowledge and skills necessary for employment and economic self-sufficiency. The MOUs will go into effect on June 30th, 2017 and will remain in effect until June 30, 2020.

The boiler plate language drafted by the Workforce Development Board is the same for all the MOUs and includes the services Macomb/St. Clair agrees to provide persons who are referred by a partner agency. Partner agencies complete the MOU by including the list of services that they agree to provide to customers referred to them by our Michigan Works! Agency.

The One-Stop Operating Budget is an addendum to this MOU. The Board was given a handout showing the breakdown of the operational budget for each service center by Infrastructure costs, career services provided in each facility and shared costs.

We have currently negotiated agreements with Warren Woods Adult Education, L'Anse Creuse Adult Education, St. Clair Shores Adult and Community Education, Port Huron Area Schools, Utica Community Schools and Chippewa Valley Schools. We also have an agreement with Michigan Rehabilitation Services and will continue to negotiate MOUs for Senior Community Service Employment Programs, Career and Technical Education-Post Secondary and Veterans Employment Services. Completed MOUs will be sent to the state.

Mr. Bierbusse added that the staff has done an excellent job in drafting these MOUs in the amount of time allowed and with very little direction from the state.

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MIKE MORAN MOVED TO APPROVE THE MEMORANDUMS OF UNDERSTANDING; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.

Hill arrived.

b. Recommendation to Approve One-Stop Operator

Ms. Costello reminded the Board that WIOA legislation requires that local areas secure a One-Stop Operator. The RFP that was released in March and again in April resulted in only one bid received. Mr. Bierbusse explained that since we couldn't generate competition by releasing the RFP a second time, the committee recommends the approval to hire the Frank Taylor Group, Inc.

MONIKA LEASURE MOVED TO APPROVE THE ONE-STOP OPERATOR; SUPPORT BY PATRICIA ANGER. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve Evaluations of WIOA Title II Adult Education and Family Literacy Act Applications

Under WIOA, the WDB is required to review local area Title II, Adult Education and Family Literacy Act applications to determine if the application is aligned with our local and regional plans. A handout was prepared showing the ten proposals reviewed by Macomb/St. Clair. After review, all proposals were sent to the state and reported as moderately aligned with the local Four-Year Plan.

MARY MATUJA MOVED TO APPROVE THE WIOA TITLE II ADULT EDUCATION AND FAMILY LITERACY ACT APPLICATIONS; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

5. Executive Director's Report

Mr. Bierbusse introduced Shannon Williams from the Macomb Intermediate School District who reported to the Board on the Perkins Grant. This grant provides Federal funds to states to support and improve Career and Technical Education programs in high skill, high wage, and high demand occupations. Funds are distributed via formula on a regional basis. 70% of the state allocation is distributed based on the region's percentage of individuals aged 5-17 living in poverty. 30% of the state allocation is distributed based on each region's percentage of individuals aged 5-17 per the latest census count as compared to the state total census count of individuals aged 5-17. This grant is currently under reauthorization in Washington DC.

Perkins funding and matching funding will focus on:

- Continued reading, mathematics and technical skill development
- Continued professional development for CTE staff
- Support for industry recognized certifications in targeted program areas
- Continued focus on Career Development for CTE students with Career Cruising software, MI Bright Future and Manufacturing Day as well as an increased focus on apprenticeships in partnership with Macomb Community College which was extremely successful last summer.

Ms. Williams passed out handouts showing 8 Core Performance Indicators which are measured and reported. Reading Attainment, Mathematics Attainment & Technical Skills Attainment were not met this year. All other areas were met or exceeded.

Macomb County receives an allocation of \$1,385,644 while St. Clair County receives \$265,546.

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Mr. Bierbusse provided members of the Board a handout showing the effects of the President's PY 2018 recommended budget cuts. With a 40% reduction in funding, the Adult programs would have 349 fewer training slots, Dislocated Worker programs would train 416 less customers and In-School and Out-of School youth programming would service a total of 365 fewer youth. The 38% reduction in employment services funding could result in closure of two of our five Michigan Works Service Centers. The Senior Community Service Employment program would lose 100% of its funding eliminating the program for 87 seniors.

Mr. Bierbusse continued his report by informing the Board of the May 3rd fire in the parole office adjacent to our Roseville MWSC causing extensive smoke damage to our side of the building. He explained that staff and services have been moved to other locations within our service centers and we are currently working with MCC to rent space from which to operate the PATH program.

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 3:00 pm, August 24, 2017. Members will be notified.

9. Adjournment

PATRICIA ANGER MOVED TO ADJOURN; SUPPORT BY DAN CASEY. MOTION CARRIED. The meeting adjourned at 4:10 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary