

**Macomb/St. Clair Workforce Development Board  
December 8, 2022**

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

December 8, 2022

The Macomb/St. Clair Workforce Development Board met in person at Aspen Restaurant on Thursday, December 8, 2022, with 16 board members present during roll call, 5 board members arrived after roll call to reach 21 members, to meet quorum. The following members listed below joined:

**AT ROLL CALL:  
In Person**

Karen Arondoski	Dan Casey
Shannon Cruickshank	Larry Humphrey
Christol James	David Jaraczewski
William Peterson	James Sawyer
Charles Shaw	Brianne Steele
Jodi Switalski	John Tucker
Samantha Wagner	Shannon Williams
Maria Zardis	Loree Godfrey

**AFTER ROLL CALL:**

Krista Barr	Tanise Hill
Sharise Eckenrode	Jodi Kade
Melody Magee	

**OTHERS PRESENT:**

Justin Al-Igoe, Executive Director  
Christina Seibert, Recording Secretary  
Kandyce Smith, Deputy Director

**1. Call to Order**

Vice Chairperson Charles Shaw called the meeting to order at 4:06 p.m.

**2. Roll Call**

Roll call was taken with 16 members. After roll call 5 members arrived for a total of 21 members to be present allowing quorum.

**3. Hearing of the Public**

There were no comments from the public.

**4. Approval of Previous Minutes**

**WILLIAM PETERSON MOVED TO APPROVE OCTOBER 27, 2022 AS PRESENTED; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.**

**5. Chairperson's Report**

No updates provided for the Chairperson report.

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**6. Speaker- John Paul Rea, Deputy County Executive, Macomb County**

Deputy County Executive provided updates regarding projects and job availability within Macomb County for 2022-2023.

**7. Items for Board Approval**

A. Ballmer Group Grant Acceptance

Over a year ago, Macomb/St. Clair Michigan Works! was invited to apply for funding from the Ballmer Group to support In-School Youth workforce development activities. We were rewarded \$1,128,900 for a three-year grant to help re-establish our in-school youth presence in the local K-12 systems.

B. Ballmer Group Grant Budget

Awarded \$1,128,900 for in-school youth to be utilized over the next three years.

**TANISE HILL MOVED TO BALLMER GROUP GRANT ACCEPTANCE AND BUDGET, SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.**

C. FY23 TANF Refugee Grant Acceptance

Each year the Department of Health and Human Services allocates funds to help people in Michigan on Refugee status become work ready.

D. FY23 TANF Refugee Budget

\$51,365 of TANF Refugee funds will be utilized for job search/job readiness.

**WILLIAM PETERSON MOVED TO APPROVE FY23 TANF REFUGEE GRANT AND BUDGET, SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.**

E. FY23 TANF Transitional Support Services Grant Acceptance

Each year, penalty and interest funds are provided to Partnership, Accountability, Training and Hope (PATH) participants with transitional support services. These funds are used to help participants with items to assist with training (books, supplies, etc) or work readiness (work clothes, tools, etc.).

F. FY23 TANF Transitional Support Services Budget

\$143,252 of TANF transitional support funds will be awarded to Macomb/St. Clair.

**JODI SWITALSKI MOVED TO APPROVE FY23 TANF TRANSITIONAL SUPPORT SERVICES GRANT AND BUDGET, SUPPORT BY WILLIAM PETERSON MOTION CARRIED UNANIMOUSLY.**

G. FY22 State Adjustment Grant Acceptance

Due to budget cuts for this year, staff requested additional funds from the Department of Labor and Economic Opportunity to help support dislocate workers from several large lay-offs in Macomb and St. Clair counties. \$375,000 was awarded with funds being expended by June 30, 2023.

**TANISE HILL MOVED TO APPROVE FY22 STATE ADJUSTMENT GRANT ACCEPTANCE, SUPPORT BY SHANNON WILLIAMS. MOTION CARRIED UNANIMOUSLY.**

H. Workforce Development Board By-law Amendments

Update changes to Workforce Development Board By-laws are needed to address recent board discussions including:

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- i. Establishment of an Executive Committee
- ii. Deletion of the Secretary/Treasurer
- iii. Addition of the Deputy Director Role
- iv. Clearing out unnecessary language regarding the Career and Education Advisory Council (CEAC)

**WILLIAM PETERSON MOVED TO APPROVE WORKFORCE DEVELOPMENT BOARD BY-LAW AMENDMENTS, SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.**

I. Executive Committee appointments

Per recent By-law changes, the Workforce Development Board must appoint members to the Executive Committee when a meeting of this committee is called. Appointments to the Executive Committee will be in effect until Board member is no longer on the listed Committees below or at-large member requests to step down from Executive Committee. Proposed membership of Executive Committee will include:

- i. All member of the Administrative Advisory Committee: Currently William Peterson, Dan Casey, Jodi Switalski, Charles Shaw and Larry Humphrey
- ii. All member of the One-Stop Advisory Committee: Currently Jennifer Gavin, Tanise Hill, John Tucker, Christol James and Jodi Kade
- iii. Chair of the Career and Education Advisory Committee: Currently Shannon Williams
- iv. At-large members: Samantha Wagner has volunteered

**SHARISE ECKENRODE MOVED TO APPROVE EXECUTIVE COMMITTEE APPOINTMENTS, SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

J. Memorandums of Understanding Approval

To help formalize and expand work with current partners, staff have been working on negotiating MOUs with key partners. The MOUs will generally be formed around referrals between Michigan Works! and the partners, supporting each other's initiatives/projects and sitting on work groups and committees.

**TANISE HILL MOVED TO APPROVE MEMORANDUMS OF UNDERSTANDING, SUPPORT BY BRIANNE STEELE. MOTION CARRIED UNANIMOUSLY.**

K. Accounting Clerk re-designation

Our current Accounting Technician has disclosed that she will retire during 2023. As part of re-organizing the accounting department, we'd like to combine one of the Accounting Clerk positions with this soon-to-be open Accounting Technician position. As part of this re-distribution of job duties, we'd like to move the current Accounting Clerk up to Grade 6 (\$46,368.95-\$58,126.10) now to match the new job description. The two staff members have already begun training for this change.

**TANISE HILL MOVED TO APPROVE ACCOUNTING CLERK RE-DESIGNATION, SUPPORT BY WILLIAM PETERSON. MOTION CARRIED UNANIMOUSLY.**

**8. Executive Director's Report**

The board received a report from the Executive Director on federal, state and agency updates. Other items listed in the report include: WIOA enrollment report and Service Center traffic report.

**9. Other Business**

No other business was discussed.

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**10. Scheduling of Next Meeting**

Scheduled for Thursday, January 26, 2023 @ 3:00 pm being held at the Michigan Works! Clinton Township location. Members will be notified, and packets will be sent electronically.

**11. Adjournment**

The meeting adjourned at 5:08 p.m.

Respectfully submitted,

*Christina Seibert*

Christina Seibert,  
Recording Secretary