

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

September 24, 2020

The Macomb/St. Clair Workforce Development Board met virtually at 3:00 p.m. Thursday September 24, 2020 with the following members joining:

(☑ denotes private sector):

AT ROLL CALL:

- | | |
|---------------------|---------------------|
| ✓ Karen Arondoski | ✓ Lindsey Hoover |
| ✓ Krista Barr | ✓ David Jaraczewski |
| Dan Casey | ✓ Peter Keating |
| Ken Dombrow | ✓ Mike Kramer |
| ✓ Sharise Eckenrode | Val Nunn |
| ✓ Ann Forster | Bill Peterson |
| ✓ Danielle Hart | Jim Sawyer |
| Tanise Hill | ✓ Charles Shaw |
| ✓ Carter Hitesman | Maria Zardis |

AFTER ROLL CALL:

Christol James

MEMBERS ABSENT:

- | | |
|------------------|---------------|
| Jason Dahl | ✓ Joe Keppler |
| ✓ Jennifer Gavin | Jim Peltier |
| ✓ Larry Humphrey | ✓ Sam Serra |

OTHERS PRESENT:

John Bierbusse, Executive Director
Euphemia Franklin, South Eastern Michigan Indians, Inc.
Thomas Heurman, 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 18 members present; 11 private sector.

3. Approval of Previous Minutes

BILL PETERSON MOVED TO APPROVE THE JULY 23, 2020 MINUTES AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

The Chairman had nothing to report.

5. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of September 15, 2020

a. Recommendation to Approve Contract for Payroll Services

Macomb/St. Clair released a Request for Proposal (RFP) to deliver payroll services for young adults engaged in paid work experience activities. The contract period is for October 1, 2020 through September 30, 2021 with the option to extend the contract for up to three years based on need.

A chart showing the three companies who responded to the RFP was viewed by members. Based on all proposals, America's Back Office (ABO) is being recommended based on the most reasonable cost and delivery of service. ABO has been the contractor for the past several years and meets high quality standards.

BILL PETERSON MOVED TO APPROVE THE PAYROLL SERVICES CONTRACTOR; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

Due to audio difficulties, the informational items of the One-Stop Committee Report were moved to the end of the agenda.

B. ADMINISTRATIVE COMMITTEE

1. Meeting of September 10, 2020

a. Recommendation to Approve Fiscal Year 2020 Partnership, Accountability, Training, Hope (PATH) Program Budget Modification #2

The State recalled \$228,125 of TANF funding for the PATH program. Administrative Costs and Carry-in to 2021 were reduced along with some adjustments to the budget in office supplies, classroom training, auto purchase support services and transportation allowance. The modified budget totals \$4,014,305.

BILL PETERSON MOVED TO APPROVE THE FY 2020 PATH BUDGET MODIFICATION #2; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve Fiscal Year 2020 Partnership, Accountability, Training, Hope (PATH) Program Budget Modification #3

The State redistributed funds from MWAs that were not able to utilize their allocations. This revised budget shows that \$174,000 was reallocated to Macomb/St. Clair. Because this fiscal year ends September 30th, the funds will be carried-in to 2021. The budget remains at \$4,014,305

BILL PETERSON MOVED TO APPROVE FY 2020 PATH BUDGET MODIFICATION #3; SUPPORT BY

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LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve Fiscal Year 2020 Offender Success Budget Modification

The state reclaimed \$75,000 in funding reducing the grant amount to \$1,499,907. The contribution to the Administrative Cost Pool was reduced bringing the revised budget to \$1,262,897.

BILL PETERSON MOVED TO APPROVE THE FY 2020 OFFENDER SUCCESS BUDGET MODIFICATION; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Approve Fiscal Year 2020 Healthy Michigan Plan Penalty & Interest Budget

An allocation of \$80,779 was received. \$8,000 is set aside for administration costs and \$64,679 will provide additional resources to the Employment Service Provider to assist Healthy Michigan Plan customers coming into the centers to receive services.

BILL PETERSON MOVED TO APPROVE THE FY 2020 HEALTHY MICHIGAN PLAN PENALTY & INTEREST BUDGET; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve Fiscal Year 2020 CARES Act Budget

Committee Chair Bill Peterson explained that Macomb Community Action received federal CARES ACT dollars to provide services to returning citizens. Because Michigan Works! operates the Offender Success Program, \$170,000 was granted to Macomb/St. Clair. \$104,000 will carry-in to FY 2021. \$50,000 will be used through September 30th for short term housing for parolees who must quarantine for 14 days due to the pandemic. \$10,000 will be used for classroom training. This budget totals \$60,000.

BILL PETERSON MOVED TO APPROVE THE FY 2020 CARES ACT BUDGET; SUPPORT BY VALERIE NUNN. MOTION CARRIED UNANIMOUSLY.

f. Recommendation to Approve Fiscal Year 2021 CARES Act Budget

This budget reflects the remaining \$104,000 from the CARES ACT grant providing short term housing, resident supply kits, deodorant, classroom training and on-the-job training to returning citizens. This budget equals \$93,500.

BILL PETERSON MOVED TO APPROVE THE FY 2021 CARES ACT BUDGET; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Approve Program Year 2020 WIOA Adult Program Budget Modification

The Adult program budget is modified due to a decrease in actual carry-in from PY 2019 as opposed to the estimated carry-in previously budgeted. Carry-in to 2021 is reduced to \$280,400. Classroom training dollars are lowered to \$1,357,140 bringing the revised budget to \$2,525,940.

BILL PETERSON MOVED TO APPROVE THE PY 2020 WIOA ADULT PROGRAM BUDGET MODIFICATION; SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

h. Recommendation to Approve Program Year 2020 WIOA Dislocated Worker Program Budget Modification

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This budget reflects an increase of nearly \$30,000 in actual carry-in from PY 2019. The additional dollars will support classroom training and on-the-job training bringing the total budget to \$1,722,577.

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

i. Recommendation to Approve Program Year 2020 WIOA Youth Program Budget Modification

The Youth budget is modified to reflect a reduction of \$138,502 of actual carry-in from 2019. Carry-in to 2021 will be reduced by that same amount. The budget totals \$3,060,672.

BILL PETERSON MOVED TO APPROVE THE PY 2020 WIOA YOUTH PROGRAM BUDGET MODIFICATION; SUPPORT BY VALERIE NUNN. MOTION CARRIED UNANIMOUSLY.

j. Recommendation to Approve Program Year 2020 WIOA Administration Budget Modification

This budget modification shows an increase in actual carry-in from 2019 that will be rolled into 2021. The budget remains \$262,700.

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

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

Actual carry-in from 2019 is \$13,773 lower than was expected. The amount of carry-in to 2021 is reduced by the same amount to \$295,527. This budget remains \$806,900.

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

l. Recommendation to Approve Program Year 2020 Wagner-Peyser Employment Services Budget Modification

The carry-in amount from 2019 was adjusted to show an increase over the estimated carry-in. The additional dollars will be added to support the Employment Service Provider. This budget totals \$1,592,836.

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

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

Actual carry-in of \$26,901 will help support the salaries and fringe benefits of the Business Resource Network success coaches. Additional funds will be received next month to support success coaches through March 2021. This budget equals \$26,901.

BILL PETERSON MOVED TO APPROVE THE PY 2020 CV/BRN BUDGET MODIFICATION; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

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***n. Recommendation to Approve Program Year 2020 Young Professionals
Summer Program Budget***

Macomb/St. Clair received \$95,938 in statewide activities funds to operate a Young Professionals Summer Program. The program, which was originally set to run April 1 through September 30, was put on hold but because of COVID-19. It will now operate July 1st through December 31, 2020. Funds will support 14 out-of-school youth and adults with training through Macomb Community College in pre-apprenticeship programs, earning 9 credit hours. Support service funds were used to purchase laptops for the students. This budget totals \$86,938.

BILL PETERSON MOVED TO APPROVE THE PY 2020 YOUNG PROFESSIONALS SUMMER PROGRAM BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

***o. Recommendation to Approve Program Year 2020 Going Pro Apprenticeships
Budget***

This budget is made up of \$180,260 of carry-in from 2019. It will support wages and fringe benefits for the Apprenticeship Coordinator and apprenticeship training. \$42,400 will go to classroom training and \$23,010 to on-the-job training with \$4,300 for supportive services. This budget totals \$99,160.

BILL PETERSON MOVED TO APPROVE THE PY 2020 GOING PRO APPRENTICESHIPS BUDGET; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

p. Recommendation to Approve the Salary Structure for Level 3 Employees

Because the Accounting Supervisor and the Purchasing/IT Supervisor have accepted additional responsibilities in transforming much of our delivery system into a virtual format, it was recommended that the Level 3 salary structure be increased from a range of \$60,882 - \$76,102 to a range of \$67,603 - \$84,504.

BILL PETERSON MOVED TO APPROVE THE SALARY STRUCTURE FOR LEVEL 3 EMPLOYEES; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

***q. Recommendation to Approve Negotiated Performance for Program Year 2020
and Program Year 2021***

After negotiating performance standards with the federal government the state is negotiating with the MWAs for PY 2020 and PY 2021. In Macomb/St. Clair's case the state used data from Program Years 2017, 2018, and 2019 in which Macomb/St. Clair performed extremely well. This drove expectations for Macomb/St. Clair even higher. Chairman Peterson stated that Mr. Bierbusse responded to the state with a counter proposal noting that of the eighteen performance measures proposed by the state, sixteen exceeded the state's performance goals with some far exceeding the state negotiated performance. It was argued that no performance level should be above 110% or below 90% of the State Negotiated Performance Levels. The state responded after reviewing the justification provided, that they have accepted Macomb/St. Clair's counterproposal. An updated table with negotiated levels is provided for the Board to review.

BILL PETERSON MOVED TO APPROVE THE NEGOTIATED PERFORMANCE FOR PY 2020 AND PY 2021; SUPPORT BY PETER KEATING. MOTION CARRIED UNANIMOUSLY.

r. Informational Item

i. Final Performance Report for Program Year 2019

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The Committee reviewed the Final WIOA Performance Report for PY 2019. The chart shows goals negotiated with the state versus actual performance outcomes in adult programs, dislocated workers, youth, Wagner-Peyser and TAA. Macomb/St. Clair exceeded expected performance in all areas.

Two additional charts show actual performance divided by performance goals for Macomb/St. Clair and the State. This is helpful in determining how Macomb/St. Clair compares with overall state numbers. In order to meet goals, 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. By performing above the state's performance, Macomb/St. Clair has a positive impact on the State's overall performance outcomes.

Continuation of September 15, 2020 One-Stop Committee Report

b. Informational Items

i. Update on Assistance to Unemployment Insurance Claimants

Committee Chair Tanise Hill updated the board on work by Michigan Works! staff to assist the Unemployment Insurance Agency (UIA) to resolve problem claims. Michigan Works! continues to receive up to 1,000 calls each week from claimants. Between May 11th and September 4th, staff have helped to correct 4,218 claims. In addition to phone calls received, the UIA sends a daily "Tracker Report" with a back log of problem claims for staff to resolve. On September 7th, UIA contacted Michigan Works! Agencies to report that the "Tracker List" is caught up and they no longer need our assistance in that area. Staff are hopeful of being pulled from this project by next month so that they can return to helping individuals search for gainful employment.

ii. Planning of Virtual Job Fair in October

The Department of Labor and Economic Opportunity has obtained a license for a virtual job fair software system called "Brazen" and have made it available to all Michigan Works! Agencies in the state. The Brazen system sets up a series of virtual booths each being manned by an organization who is hiring new employees. The job seeker can virtually enter a booth and interact with the employer representative who will provide information on available jobs, conduct interviews, or provide information on how to apply for a job.

Macomb/St. Clair has reserved Brazen for a virtual job fair on October 9th for two three-hour sessions. Up to thirty employers can participate in one or both sessions allowing as many as sixty employers to connect with prospective employees. Michigan Works! is currently recruiting and have signed up thirty-one employers from the Salesforce System. Staff are sharing this information with all customers. The link to access the Virtual Job Fair can be found on Macomb/St. Clair's website.

iii. Company Closures/WARN Notice

Ms. Hill reported on company lay-offs or shutdowns, some due to the COVID-19 shutdown of the state. Information on Michigan Works! and reemployment services are provided to the companies electronically. Those companies include:

UAW-Chrysler National Training Center which is terminating all operations and permanently closing on October 31, 2020. Ninety-seven workers will be affected.

Aramark, Warren, GM Food Services Operation has extended layoffs and terminations of 14 non-union and 114 union positions. There is a potential to re-open but that is dependent on GM.

Mapal Inc., Port Huron reported that temporary layoffs will be extended for 6 months or longer with some becoming permanent due to reduced demand for product. 28 non-union positions and 22 production & maintenance union positions with bumping rights are affected.

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Blue Bell Mattress Company, Warren have terminated 80 workers with the closure of the business on March 18th. The company lost its contract with Art Van Furniture due to bankruptcy. A second contract with Bob's Furniture had orders canceled due to COVID-19. Attempts to reach the company were not successful.

Aludyne, Warren announced a planned closure in early April due to reduced demand for products. The layoff of 115 workers is expected to take place over several months.

The US Department of Labor certified workers of **Dayco Products** for TAA eligibility. On October 31st 28 workers are scheduled for layoff. Workers were notified with instructions to view the online recorded video of the TAA orientation and to contact a TAA case manager. Workers without access to the internet are advised to call for a phone appointment.

Ms. Hill was able to report that United Way has also reached out workers affected by the layoffs and closures.

iv. *Futures for Frontliners*

The Governor launched "Futures for Frontliners" a state scholarship program providing tuition-free access for Michigan residents without college degrees who worked in essential industries during the state COVID-19 shutdown between April 1 – June 30. If eligible, workers may pursue an associate degree or a skills certificate, either full-time or part-time, while working. If the worker does not have their GED or equivalency, they may receive services to prepare them for high school completion before enrolling in a community college or job training program.

While Michigan Works! is not receiving any direct funding for this program, we will promote this opportunity to all workers and employers. Because this funding does not include items such as transportation, books or other necessary supportive services, we may be able to use some WIOA dollars to assist with those items.

v. *Impact Awards*

The Michigan Works! Association Impact Awards recognizes companies who have contributed to strengthening Michigan's economy by creating jobs and developing talent in their communities.

Ms. Hill reported that PTM Corporation in Fair Haven was named Macomb/St. Clair's 2020 Impact Award recipient. PTM Corporation has partnered with Michigan Works! for several years to fill positions through Business Services recruitment and hiring activities using On-the-Job Training funds. They have been awarded Going Pro Talent Fund dollars to train workers to transition to a new quality management system. PTM became the first company in St. Clair County to become a member of the Business Resource Network. PTM gives back to the community by offering tours and hands-on activities for hundreds of St. Clair County high school students as part of Manufacturing Day. They have invested thousands of dollars to support the yearly FIRST Robotics Marysville District Competition since 2016 and PTM participates in the annual career fair hosted by St. Clair College Community College.

vi. *Restarting of the Partnership, Accountability, Training, Hope (PATH) Program*

In March of 2020, all MWAs were notified by the Department of Health and Human Services that referrals to the PATH program would be put on hold due to the coronavirus. All active participants were put into a temporary deferral. Staff worked remotely with participants who maintained their employment or continued training activities.

On July 1st the temporary deferral was lifted. The number of people attending the virtual orientation during July and August was very low. The state provided a more lenient policy that allowed participants to avoid being penalized for not meeting their work requirements during that time.

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The Board viewed a chart showing numbers referred and numbers attended for each center. The total number of referred customers was 1101 with 154 customers attending for a show rate of 13.99%. A chart showing the 2020 Work Participation rate also showed numbers dropping from March through July with an uptick in August. Staff continue to provide remote services to PATH participants enrolled in the program. Assessments, workshops and assistance with supportive services are being provided on-line for participants.

vii. **Success Stories**

Tanise Hill presented the summer issue of *Telling Our Story*. She summarized three articles written by staff celebrating the accomplishments of customers receiving services in various programs.

Genora Green sought help from the Warren Employment Services staff while preparing to apply for her dream position as a Spirit flight attendant. She was encouraged to attend the Resume Design workshop to update her resume. After completing the hiring process, she received a job offer. Genora thanked Michigan Works! for the encouragement stating that she was "happy there are still people that are passionate about helping people like herself" and for "allowing her to share her success story".

The owner of the 401 Diner, LLC in Port Huron wrote to thank Michigan Works! and specifically the business account manager who guided him to the best procedures for finding and screening new employees. He utilized on-the-job training which he stated was extremely valuable as a new business trying to balance a budget during COVID-19.

The last article highlighted Ashley who was homeless, unemployed and pregnant. She came to the Port Huron Michigan Works! and enrolled in the Young Professionals Program looking for guidance in finding a safe place to live and planning to move forward with her life. She enrolled in St. Clair Community College using WIOA funds for tuition assistance and other supportive services while working at Panera Bread. Upon completed of training Ashley was hired full-time by Medilodge of Port Huron and is now earning \$16.00 an hour plus benefits. Ashley's long-term goal is to become a Registered Nurse but for now she and her son are living independently and able to pay her own bills.

6. Executive Director's Report

Executive Director Bierbusse announced that he plans to retire from the Workforce Development Board by the end of the year. He stated that it is the duty of the Board as the Appointing Body to determine the best procedure for finding a replacement. He stated that he believes the search should be limited to internal candidates or those within the Michigan Works! Delivery System who would have administrative and programmatic experience with knowledge of the intricacies of the Michigan Works! System. Dan Casey suggested that a search committee be formed through the Administrative Committee. Mr. Casey and Charles Shaw stated that they would be willing to serve with Lindsey Hoover and Bill Peterson on the committee. Maria Zardis asked if Mr. Bierbusse would be willing to stay on until a replacement is found which Mr. Bierbusse answered in the affirmative.

7. Other Business

Maria Zardis told members that the annual Manufacturing Day will be held virtually from September 28th – October 2nd this year. There are 624 students registered. To find more information members were directed to view the Manufacturing Day link on the Macomb Business site.

8. Hearing of the Public

There were no comments from the public.

9. Scheduling of Next Meeting

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The next general meeting is tentatively scheduled for 3:00 pm, Thursday, October 22, 2020. Members will be notified.

10. Adjournment

MARIA ZARDIS MOVED TO ADJOURN; SUPPORT BY JAMES SAWYER. MOTION CARRIED. The meeting adjourned at 3:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean Wurmlinger".

Jean Wurmlinger,
Recording Secretary