

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

October 22, 2020

The Macomb/St. Clair Workforce Development Board met virtually at 3:00 p.m. Thursday October 22, 2020 with the following members joining:

(☑ denotes private sector):

**AT ROLL CALL:**

- |                     |                 |
|---------------------|-----------------|
| ✓ Krista Barr       | ✓ Peter Keating |
| Dan Casey           | ✓ Joe Keppler   |
| Ken Dombrow         | ✓ Mike Kramer   |
| ✓ Sharise Eckenrode | Val Nunn        |
| ✓ Jennifer Gavin    | Bill Peterson   |
| ✓ Danielle Hart     | Jim Sawyer      |
| ✓ Carter Hitesman   | ✓ Sam Serra     |
| Christol James      | ✓ Charles Shaw  |
| ✓ David Jaraczewski | Maria Zardis    |

**AFTER ROLL CALL:**

- ✓ Larry Humphrey

**MEMBERS ABSENT:**

- |                   |                  |
|-------------------|------------------|
| ✓ Karen Arondoski | Tanise Hill      |
| Jason Dahl        | ✓ Lindsey Hoover |
| ✓ Ann Forster     | Jim Peltiere     |

**OTHERS PRESENT:**

John Bierbusse, Executive Director  
Shelley Basile, 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**

**JOE KEPPLER MOVED TO APPROVE THE SEPTEMBER 24, 2020 MINUTES AS PRESENTED; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**4. Chairperson's Report**

**The Chairman had nothing to report.**

**5. Election of Officers**

Chairman Kramer turned the meeting over to Bill Peterson to open the floor to nominations for Election of Officers. Mr. Peterson suggested that due to the pandemic and because of the retirement of Mr. Bierbusse, it might be pragmatic to extend the terms of the three current officers for another year allowing for input by the new director. Michael Kramer, Lindsey Hoover, and Peter Keating each agreed to serve for another year.

**BILL PETERSON MOVED TO APPROVE THE RETENTION OF THE CURRENT WDB OFFICERS THROUGH OCTOBER 2021; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**6. Standing Committee Reports**

Chairman Kramer asked Bill Peterson to move ahead in the agenda with the Administrative Committee report allowing time for the One-Stop Committee chair to log-in to the meeting and give her report.

***B. ADMINISTRATIVE COMMITTEE***

**1. Meeting of October 8, 2020**

**a. Recommendation to Approve Program Year 2020 Community Ventures-  
Business Resource Network (CV-BRN) Budget Modification**

This budget is one of two budgets for this program and falls under a program year calendar of July 1<sup>st</sup> through June 30<sup>th</sup>. The state recovered \$1,270,000 in revenues from five Michigan Works Agencies who were not able to spend at least 60% of their allocation by June 30<sup>th</sup>. The recouped funds have been made available to Michigan Works Agencies who have spent above 60% of their allocation. Macomb/St. Clair received \$129,423 and will use these dollars to support services to Business Resource Network company employees and for the Success Coach positions. The modified budget totals \$140,324.

**BILL PETERSON MOVED TO APPROVE THE FY 2020 CV/BRN BUDGET MODIFICATION; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve Fiscal Year 2020 Trade Adjustment Assistance  
(TAA) Case Management Budget Modification**

Macomb/St. Clair requested an additional \$75,000 to carry this program through September 30, 2020 bringing the total allocation to \$597,620. This budget supports staffing this program.

**BILL PETERSON MOVED TO APPROVE THE FY 2020 TAA CASE MANAGEMENT BUDGET MODIFICATION; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

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**c. Recommendation to Approve Fiscal Year 2021 Partnership, Accountability, Training, Hope (PATH) Temporary Assistance to Needy Families (TANF) Budget**

Temporary Assistance to Needy Families (TANF) consists of Federal dollars used to assist families reach self-sufficiency by participating in the PATH program. The 2021 TANF allocation of \$4,279,992 is a decrease of \$171,000 from 2020. However, more funding may be made available later in the year by funds reclaimed from other Michigan Works Agencies who have not been able to spend their allocation. The PATH TANF budget totals \$3,865,501.

**BILL PETERSON MOVED TO APPROVE THE FY 2021 PATH TANF BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**d. Recommendation to Approve Fiscal Year 2021 Partnership, Accountability, Training, Hope (PATH) Penalty & Interest (P&I) Budget**

State Penalty and Interest dollars is a second funding source for the PATH program and is used to support the PATH service providers. The FY 2021 PATH State Penalty and Interest Fund budget equals \$635,796.

**BILL PETERSON MOVED TO APPROVE THE FY 2021 PATH P&I BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**e. Recommendation to Approve Fiscal Year 2021 Trade Adjustment Assistance (TAA) Case Management Budget**

TAA is a Federal entitlement program that assists U.S. workers who have lost employment due to foreign trade. Macomb/St. Clair received \$635,745 based on spending patterns over past years. This is the largest amount received in the state. This budget supports case managers dedicated to working with TAA customers. The FY 2021 TAA Case Management budget totals \$635,745.

**BILL PETERSON MOVED TO APPROVE THE FY 2021 TAA CASE MANAGEMENT BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**f. Recommendation to Approve Fiscal Year 2021 Trade Adjustment Assistance (TAA) Program Activities Budget**

This is a second funding source for Trade Adjustment Assistance and is used for program activities such as classroom training, on-the-job training, job search/job readiness and relocation allocation for workers losing employment because of foreign trade. Macomb/St. Clair received \$1,907,236 and applied \$90,821 to administrative costs. The budget totals \$1,816,415.

**BILL PETERSON MOVED TO APPROVE THE FY 2021 TAA PROGRAM ACTIVITIES BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**g. Recommendation to Approve Fiscal Year 2021 Community Ventures-Business Resource Network (CV/BRN) Budget**

This Community Ventures/Business Resource Network budget is the 2<sup>nd</sup> budget for this program and falls under a fiscal year calendar of October 1<sup>st</sup> through September 30<sup>th</sup>.

With an allocation of \$86,282 along with \$256,600 of carry-in from 2019 there is \$342,882 available to budget for salaries & wages and fringe benefits of success coaches working with the Business Resource Network company employees. This budget totals \$312,882.

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**BILL PETERSON MOVED TO APPROVE THE FY 2021 CV/BRN BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**h. Recommendation to Approve Fiscal Year 2021 WIOA National Dislocated Worker Grant Covid-19 Disaster Recovery Project**

The states were given the opportunity to apply for federal funds for COVID-19 relief. Of the \$3.2 million received by the state, Macomb/St. Clair Michigan Works! was awarded \$500,000. These dollars will be used to work with the St. Clair County Health Department to hire eight contact tracers by paying their salaries for up to six months. Funds will also be used to train up to seventy individuals in classroom training or on-the-job training who have been dislocated due to the pandemic. This budget equals \$400,000.

**BILL PETERSON MOVED TO APPROVE THE FY 2021 WIOA NATIONAL DISLOCATED WORKER GRANT-COVID 19 DISASTER RECOVERY PROJECT BUDGET; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**i. Recommendation to Approve the Process to Replace the Workforce Development Board Executive Director Position**

Board members viewed the Executive Director's Job Description and discussed the process for hiring the new Executive Director.

Once the process is approved by the full Board, the position will be posted on the Macomb/St. Clair Workforce Development Board website, the Michigan Talent Connect and circulated through the Michigan Works! statewide delivery system by the Michigan Works! Association. It will be posted for three weeks until November 16, 2020. The posting will indicate that priority will be given to candidates with a minimum of five years in supervisory program management and/or administrative position within the Michigan Works! System.

Applications will be emailed to Jean Wurmlinger and will be screened initially by a committee of Workforce Development Board supervisory staff. Candidates that meet the initial screening requirements will then be vetted by the Executive Director and the Administrative Committee of the Board. The committee will choose the three best candidates to interview virtually for the position and will recommend the best candidate for full Board approval.

**BILL PETERSON MOVED TO APPROVE THE PROCESS TO REPLACE THE WORKFORCE DEVELOPMENT BOARD EXECUTIVE DIRECTOR POSITION; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.**

**A. ONE-STOP COMMITTEE**

**1. Meeting of October 13, 2020**

**a. Recommendation to Approve Partnership, Accountability, Training, Hope (PATH) Plan for FY 2021**

Executive Director Bierbusse reported on the Fiscal Year 2021 PATH Program Plan. He provided a summary of employment and training activities for customers applying for cash public assistance who are referred to Michigan Works! from the Department of Health and Human Services (DHHS) for job search activities.

He explained that PATH customers are required to participate in defined core and non-core activities for 20 to 30 hours per week depending on the age of their youngest child. However, due to COVID-19 the state policy is more lenient and is not assessing penalties on customers who do not meet the requirement

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at this time. New applicants work with PATH case managers to identify and resolve barriers to employment for a 10-day applicant eligibility period (AEP) before their cash case is opened. This period was changed on October 1st from 21-days to 10-days enabling DHHS to open cases more quickly.

Mr. Bierbusse noted that the PATH budget was discussed during the Administrative Committee report. Maria Zardis asked why childcare expenses were reduced in the FY 2021 PATH TANF budget. Mr. Bierbusse replied that for FY 2020 childcare was provided for the full year, however, because of site closures due to the pandemic childcare is not currently offered at the career centers.

**JIM SAWYER MOVED TO APPROVE THE FY 2021 PATH PLAN; SUPPORT BY BILL PETERSON.  
MOTION CARRIED UNANIMOUSLY.**

**b. Informational Items**

**i. Update on the Virtual Job Fair**

Mr. Bierbusse updated the Board on the October 9<sup>th</sup> virtual job fair using Brazen a virtual job fair software system made available by the Department of Labor and Economic Opportunity. He told the group that there were 42 companies who participated and 320 job seekers registered, 169 in the morning and 151 in the afternoon.

With the career centers closed, case managers found it was difficult reaching customers directly with job fair information. To encourage participation, press releases were sent to local media outlets and the event was advertised on billboards placed on 1-94. In addition, Macomb County Executive Mark Hackel posted a video on his Facebook page giving a boost to recruitment. Staff will follow up with employers in 30 days to determine the number of hires resulting from the event. Because of demand from employers, Macomb/St. Clair is exploring a virtual platform where we can host regular virtual hiring events in the future.

**ii. Update on U.I. Project**

In an update on the U.I. Project it was reported that Macomb/St. Clair staff continue to assist the Unemployment Insurance Agency (UIA) in processing problem claims. Michigan Works! continues to receive up to 1,000 calls each week. This number has dropped significantly from approximately 6,000 calls per day in June and July. Currently many calls come from claimants receiving benefits whose payments have suddenly stopped in September. This may be due to accounts being suspected of fraud because of multiple claims filed under the same name. One woman reported to our office that she had received 38 letters from UIA, all to different names using her address while she had never filed a claim. Staff arranged to have letters returned to UIA for investigation. It is expected that the number of calls will decrease over the next month without a stimulus bill approved.

**iii. Update on the Status of Going Pro**

The 2020 Going Pro Talent Fund program that was canceled because of COVID-19 has been included in the state's 2021 budget. \$27 million will be distributed to companies across the state for incumbent and new employee training. Companies who were approved for 2020 funding are required to submit a new application for 2021. It has not been resolved as to whether or not companies who were forced to close their doors due to COVID will receive funding.

The submission process includes an on-line application available on November 2<sup>nd</sup>. It will remain on-line for four-weeks. Completed applications will be submitted to local Michigan Works! Agencies for acceptance and review and will be forwarded to the Department of Labor and Economic Opportunity (LEO) for funding consideration. Awards will be made in mid-January 2021. Funds will be granted to the

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local MWA to administer. The MWA will negotiate contracts with the individual companies and training programs may begin as early as February 1, 2021.

**iv. Company Layoff/Closure Report**

Macomb/St. Clair was given notice that Dave & Buster's in Utica will permanently lay off the 119 employees who were temporarily laid off due to COVID in March 2020. The company plans to rehire for those positions when the pandemic and economic conditions allow.

Domtar Industries in Port Huron a subsidiary of E.B. Eddy Paper, Inc. announced the closure of its facility terminating all hourly and salary workers. Of the 200 affected workers, 130 are represented by the United Steelworkers and will be laid off as production lines and departments close. Information on Michigan Works! reemployment services were provided to the company electronically.

**v. Peer Supported Employment Opportunity Program (PSEOP) Report**

Mr. Bierbusse updated the Board on the Peer Supported Employment Opportunity Program, a special grant received to work with people addicted to opioids. He stated that staff did a great job getting the program up and running. There was a nice flow of people entering the program until COVID hit. While we continue to receive referrals, people are not interested in employment or training at this time. In Quarter 2, there have been eighty-three referrals registered in the system. Of those, 11 were enrolled in career services and 5 in classroom training.

This grant is scheduled to end in March 2021 but Macomb/St. Clair is requesting that the grant be extended through March of 2022.

**vi. Report on the Senior Community Service Employment Program (SCSEP)**

Mr. Bierbusse reported on the 2019 Senior Community Service Employment Program. He told the Board that we originally had 95 slots available for senior workers, but that number was modified to 72. He reported that many senior participants opted out of working under COVID-19 conditions but continue to participate by taking part in virtual learning of soft skills and job readiness skills. They will be paid through November 30, 2020.

**vii. COVID-19 Disaster Recovery Project**

Last Spring the Federal Government released an application for states to apply for National Dislocated Worker funds for COVID-19 relief. The State of Michigan was awarded \$3.2 million of which Macomb/St. Clair received \$500,000, the largest award in the state. Of Macomb/St. Clair's award \$168,000 will be used to work with the St. Clair County Health Department to hire eight contact tracers, paying their salaries for up to six months. \$232,000 will train up to 70 individuals who have been dislocated due to the pandemic in classroom training or on-the-job training. The remaining \$100,000 in technology funds will be used to purchase OneSpan, an electronic document signature program, virtual talent tours using Zoom and Zoom Rooms, and articulating arms to mount laptop monitors to allow staff to swing the monitor around so the customer can view the monitor while remaining socially distant.

**6. Executive Director's Report**

Executive Director Bierbusse thanked everyone on the Board for their support of workforce development programming and noted that he has worked with over 200 board members throughout his years as Executive Director.

Mr. Bierbusse also provided data comparing program participation statewide between March and September of 2019 and the same months in 2020 pointing out that we were not able to serve nearly the number of people due to the stay at home orders.

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The following numbers were reported:

	<u>3/1/2019 through 9/30/2019</u>	<u>3/1/2020 through 9/30/2020</u>	<u>Percent Change</u>
Veterans	3,445	623	Down 81.9%
Adult	2,915	1,155	Down 60.4%
Dislocated Worker	903	462	Down 48.8%
In School Youth	478	233	Down 51.3%
Out of School Youth	927	342	Down 63.1%

**7. Other Business**

There was no other business.

**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, December 10, 2020. Members will be notified.

**10. Adjournment**

**DAN CASEY MOVED TO ADJOURN; SUPPORT BY BILL PETERSON. MOTION CARRIED.** The meeting adjourned at 3:50 p.m.

Respectfully submitted,



Jean Wurmlinger,  
Recording Secretary