

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

July 23, 2020

The Macomb/St. Clair Workforce Development Board met virtually at 3:00 p.m. Thursday, July 23, 2020 with the following members joining:

(☑ denotes private sector):

**AT ROLL CALL:**

- ✓ Karen Arondoski
- ✓ Krista Barr
- Dan Casey
- ✓ Jennifer Gavin
- ✓ Danielle Hart
- Tanise Hill
- ✓ Lindsey Hoover
- ✓ Larry Humphrey

- Christol James
- ✓ Peter Keating
- ✓ Joe Keppler
- ✓ Mike Kramer
- Bill Peterson
- Jim Sawyer
- ✓ Charles Shaw
- Maria Zardis

**AFTER ROLL CALL:**

- ✓ David Jaraczewski

**MEMBERS ABSENT:**

- Jason Dahl
- Ken Dombrow
- ✓ Sharise Eckenrode
- ✓ Ann Forster

- ✓ Carter Hitesman
- Val Nunn
- Jim Peltier
- ✓ Sam Serra

**OTHERS PRESENT:**

John Bierbusse, Executive Director  
Shelley Basile, BSBP  
Euphemia Franklin, South Eastern Michigan Indians, Inc.  
Thomas Heuerman, BSBP  
Elizabeth White, BSBP

**Macomb/St. Clair Workforce Development Board  
July 23, 2020**

**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; 10 private sector.

**3. Approval of Previous Minutes**

**BILL PETERSON MOVED TO APPROVE THE FEBRUARY 27, 2020 MINUTES AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

*Jaraczewski arrived*

**4. Chairperson's Report**

Chairman Kramer reported that Monika Leasure and Erin Smith have submitted their resignation from the Board. Larry Humphrey, President of Horstman Inc., a defense contractor, has been appointed to the Board replacing Karen Vaughan.

Mr. Kramer stated that Damon Hawkins, Acting Region Manager of Michigan Department of Corrections will represent MDOC until a replacement for Erin Smith is named this fall.

**5. Standing Committee Reports**

**A. ONE-STOP COMMITTEE**

**1. Meeting of July 14, 2020**

**a) Four Year Regional Plan for Workforce Innovation and Opportunity Act (WIOA) Planning Region 10**

Committee Chair Tanise Hill summarized the 4-Year Regional Plan which coordinates services between four Michigan Works! Agencies (MWAs) that make up Region 10. She reported that Region 10 includes the City of Detroit, Oakland County, Macomb & St. Clair Counties and the remainder of Wayne County and Monroe County accounting for 42% of Michigan's population and 45% of the state's workforce. Labor market statistics show that 45 out of 50 existing in-demand, high-wage occupations in this region require a bachelor's degree for entry level positions. There is a gap between available jobs and the current skill and education level of the area's workers.

The impact of COVID-19 on Region 10 was discussed. Ms. Hill reported that between March and April the unemployment rate reached 24.5%, or approximately 460,000 people in the region. With the shutdown of daily operations services have now shifted from primarily in-person to virtual delivery. MWAs must prepare to adjust service delivery to meet the changing need. They must consider how to provide technical resources and training to aid individuals in successfully competing for jobs.

Staff are spending many hours answering phone calls to help customers connect to vital resources. In late April MWA staff were trained by the UIA to assist in answering unemployment calls. Between April 10 and June 19 nearly 250,000 calls were taken from people requesting unemployment assistance. As fewer customers require unemployment assistance, MWAs will need to shift their priority back to customers seeking re-employment and training services. While it is difficult to make long-term projections on how COVID-19 will affect job demand in the area, the MWA's of Planning Region 10 are confident that they have a proactive approach necessary to meet the needs of the region going forward.

**PETER KEATING MOVED TO APPROVE THE FOUR-YEAR REGIONAL PLAN FOR WIOA PLANNING REGION 10; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.**

**Macomb/St. Clair Workforce Development Board  
July 23, 2020**

***b) Four Year Local Plan for Workforce Innovation and Opportunity Act***

The Macomb/St. Clair Local Plan is the local strategy to deliver services to employers, businesses, youth, veterans, returning citizens, persons with disabilities, public assistance recipients, older workers, dislocated workers, and unemployed, underemployed and employed individuals in Macomb/St. Clair through the five full service Michigan Works! Career Centers.

Ms. Hill noted that in addition to 45 of the 50 fastest growing occupations in Macomb County requiring a bachelor's degree or higher, there are many existing and future in-demand middle skills occupations. These jobs require post-secondary training or education but less than a bachelor's degree.

Locally workforce participation rates were near the State average of 61.3%, with St. Clair at 60.5% and Macomb at 63.5%. In both counties there has been an increase in employment over the last six years. Labor trends indicate Macomb had an increase of 7.3% over the last six years and St. Clair with an increase of .7%.

The Macomb/St. Clair area is not as racially or ethnically diverse as the State. Both areas are predominantly white, with a higher percentage of black or African Americans living in Macomb County. Foreign-born residents differ from the State in both Macomb and St. Clair Counties. While Macomb County has a higher percentage of foreign-born residents, 10.9%, St. Clair County has a much smaller percentage, 2.7%.

Ms Hill drew attention to the disclaimer appearing toward the end of the report stating that this assessment of the labor market and economic conditions do not address the disruptions caused by the pandemic. Unemployment rates in both Macomb and St. Clair Counties exploded in April due to stay at home orders by the governor. Long-term effects on the economy is not known at this time. As more information becomes available, this plan will have to be modified.

**BILL PETERSON MOVED TO APPROVE THE FOUR-YEAR LOCAL PLAN FOR WIOA; SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.**

***c) Memorandum of Understanding with the following Organizations***

- AARP Foundation
- Bureau of Services for Blind Persons
- Chippewa Valley Schools Adult Education
- Lakeshore – St. Clair Shores Adult Education
- L'Anse Creuse Adult Education
- Macomb Community College
- Michigan Rehabilitation Services
- Michigan State Housing Development Authority (HUD)
- Oakland County Workforce Development Board
- Port Huron Schools – Harrison Center Adult Education
- South Eastern Michigan Indians, Inc.
- St. Clair County Community College
- Utica Community Schools Adult Education
- Warren Woods Adult Education
- Unemployment Insurance Agency
- Veterans Employment Services

**Macomb/St. Clair Workforce Development Board  
July 23, 2020**

Memorandums of Understanding (MOU) with partner organizations are a requirement of WIOA legislation. A boilerplate was developed by the state outlining requirements that must be included in each MOU. These include services that Macomb/St. Clair agrees to provide to people referred to our agency and services that the partner agency agrees to provide customers referred by Michigan Works! The MOUs will remain in effect until June 30, 2023 and will become part of our Local Plan.

A copy of the MOU between Lakeshore Public Schools/St. Clair Shores Adult & Community Education and Macomb/St. Clair Workforce Development Board was provided for review as an example of a fully executed MOU.

**PETER KEATING MOVED TO APPROVE THE MEMORANDUMS OF UNDERSTANDING, SUPPORT BY JOE KEPPLER. MOTION CARRIED UNANIMOUSLY.**

***d) Recommendation to Approve Adult Education and Family Literacy Act (AEFLA) Applications***

MWAs are required under WIOA to review and score local Title II, Adult Education and Family Literacy Act application for alignment with our local and regional plans. A handout identifying eight local proposals was viewed by the Board. Six of the applications provided General Education, one provided Integrated English Literacy and Civics Education leading to citizenship and one provided institutional services at the Macomb County Jail.

All proposals were sent to the state and reported as moderately aligned with the local Four-Year Plan. Although some were stronger than others, they all contained a clear process for referral to and from the local Michigan Works! Centers for specified services.

**DAN CASEY MOVED TO APPROVE THE AEFLA APPLICATIONS; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.**

***e) Informational Items***

***i. Status Report on the Operation of the Career Centers (Reopening Plan)***

The Board was provided with information on the plans to reopen all Michigan Works! Career Centers which have been closed under the Governor's State of Emergency. While no date has been set for reopening, we are watching to see when the State reopens, in particular the Unemployment Agency's Resolution Center and Michigan Rehabilitation Services. The main priority in the reopening plan is the safety of both staff and customers.

PPE such as face shields, masks, plexiglass shields, wipes for surface areas and hand sanitizers are being purchased. Both staff and customers will complete a health screening form before entering the building and have temperatures checked daily. A copy of the Self Screening form was included for review.

Initially services for customers will be by appointment only with a limited number of customers allowed in the building at one time. Staff will be trained in safety protocol. Social distancing will be observed, and services will be conducted virtually for large groups.

Businesses will have to demonstrate that they have installed safety equipment when requesting an in-person visit from a member of Business Services staff. Staff have been instructed not to enter a building if they do not feel safe.

**Macomb/St. Clair Workforce Development Board  
July 23, 2020**

For at least the first three months after reopening a security guard will be placed in each center to handle any volatile situations that may arise. A Request for Proposal (RFP) has been released to obtain bids for security.

**ii. Purchase of Equipment for Virtual Delivery of Services**

Ms. Hill updated members on equipment being purchased for reopening the Career Centers. Protective barrier shields will be installed at the front desk location of each site to protect both customers and staff during sign in. Customer computer workstations and customer tables will have dividers down the middle of the table and dividers between seats. Staff workstations will have a clear barrier with a six-inch opening at the bottom to allow paperwork to be passed through. Laptops will be equipped with a desk mount laptop arms to allow staff to move the monitor toward the customer for viewing screens while keeping distance between both parties.

A breakdown of costs associated with COVID-19 was provided showing purchases totaling \$304,200. The majority was spent to purchase laptops, software and plexiglass barriers. To date no additional dollars were received for these purchases.

**iii. On-Line Workshops**

The committee chair reported on the workshop videos created by staff which are now posted on our website and YouTube channel. These videos allow customers to remotely view Resume Design, Interviewing and Communication, and Social Media for Job Search workshops and an on-line orientation workshop for Trade Adjustment Assistance (TAA) customers. While they are not interactive, they allow customers to gain information that was only available at the sites before COVID-19. Additional workshops are in production.

**iv. Assisting the Unemployment Insurance Agency**

The Board was also briefed on efforts by Michigan Works! staff in aiding the Unemployment Insurance Agency (UIA). Because the UIA Resolution Centers are closed to the public forty Macomb/St. Clair staff took part in on-line training and began taking calls to resolve issues that claimants are having. During the month of March, the Career Centers and Administration Office received a combined total of 15,766 calls. Calls have dropped off significantly in July.

The state began collecting official numbers on calls and claim settlements during the week of June 8<sup>th</sup>. For the month of June Macomb/St. Clair Michigan Works! staff received 13,204 calls with 1,485 claims settled.

**B. ADMINISTRATIVE COMMITTEE**

**1. Meeting of July 9, 2020**

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

This modified budget includes an added \$60,000 in allocation. There is an increase for Information Technology & Computerization and carry-in to 2020. This budget supports classroom training and on-the-job training to dislocated workers and supports the Michigan Works Career Centers. It totals \$1,924,700.

**BILL PETERSON MOVED TO APPROVE THE PY 2019 WIOA DISLOCATED WORKER BUDGET MODIFICATION; SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve Program Year 2020 WIOA Adult Program Budget**

**Macomb/St. Clair Workforce Development Board  
July 23, 2020**

Funding received for the 2020 Adult programs is near the amount received for 2019. Due to limited services being provided during the pandemic classroom training, on-the-job training, support of the Michigan Works Career Centers, the Employment Service Provider and Infrastructure costs are reduced from the previous year. This budget totals \$2,645,808.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 WIOA ADULT PROGRAM BUDGET;  
SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.**

*c. Recommendation to Approve Program Year 2020 WIOA Youth Program Budget*

The 2020 allocation to Youth programs is nearly identical to that received last year. Per WIOA legislation, a minimum of seventy-five percent of Youth dollars will support out-of-school youth programming. The PY 2020 Youth budget equals \$3,060,672.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 WIOA YOUTH PROGRAM BUDGET;  
SUPPORT BY JOE KEPPLER. MOTION CARRIED UNANIMOUSLY.**

*d. Recommendation to Approve Program Year 2020 WIOA Dislocated Worker Budget*

The Dislocated Worker Program received an allocation of \$1,918,490 for 2020, \$200,000 less than the previous year. \$376,000 will carry-in to 2020. The amount for classroom training, equipment purchase, supportive services and the Employment Service Provider is reduced while on-the-job training and support to the Michigan Works Career Centers is somewhat higher. This budget totals \$1,692,890.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 WIOA DISLOCATED WORKER BUDGET;  
SUPPORT BY PETE KEATING. MOTION CARRIED UNANIMOUSLY.**

*e. Recommendation to Approve Program Year 2020 WIOA Administration Budget*

This budget is made up of contributions from Adult, Dislocated Worker and Youth programs to pay salaries, fringe benefits and mileage of some Administrative staff positions. These contributions have been reduced from 2019. Estimated carry-in dollars from 2019 is \$705,000 and carry-in to 2021 is \$765,500. This budget totals \$262,700.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 WIOA ADMINISTRATION BUDGET;  
SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.**

*f. Recommendation to Approve Program Year 2020 WIOA National Dislocated Worker Grant to Address the Opioid Crisis Budget*

This budget is contingent upon the State approving a one-year extension to spend funds that were not used in 2019. Due to the late start in implementing the program and the onset of Covid-19 which has resulted in low numbers of referrals, it is expected that the extension will be approved through March 2021. The majority of the carry-in from 2019 will be used for case management, recovery coaching, classroom training and on-the-job training for individuals impacted by the effects of opioid use in Macomb County. This budget totals \$806,900.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 WIOA NATIONAL DISLOCATED WORKER  
GRANT TO ADDRESS THE OPIOID CRISIS BUDGET; SUPPORT BY KRISTA BARR. MOTION  
CARRIED UNANIMOUSLY.**

**Macomb/St. Clair Workforce Development Board  
July 23, 2020**

***g. Recommendation to Approve Program Year 2020 WIOA Apprenticeship Expansion Grant (Going Pro) Budget***

This is a new grant for addressing the skills shortage in Michigan by assisting employers in putting workers into registered apprenticeship programs. This is a two-year grant with half of the funding reserved for the second year. Funds will be used for training and supportive services for up to \$3,000 per apprenticeship and toward wages & salaries and fringe benefits of the Apprenticeship Coordinator. The budget totals \$99,371.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 WIOA APPRENTICESHIP EXPANSION GRANT BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

***h. Recommendation to Approve Program Year 2020 Wagner-Peyser Employment Services Budget***

The PY 2020 Wagner-Peyser Employment Service program received \$1,630,041 in allocation, a \$300,000 increase over 2019. Changes to the 2020 budget include an increase in wages, salaries and fringe benefits, funding to the Employment Service Provider and costs associated with infrastructure. The budget equals \$1,586,991

**BILL PETERSON MOVED TO APPROVE THE PY 2020 WAGNER-PEYSER EMPLOYMENT SERVICES BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

***i. Recommendation to Approve Program Year 2020 Senior Community Service Employment Program (SCSEP) Budget***

There are currently 73 older adults enrolled in this program but because of the risk of Covid-19 to this population, they continue to be paid but are not required to be present at the work site. The 2020 allocation of \$897,845 is used primarily for wages, benefits and support of the service center contract. The budget totals \$808,145.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 SCSEP BUDGET; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.**

***j. Recommendation to Approve Program Year 2020 Community Ventures/Business Resource Network (CV/BRN) Budget***

Revenues for the 2020 Community Ventures/Business Resource Network consists of \$78,000 of carry-in from 2019. This budget totaling \$68,000 helps toward the support of staff positions and services to Business Resource Network company employees.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 CV/BRN BUDGET; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.**

***k. Recommendation to Approve Program Year 2020 Administrative Cost Pool Budget***

The Administrative Cost Pool is made up of contributions from various funding sources to support expenses related to the administration of general operations. The large portion of this budget supports wages, salaries and fringe benefits of administrative staff and indirect costs paid to Macomb County. This budget equals \$1,193,600.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 ADMINISTRATIVE COST POOL BUDGET; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.**

**Macomb/St. Clair Workforce Development Board  
July 23, 2020**

***l. Recommendation to Approve Program Year 2020 Information Technology & Computerization***

This budget is made up of combined contributions from Adult, Dislocated Worker, Youth, PATH, Employment Services and Business Resource Network programs. In March funds were somewhat depleted to purchase 130 laptops so that staff could work effectively from home causing the need to build up this budget which totals \$876,100.

**BILL PETERSON MOVED TO APPROVE THE PY 2020 INFORMATION TECHNOLOGY & COMPUTERIZATION BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

***m. Recommendation to Approve Michigan Works! Career Center Infrastructure Costs Budgets***

Infrastructure budgets distribute the cost of service center operations between all organizations who are physically located within the centers and other partner organizations who benefit from our services. Budgets are relative to the size of the Career Center with the Warren office, the smallest center, having the lowest infrastructure cost budget.

***i. Roseville***

MRS, the UIA, BSBP, Lake Shore Public Schools, and HUD are partner organizations that contribute to the Roseville Career Center infrastructure funding. This budget totals \$263,050.

***ii. Clinton Township***

The Clinton Township Career Center receives infrastructure funding from co-located partners along with Chippewa Valley Schools and Utica Community Schools Adult Education. This Infrastructure budget totals 499,000.

***iii. Mt. Clemens***

Mt. Clemens Career Center receives funding from MRS, the UIA, and Veterans Employment Services. This infrastructure budget totals \$180,750

***iv. Warren***

MRS, the UIA, HUD, Warren Woods Public Schools, Utica Community Schools and BSBP contribute to the Warren Career Center for a total budget of \$161,320.

***v. Port Huron***

The Port Huron Career Center receives revenues from MRS and the UIA. Building maintenance and security is paid by the City of Port Huron, owner of the building. This budget totals \$224,465

**BILL PETERSON MOVED TO APPROVE THE ROSEVILLE, CLINTON TOWNSHIP, MT. CLEMENS, WARREN, AND PORT HURON MICHIGAN WORKS! CAREER CENTER INFRASTRUCTURE COSTS BUDGETS; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.**

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

Funding was due to end September 30, 2020 with any remaining dollars recovered by the state. However, because it took time to bring companies into the Business Resource Network, the state is allowing any surplus funds to be carried into Fiscal Year 2021. It is expected that these funds will last through December or January. This modified budget totals \$123,500.

**BILL PETERSON MOVED TO APPROVE THE FY CV/BRN BUDGET MODIFICATION; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.**

***o. Recommendation to Approve Fiscal Year 2020 Chafee Act-Summer Youth Employment Program (SYEP) Budget***



**Macomb/St. Clair Workforce Development Board  
July 23, 2020**

Because the 2020 allocation provided through the Chafee Act has been cut in half from the amount received in 2019, Macomb/St. Clair will provide services for 15-20 foster youth this summer down from 45 participants in 2019. These funds provide summer employment wages, fringe benefits and classroom training for foster youth age 14-20 who are transitioning out of the foster care system. The budget totals \$34,240.

**BILL PETERSON MOVED TO APPROVE THE FY 2020 CHAFEE ACT SYEP BUDGET; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.**

**6. Executive Director's Report**

Mr. Bierbusse pointed out that there have been no significant changes or increases to funding the budgets approved today. He emphasized that when our centers reopen there will be a huge demand for our services with little assistance available. He noted the HEROS Act does not include adequate funding and the centers will have a difficult time choosing which customers we can retrain.

**7. Other Business**

Maria Zardis from the Macomb County Department of Planning and Economic Development made members aware of the \$152.5 million Cares Act funding received by the county. Of that, \$70 million will assist small businesses with two grant opportunities. Awards will range between \$5,000 and \$20,000 to help businesses recover from the pandemic. She urged members to go to [www.macombbusiness.com](http://www.macombbusiness.com) to find more information on the Macomb County Small Business Sustainability Program.

**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, August 27, 2020. Members will be notified.

**10. Adjournment**

**BILL PETERSON MOVED TO ADJOURN; SUPPORT BY TANISE HILL. MOTION CARRIED.** The meeting adjourned at 4:00 p.m.

Respectfully submitted,



Jean Wurmlinger,  
Recording Secretary