

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

December 10, 2020

The Macomb/St. Clair Workforce Development Board met virtually at 3:00 p.m. Thursday December 10, 2020 with the following members joining:

() denotes private sector):

AT ROLL CALL:

- | | |
|-------------------|---------------------|
| ✓ Karen Arondoski | ✓ David Jaraczewski |
| ✓ Krista Barr | ✓ Peter Keating |
| Dan Casey | ✓ Joe Keppler |
| ✓ Ann Forster | ✓ Mike Kramer |
| ✓ Jennifer Gavin | Jim Peltiere |
| Tanise Hill | Jim Sawyer |
| ✓ Lindsey Hoover | ✓ Charles Shaw |
| ✓ Larry Humphrey | Shannon Williams |
| Christol James | Maria Zardis |

AFTER ROLL CALL:

- | | |
|---------------------|---------------|
| Ken Dombrow | Bill Peterson |
| ✓ Sharise Eckenrode | |

MEMBERS ABSENT:

- | | |
|-------------------|-------------|
| Jason Dahl | Val Nunn |
| ✓ Danielle Hart | ✓ Sam Serra |
| ✓ Carter Hitesman | |

OTHERS PRESENT:

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

3. Approval of Previous Minutes

**PETE KEATING MOVED TO APPROVE THE OCTOBER 22, 2020 MINUTES AS PRESENTED;
SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.**

4. Chairperson's Report

Chairman Kramer introduced Shannon Williams to the Board. Ms. Williams will replace Monika Leasure representing Career and Technical Education.

5. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of December 1, 2020

**a. Recommendation to Approve Program Year 2020 Negotiated Contract
Extensions with Employment and Training Designs, Inc.**

Tanise Hill reported on contract negotiations for the final year of a three-year contract with Employment & Training Designs, Inc., the contractor for the Michigan Works! Young Professionals Program (WIOA Youth) serving 16-24-year-old participants at all five career centers.

The PY 2020 final budget totals \$1,557,336 and includes funding for the purchase of laptops and IT helpdesk support for participants engaged in virtual activities due to the pandemic. The budget also allows for contracting with an agency to offer individual professional counseling to participants. A program support position was added to the current staff of a part-time Director of Programs, Program Manager, twelve Career Development Facilitators, three Placement Specialists, one Intake Specialist, a Tutor, an Outcome Specialist and an Outreach/Marketing Specialist.

**CHARLES SHAW MOVED TO APPROVE THE PY 2020 NEGOTIATED CONTRACT EXTENSION
WITH EMPLOYMENT AND TRAINING DESIGNS, INC., SUPPORT BY LINDSEY HOOVER. MOTION
CARRIED UNANIMOUSLY.**

**b. Recommendation to Approve Fiscal Year 2021 Temporary Assistance to
Needy Families (TANF) Refugee Plan**

The PATH Refugee Program with the goal of engaging cash welfare applicants in employment and training services leading to self-sufficiency provides the same services to PATH Refugee customers as to PATH customers. The Department of Health and Human Services (DHHS) has the added responsibility, through a separate contract awarded to Samaritas of providing employment support services, assisting in recertification/licensing, and assistance in obtaining employment authorization documents. Funding for the Refugee PATH program consists of federal Temporary Assistance to Needy Families (TANF) funds.

**PETE KEATING MOVED TO APPROVE THE FY 2021 TANF REFUGEE PLAN, SUPPORT BY
LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.**

c. Informational Items

i. Report on the Status of Going Pro Talent Fund

As of November 30th, Macomb/St. Clair has received 46 applications requesting \$4,350,000 compared to a total of 54 applications received last year. It has been reported across the state that some

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manufacturing companies who have not shut down are reluctant to apply for training funds because they are operating with skeleton crews due to Covid-19 and they can't afford to take people off their job in order to let them train. Other MWAs have reported receiving similar feedback.

Applications will be reviewed by staff and submitted to the state by December 11th. Awards will be announced by mid-January 2021.

ii. Report on Services to Displaced Domtar Employees

Michigan Works! has been asked to work with the Domtar HR Department and the St. Clair County Economic Development Alliance to coordinate services to employees of Domtar Industries, Inc. located in Port Huron. Domtar Industries, Inc. will close their paper mill in 2021 affecting over 200 hourly and salaried employees by the end of March. Domtar is affiliated with United Steel Workers Local 51.

Michigan Works! will provide one-on-one resume writing assistance through resume review video sessions. On December 8th Michigan Works! hosted a Virtual Job Fair for Domtar employees. Business Account Managers will continue to work closely with Domtar employees after they have been laid off to provide reemployment services.

iii. Report on Business Resources Network

Currently there is a total of nineteen BRN companies, sixteen in Macomb County and three in St. Clair County. With renewed BRN funding, three additional success coaches were hired bringing the total to six, each working with at least one company.

Six new companies were added to the BRN over the summer and fall while three companies did not renew because of the difficulty in working under pandemic conditions. On November 10th, twenty-two HR managers signed up for the first virtual employer information session. A copy of the promotional flyer was attached for review. More virtual sessions will continue in early 2021. A list of the current BRN companies was provided for review.

The challenge for this program is the priority of keeping staff safe. All companies are required to provide their Covid Safety Policy to continue receiving services. Because many companies had restrictions for allowing non-employees entrance to their company, the Success Coaches had to get creative in order to communicate with employees. The WDB purchased OneSpan software that has helped with the eligibility process for obtaining needed signatures.

It was reported that to date 330 employees have been assisted with supportive services totaling \$124,000. The top two requests for services include housing and transportation. Success Coaches spent nearly 3,000 hours assisting employees.

iv. Report on Apprenticeship Programs

Tanise Hill reported on activities by Macomb/St. Clair Michigan Works as part of National Apprenticeship Week (NAW) November 8th – November 14th. This year the goal of apprenticeship week was to prepare staff to speak to employers and career seekers about Registered Apprenticeship Programs (RAPs)

Fourteen members of the Macomb/St. Clair Business Services team received Apprenticeship 101 Training on November 16th. This training related to presenting US DOL Registered Apprenticeship (RA) information and awareness of the assistance we can offer employers in developing, registering, and launching a Registered Apprenticeship Program. They in turn met with other staff to share what they had learned and with career seekers sharing information on how to become the best candidate for a RAP. All sessions were recorded and will be shared with staff and customers who were not able to attend.

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Available grants to assist employers with funds for RA programs include Going Pro Apprenticeships offering up to \$3,000 for OJT, classroom training or a combination of both, Closing the Skills Gap offering \$1,000 for classroom training through Oakland Community College and the Workforce Intelligence Network and the Going Pro Talent Funding.

The State of Michigan received \$14 million in RA expansion grants with a portion to be awarded for developing and launching School to Work RAPs for 16- to 24-year-old individuals so that they will have completed two years of a four-year RAP by graduation.

v. Report on Offender Success

The Board heard a report on the Fiscal Year 2020 Offender Success Program. There are four service categories this grant provides. \$823,500 is budgeted for transitional housing, rental assistance, and housing supplies. To date, \$787,792 has been sent serving 323 parolees with an average length of stay at 46 days. Employment readiness receives a budget of \$166,212 for workforce development assistance, on-the-job training, and work supplies for fifty-four referrals. Social Supports budgeted at \$69,289, includes clothing vouchers, hygiene kits, identification and public transportation. Total expended to date is \$70,112. Health and behavioral health for 40 individuals received \$38,822 for domestic violence programming, cognitive behavioral programming, medical services, and prescriptions. \$38,981 has been spent to date.

This has been a challenging year for parolees who could not be released into the public due to Covid-19 conditions within the facilities. Parolees are required to test negative for the virus and then quarantine for fourteen days in a hotel before transitioning into housing provided by the Offender Success program. Food and hygiene kits were provided to these individuals while self-quarantining.

vi. Report on Company Closures

Ms. Hill reported to the group on the termination of operations in 2021 of Keihin Manufacturing in Capac which provides automotive air conditioning systems and advanced engine components. The termination of employees is scheduled to begin by the end of January 2021 with more terminations to follow in April and June. Approximately 165 employees will lose their jobs. Michigan Works! has contacted the company with an offer of reemployment services.

B. ADMINISTRATIVE COMMITTEE

1. Meeting of December 3, 2020

a. Recommendation to Approve Fiscal Year 2021 Offender Success Budget

The Michigan Department of Corrections (MDOC) released an allocation of \$1,574,907 for FY 2021. With a reduction in contribution to the Administrative Cost Pool, additional dollars were put into areas such as short-term housing, transportation, on-the-job training, training supplies, domestic violence services and case management serving approximately 400 individuals. This budget totals \$1,394,171.

BILL PETERSON MOVED TO APPROVE THE FY 2021 OFFENDER SUCCESS BUDGET, SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve Fiscal Year 2021 Business Resource Network Budget Modification

The modification to this budget reflects an adjustment to the amount of carry-in from 2019 decreasing it to \$241,647. The budgeted items of salaries & wages, and fringe benefits are reduced. The modified budget totals \$297,929.

BILL PETERSON MOVED TO APPROVE THE FY 2021 BUSINESS RESOURCE NETWORK BUDGET

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MODIFICATION, SUPPORT BY SHARISE ECKENRODE. MOTION CARRIED UNANIMOUSLY.

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

Temporary Assistance to Needy Families (TANF) consists of Federal dollars used to assist families achieve self-sufficiency through participation in the PATH program. The FY 2021 budget is being modified due to an increase in 2020 carry-in. \$20,000 will be moved into Administrative Cost Pool with budget increases for the PATH providers. The revised budget totals \$3,891,065.

BILL PETERSON MOVED TO APPROVE THE FY 2021 PATH TANF BUDGET MODIFICATION; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.

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

This budget is a second funding source supplementing the PATH Program. It is derived from dollars the Unemployment Insurance Agency has received from employers in penalty and interest due to non-compliance issues. The revision shows carry-in of \$242,930. The budget is dedicated to PATH Projects and totals \$849,526.

BILL PETERSON MOVED TO APPROVE THE FY 2021 PATH STATE P&I BUDGET MODIFICATION; SUPPORT BY LINDSEY HOOVER. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Appoint a Workforce Development Board Member to the Michigan Works! Association Board of Directors

Bill Peterson reported that the Michigan Works! Association has asked for a local board member to be appointed to its Board of Directors. Restructuring the board will expand representation from key industries, strategic partners from a variety of sectors, better geographic representation, and key leadership from each of the Michigan Works! Agencies.

Tanise Hill, Jennifer Gavin and Bill Peterson showed an interest in this appointment. The committee has recommended that Bill Peterson who has been on our board for twenty-six years, has been the chair of the Administrative Committee for many years and has held positions on the State Workforce Development Board of Directors would be a strong voice to represent Macomb/St. Clair.

There is the potential opportunity for an at large member to be named to the Michigan Works! Association Board of Directors. Mr. Bierbusse stated that because of Tanise Hill's work with the United Way, she would be an excellent candidate.

DAN CASEY MOVED TO APPROVE THE APPOINTMENT OF BILL PETERSON TO THE MICHIGAN WORKS! ASSOCIATION BOARD OF DIRECTORS; SUPPORT BY PETE KEATING. MOTION CARRIED UNANIMOUSLY.

f. Informational Item

i. Interviews for the Executive Director Position of the Macomb/St. Clair Workforce Development Board

Committee Chair Peterson informed the board that he and committee members Lindsey Hoover, Dan Casey, and Charles Shaw met virtually with three candidates, Denise Van Hee, Jose Reyes, and Justin Al-Igoe. WDB Administrative staff had chosen these three candidates for further consideration. Each

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candidate was interviewed for a half hour. The committee agreed that each would be an excellent choice for the position with all showing strong administrative skills as well as knowledge of legislation and programming relating to workforce development. After discussion it was determined that two candidates, Denise Van Hee and Justin Al-Igoe be asked back for a second interview.

**g. Recommendation to Approve the Hiring of Denise Van Hee for the
Executive Director Position**

The Administrative Committee met with Denise Van Hee and Justin Al-Igoe for a follow-up interview on Monday, December 7th. Committee member questioned the candidates to clarify which would be more qualified and a better fit to lead Macomb-St. Clair.

Mr. Peterson explained that based on twenty-four years of experience with Oakland County Michigan Works!, five years as Director of the Oakland County Troy Michigan Works Career Center managing programs also administered by Macomb/St. Clair Michigan Works!, the Committee voted unanimously to recommend that Denise Van Hee be offered the position of Executive Director of the Macomb/St. Clair Workforce Development Board.

There was much discussion by members of the Board regarding Ms. Van Hee's experience with managing large budgets, the number of staff she has supervised, and the structure of the Oakland County system compared to Macomb/St. Clair. Mr. Bierbusse stated that while the decision is that of the Board, he believes Ms. Van Hee has the necessary experience and this would be the natural progression for her career path.

PETE KEATING MOVED TO APPROVE THE HIRING OF DENISE VAN HEE TO THE EXECUTIVE DIRECTOR POSITION; SUPPORT BY CHARLES SHAW. MOTION CARRIED UNANIMOUSLY.

6. Executive Director's Report

Mr. Bierbusse stated that the next step toward hiring Ms. Van Hee is to offer her the position, determine an appropriate date of hire and to address an initial salary offer. Following discussion, the Administrative Committee was authorized to research an appropriate salary within the published range of \$103,768 and \$131,096 based on Ms. Van Hee's current salary with Oakland County leaving room for an increase after one year.

PETE KEATING MOVED TO APPROVE AUTHORIZING THE ADMINISTRATIVE COMMITTEE TO RESEARCH AND MAKE AN APPROPRIATE OFFER TO DENISE VAN HEE FOR THE EXECUTIVE DIRECTOR POSITION; SUPPORT BY JIM SAWYER. MOTION CARRIED UNANIMOUSLY.

7. Other Business

Member Larry Humphrey from Horstman Inc. introduced discussion of his company's experience with the Going Pro Talent Fund stating that they found it difficult to navigate the application process and administer the program once approved. He noted that the classroom offerings for apprenticeship training was not convenient for his staff. Mr. Bierbusse explained that the local MWAs do not have a part in the development of the program. The MWAs receive the applications for review and send them to the state for approval. Dan Casey suggested that Mr. Humphrey make a list of recommendations for improvement that can be taken to the state.

8. Hearing of the Public

Thomas Heuerman from BSBP introduced himself.

9. Scheduling of Next Meeting

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The next general meeting is scheduled for 3:00 pm, Thursday, January 28, 2021. Members will be notified.

9. Adjournment

BILL PETERSON MOVED TO ADJOURN; SUPPORT BY PETE KEATING. MOTION CARRIED. The meeting adjourned at 4:10 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary