

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

February 27, 2020

The Macomb/St. Clair Workforce Development Board met at 3:00 p.m. Thursday, February 27, 2020 at the Clinton Township Michigan Works Career Center with the following members present:

(☑ denotes private sector):

AT ROLL CALL:

- ✓ Karen Arondoski
- Dan Casey
- Jason Dahl
- Ken Dombrow
- ✓ Jennifer Gavin
- ✓ Danielle Hart
- Tanise Hill
- ✓ Lindsey Hoover

- Christol James
- ✓ David Jaraczewski
- ✓ Joe Keppler
- ✓ Mike Kramer
- Monika Leasure
- Val Nunn
- ✓ Charles Shaw
- Erin Smith

MEMBERS ABSENT:

- ✓ Krista Barr
- ✓ Sharise Eckenrode
- ✓ Ann Forster
- ✓ Carter Hitesman
- ✓ Peter Keating

- Jim Peltier
- Bill Peterson
- Jim Sawyer
- ✓ Sam Serra
- Maria Zardis

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 16 members present; 8 private sector.

3. Approval of Previous Minutes

CHARLES SHAW MOVED TO APPROVE THE JANUARY 23, 2020 MINUTES AS PRESENTED; SUPPORT BY ERIN SMITH. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Chairman Kramer had nothing to report.

5. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of February 18, 2020

a. Recommendation to Approve Partnership, Accountability, Training, Hope (PATH) Support Services Plan

The Board received information on the PATH Employment-Related Supportive Services Plan. The Department of Health and Human Services is providing additional Temporary Assistance to Needy Families funding to be used for customers who have applied for public assistance and are enrolled in the PATH program. The funds will be used entirely for employment-related support services necessary to assist PATH customers with job search activities. In Macomb/St. Clair the additional funding will be used for auto purchases up to \$4,000 in a lifetime, auto repair at \$900 per year and auto insurance up to \$2,000 in a lifetime. Other support services at varying amounts include tags/plates, title transfer, driver's license or driver's training, vehicle inspections related to auto purchase, diagnostics and towing.

MONIKA LEASURE MOVED TO APPROVE THE PATH SUPPORT SERVICES PLAN; SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve the Community Ventures Support Services Policy

Committee Chair Tanise Hill reported on the changes to the Business Resource Network/Community Ventures Support Service Policy bringing it in line with policies of other programs. These supports are necessary to help newly employed and low-income workers remain employed. The auto purchase amount will increase from up to \$3,000 for a onetime benefit to \$4,000 toward a onetime purchase. Auto repairs will increase from \$1,200 per year to a maximum of \$1,800 per year. Appropriate work clothing/footwear will be increased from \$200 to \$500 when needed for employment.

MONIKA LEASURE MOVED TO APPROVE THE COMMUNITY VENTURES SUPPORT SERVICES POLICY; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

c. Informational Items

i. One-Stop Operator Report

Ms. Hill reported on the One-Stop Operator Progress Report. Activity that took place during the December Building Wide Meeting included a presentation from representatives of Law Enforcement Agencies providing information on current concealed weapons laws, offering techniques on how to de-escalate potentially dangerous situations. At the January meeting Macomb Community Action and Blue Water Community Action gave information on their agency's programs and services for those facing economic hardship.

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Ms. Hill told members that during the Strategic Process Review the Service Providers for Employment Services and Case Management received a copy of the Customer Focus Group Report. They have formed a committee to identify and prioritize significant comments and suggestions from the report.

Board members were also given a copy of the Customer Focus Group Report to review. Ms. Hill explained that the report is organized into four categories; Approach, Services, Communications and Technology. The One-Stop Operator mailed invitations to 667 adults and dislocated workers who were enrolled in training or who exited from training but were looking for employment to attend a face-to-face focus group session at one of the Macomb Career Centers or at the St. Clair County Library in Port Huron. A total of 48 customers attended. Each session took approximately 90 minutes in a relaxed atmosphere with questions designed to gather the customers' perspective on their experience and satisfaction with the services they received. Light refreshments were served, and customers received a \$25 fuel card in appreciation for their involvement.

Throughout the report general recommendations for improvement and final comments are included. Ms. Hill noted that statements in this report reflect the customer's comments, suggestions and opinions and that a series of recommendations will be prepared by the One-Stop Operator and submitted to the Workforce Development Board for future consideration.

ii. Progress Report on the Peer Supported Employment Opportunity Program (PSEOP)

The Board reviewed projected activity versus actual activity for the Peer Supported Employment Opportunity Program (PSEOP). There have been 164 total referrals since the beginning of the program. Since April 1, 2019 there have been 45 participants enrolled for career services, six have entered an on-the-job training program, three are attending classroom training and 23 have been exited to employment.

A PSEOP success story was shared with the Board as reported to Macomb/St. Clair Michigan Works by a Peer Recovery Coach from CARE.

iii. Company Closure/Layoff Report

Macomb/St. Clair was notified of the layoff of 84 employees from Syncreon America, Inc. in Warren effective March 27, 2020. It is expected 32 operators, 17 truck drivers, 19 forklift drivers plus 16 salaried employees may be affected.

Information was received that there is the possibility that the company will lose a contract with Fiat Chrysler at the end of March. If a new contractor takes over it is expected that most of the laid-off workers will be hired. The scheduling of a Michigan Works! orientation is pending.

iv. Fiat Chrysler Automobiles (FCA) Skilled Trades Job Fair at the Clinton Township Michigan Works! Career Center

Several Michigan Works! Agencies have been assisting Fiat Chrysler Automobiles in their efforts to hire 350+ skilled workers and 100 salary workers by hosting nine hiring events. The Board viewed a flyer of the event held in Clinton Township on February 5th and Ms. Hill reported that 66 people attended to interview for jobs in production, millwright, electricians, pipefitters and salaried (maintenance, engineers, etc.) There was no information on how many attendees were hired from each group however the goal has been met for salaried positions. The next hiring event is scheduled for February 27th at the Roseville Career Center.

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v. Progress Report on Business Resource Network

In her report on the Business Resource Network, Ms. Hill announced that there are 17 companies currently enrolled in the program; 15 from Macomb County and 2 from St. Clair County. Three additional Success Coaches were hired in January bringing the total number to six. The additional staff will allow more time for marketing the program to new companies while delivering services to existing companies. The newly hired Success Coaches are being familiarized with the program by visiting companies and meeting with employees alongside the three original coaches.

Three initial Success Coaches have received certification in Business Solutions Professional training in December and they attended the "Success Coach Summit" presented by BRN Coordinators from several Michigan Works Agencies in Southeast Michigan. All six of the Success Coaches will attend the Michigan Works! Association Business Resource Network Success Coach training in April.

Ms. Hill also told the group that the goal is to make the BRN self-sufficient by the time grant funding ends. To that end Success Coaches will continue to market the program with an employer orientation/breakfast which has proven to be effective in promoting this program to new companies in the past. The BRN testimonial videos and a new online article in the "Keel" publicizing efforts of the Success Coach in the Port Huron area will be used to ramp up promotion of the BRN. The internally designed Salesforce tracking system is being used effectively to provide actual data to BRN companies confirming the value of the BRN program.

vi. Report on Service Center Activity

Ms. Hill reported on service center activity telling the Board that a total of 32,335 job seekers came to one of the five Macomb/St. Clair Michigan Works! Career Centers during 2019 to register on the Pure Michigan Talent Connect and to obtain services (79% in Macomb County and 21% in St. Clair County). The busiest office was the Clinton Township location where 8,999 of job seekers registered for services. The Port Huron Center had a significant increase in registrants increasing from 14% in 2018 to 21% in 2019. General service center traffic (which includes repeat visits), saw a total of 113,200 visitors pass through the doors of the five centers. The Roseville Service Center was the busiest with 26,791 people or the total service center traffic.

A total of 2,216 job seekers attended workshops at one of the service centers. The Clinton Township location was the leader with 868 workshop participants. Charts were provided showing the breakdown of the above categories.

vii. Telling Our Story

The Winter edition of Telling Our Story was provided for review by the Board. The issue highlights seven articles celebrating customer achievements and were written and submitted for publication by case managers from the various programs within the five Career Centers.

B. ADMINISTRATIVE COMMITTEE

1. Meeting of February 13, 2020

a. Recommendation to Approve the PY 2019 Going Pro Apprenticeships (GPA) Budget

Lindsey Hoover reported on the Administrative Committee meeting stating that the Going-Pro Apprenticeship program is designed to reimburse employers up to \$3,000 for the cost of training, developing, and retaining current and newly hired employees who are entering a new Registered Apprenticeship. Of the initial \$186,821 allocation, \$2,100 will be used for administrative costs and \$156,821 will carry-in to PY 2020. The remaining dollars will be used for classroom training, on-the-job

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training, case management, support services and customer outreach. This budget which is still in draft form totals \$27,900.

MONIKA LEASURE MOVED TO APPROVE THE PY 2019 GOING PRO APPRENTICESHIP BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve CY 2020 Wagner-Peyser Reemployment Services Eligibility Assessment (RESEA) Budget

The Unemployment Insurance Agency requires recipients nearing the end of their benefits to attend an orientation on reemployment services provided by Michigan Works. The allocation for this program is determined by the services each RESEA participant receives. Macomb/St. Clair received \$20,584 for the first half of 2020 and will receive another allocation in June. With carry-in of \$52,731, this budget will provide \$73,315 to the employment service provider who provides services to the RESEA customer.

CHARLES SHAW MOVED TO APPROVE CY 2020 WAGNER-PEYSER RESEA BUDGET; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve CY 2020 Partnership, Accountability, Training, Hope (PATH) Support Services Budget

The state has entered into an agreement with the Department of Health and Human Services to provide additional Temporary Assistance to Needy Families (TANF) funding for employment-related supportive services to PATH customers. Macomb/St. Clair received \$54,387 and will use \$20,000 for auto purchases which was recently increased from a lifetime purchase of \$2,000 to \$4,000 per customer and \$34,387 for auto related expenses. This budget totals \$54,387.

MONIKA LEASURE MOVED TO APPROVE THE CY 2020 PATH SUPPORT SERVICES BUDGET; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Approve Fiscal Year 2020 Community Ventures/Business Resource Network (CV/BRN) Budget

In the previous year Macomb/St. Clair received two allocations for CV/BRN. As a result, there are funds remaining making it possible to carry-in \$417,900 to be used in 2020. Administrative costs are lower than anticipated and it is projected that \$168,326 will be carried into 2021. With \$225,580 to budget, it is expected that wages & salaries and fringe benefits of the success coaches will be paid from this budget from mid-May through the end of September. This budget totals \$225,580.

DAN CASEY MOVED TO APPROVE THE FY 2020 COMMUNITY VENTURES/BUSINESS RESOURCE NETWORK BUDGET; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve Program Year 2019 WIOA Adult Program Budget Modification

This modification is a redistribution of existing funds. With fewer dollars set aside for carry-in to PY 2020 this budget allows additional dollars to be used for classroom training and infrastructure costs. The amount to the Employment Service Provider is reduced. This budget totals \$3,282,285.

CHARLES SHAW MOVED TO APPROVE THE PY 2019 WIOA ADULT PROGRAM BUDGET MODIFICATION; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Approve Program Year 2019 WIOA Dislocated Worker Program Budget Modification

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Approximately \$71,000 has been added to 2020 carry-in. Classroom training dollars have been reduced to \$910,096. Funding for on-the-job training, supportive services, the Michigan Works Service Centers and infrastructure costs have increased. Support to the Employment Service Provider has been reduced. This modified budget totals \$1,807,296.

Mr. Bierbusse added that funding for Adult programs and Dislocated Worker can be transferred between programs as needed.

MONIKA LEASURE MOVED TO APPROVE THE PY 2019 WIOA DISLOCATED WORKER BUDGET MODIFICATION; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Approve Program Year 2019 WIOA Youth Program Budget Modification

The funds allocated to this budget have been redistributed to add just over \$113,000 to 2020 carry-in. Funding for the in-school and out-of-school youth provider has been reduced while classroom training and on-the job training dollars for in-school and out-of-school youth has increased. This modified budget totals \$2,913,175.

ERIN SMITH MOVED TO APPROVE THE PY 2019 WIOA YOUTH PROGRAM BUDGET MODIFICATION; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

h. Recommendation to Approve Program Year 2019 WIOA National Dislocated Worker Grant to Address the Opioid Crisis Budget Modification

The goal of this program is to assist individuals impacted by the health and economic effects of opioid use and addiction in Macomb County. The modification to this budget moves an additional \$136,800 into 2020 carry-in bringing that amount to \$834,490. Funding for case management will increase to \$302,400 with funding for recovery coaching decreased to \$279,000. This modified budget totals \$868,100.

MONIKA LEASURE MOVED TO APPROVE THE PY 2019 WIOA NATIONAL DISLOCATED WORKER GRANT BUDGET MODIFICATION ERIN SMITH; SUPPORT BY. MOTION CARRIED UNANIMOUSLY.

i. Recommendation to Approve Program Year 2019 WIOA Trade and Economic Transition Dislocated Worker Grant Budget Modification

This grant is intended to assist individuals who have lost employment due to lay-offs and closings in the retail industry by providing training and career services for reentry into the labor force. Ms. Hoover explained that it has been hard to attract people into this program throughout the state. It may be because these individuals have found new employment or may only be interested in part time employment. Additional funds have been moved into case management. The revised budget totals \$125,731.

TANISE HILL MOVED TO APPROVE THE PY 2019 TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER BUDGET MODIFICATION; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

j. Recommendation to Approve Program Year 2019 Wagner-Peyser Employment Service Budget Modification

Because Macomb/St. Clair has received separate funding for the Employment Service Provider to assist Healthy Michigan Plan participants entering our centers, an additional \$253,550 is moved into PY 2020 carry-in. The Employment Service Provider line item is being lowered from \$804,516 to \$749,866. Funding for office supplies, the One-Stop Operator, and infrastructure costs have also been reduced while funding for participant assessments has increased. This modified budget totals \$997,016.

MONIKA LEASURE MOVED TO APPROVE THE PY 2019 WAGNER-PEYSER EMPLOYMENT SERVICE BUDGET MODIFICATION; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

k. Recommendation to Approve Program Year 2019 Senior Community Service Employment Program (SCSEP) Budget Modification

Ms. Hoover explained that this program assists seniors aged 55+ in gaining skills through subsidized employment. However, because we have not been able to attract enough seniors to this program because of the strong economy, Macomb/St. Clair gave \$100,000 back to the state at the beginning of the year so that it could be reallocated to other areas of the state. Most of the line items have been reduced to reflect the lower number of participants served. This modified budget equals \$728,485.

MONIKA LEASURE MOVED TO APPROVE THE PY 2019 SCSEP BUDGET MODIFICATION; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

l. Recommendation to Approve Program Year 2019 Community Ventures/Business Resource Network (CV/BRN) Budget Modification

This is a second CV/BRN budget. While the first budget strictly provides for salaries, wages and fringe benefits of the Success Coaches, this budget includes funding for auto purchases, auto related expenses and other support services to BRN employees who require these supports to remain employed. This budget modification totals \$677,702.

DAN CASEY MOVED TO APPROVE THE PY 2019 CV/BRN BUDGET MODIFICATION; SUPPORT BY MONIKA LEASURE. MOTION CARRIED UNANIMOUSLY.

m. Recommendation to Approve Program Year 2019 Administrative Cost Pool Budget Modification

The Administrative Cost Pool is made up of funds contributed from various funding sources to be used for administration of general operations. Aside from wages, salaries and fringe benefits, much of the additional contributions will be budgeted for indirect costs which is paid to the County of Macomb to act as fiduciary for Macomb/St. Clair MWA. This modified budget equals \$1,178,700.

ERIN SMITH MOVED TO APPROVE THE PY 2019 ADMINISTRATIVE COST POOL BUDGET MODIFICATION; SUPPORT BY CHARLES. MOTION CARRIED UNANIMOUSLY.

n. Recommendation to Approve Program Year 2019 Information Technology and Computerization Budget Modification

This budget is also made up of contributions from various funding sources. With an increase in the contribution from Business Resource Network funds, minor budget adjustments include an increase for equipment maintenance, repair and purchases of computer hardware and software. The modified budget totals \$931,700.

MONIKA LEASURE MOVED TO APPROVE THE PY 2019 INFORMATION TECHNOLOGY AND COMPUTERIZATION BUDGET MODIFICATION; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

6. Executive Director's Report

Mr. Bierbusse handed out charts showing a historic perspective of the labor force, employed labor force and unemployed labor force in Macomb and St. Clair Counties from 1999 through December 2019. These

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charts illustrate that the labor force in Macomb County has grown beyond what it was in 1999 and totaled approximately 452,00 in December 2019. While the St. Clair County labor force is not back to its high in 2000, it has increased by 1,000 individuals over last year. The employed labor force in Macomb County has rebounded from the lows of the recession years and is ahead of 1999 numbers. St. Clair County is not back to 1999 levels however the number of employed residents is increasing at a more rapid rate with an additional 1,000 individuals employed in 2019. The number of unemployed in Macomb County was 16,119 in December 2019 at a 3.6% unemployment rate. The unemployment rate in St. Clair County is at 4.3% with 3,311 individuals unemployed as of December 2019.

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, Thursday, March 26, 2020. Members will be notified.

9. Adjournment

DAN CASEY MOVED TO ADJOURN; SUPPORT BY CHARLES SHAW. MOTION CARRIED. The meeting adjourned at 3:53 p.m.

Respectfully submitted,



Jean Wurminger,
Recording Secretary