

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

March 25, 2021

The Macomb/St. Clair Workforce Development Board met virtually at 3:00 p.m. Thursday March 25, 2021 with the following members joining:

(denotes private sector):

AT ROLL CALL:

- | | |
|---------------------|------------------|
| ✓ Karen Arondoski | ✓ Joe Keppler |
| Dan Casey | ✓ Mike Kramer |
| Ken Dombrow | Melody Magee |
| ✓ Ann Forster | Jim Peltier |
| Damon Hawkins | James Sawyer |
| Tanise Hill | ✓ Charles Shaw |
| Christol James | Shannon Williams |
| ✓ David Jaraczewski | Maria Zardis |
| ✓ Pete Keating | |

AFTER ROLL CALL:

- | | |
|---------------------|------------------|
| ✓ Sharise Eckenrode | ✓ Larry Humphrey |
| ✓ Lindsey Hoover | |

MEMBERS ABSENT:

- | | |
|------------------|-------------------|
| ✓ Krista Barr | ✓ Carter Hitesman |
| Jason Dahl | Val Nunn |
| ✓ Jennifer Gavin | Bill Peterson |
| ✓ Danielle Hart | ✓ Sam Serra |

OTHERS PRESENT:

John Bierbusse, Executive Director
Justin Al-Igoe
Thomas Heuerman, BSBP
Gwen McNeal, BSBP
Elizabeth White, BSBP
Denise Verner, MISD

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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 17 members present; 7 private sector.

3. Approval of Previous Minutes

JAMES SAWYER MOVED TO APPROVE THE JANUARY 28, 2021 MINUTES AS PRESENTED; SUPPORT BY PETE KEATING. MOTION CARRIED UNANIMOUSLY.

4. Chairperson's Report

Chairman Kramer introduced Melody Magee to the Board. Ms. Magee is the Chief Talent Officer for MCA Detroit (Mechanical Contractors Association). She will represent Labor on our Board.

5. Standing Committee Reports

A. ONE-STOP COMMITTEE

1. Meeting of March 16, 2021

a. Recommendation to Approve Policy on Business Resource Network (BRN) Funding of Participant Training

Chairperson Tanise Hill reported on the policy giving guidance for the use of Business Resource Network (BRN) funds for employer driven training. Success Coaches will follow the guidelines of this policy when counseling employees regarding this benefit. The policy states that BRN funds may be used for supportive services including short-term training to employees of a BRN member company. The training selected by the employer must fill a talent need. Training will be limited to one-year for up to a maximum of \$3,000 and must improve an employee's skills and develop his/her opportunities for growth or promotion. The training will lead to a credential and/or transferable skills recognized by industry.

Participants must meet eligibility guidelines including one or more of the following barriers to employment:

- Returning Citizens
- Homeless
- Mental or physical disability
- Substance abuse
- Living at or below the federally established poverty limits
- Lacking a High School Diploma or High School Equivalency
- Long-term unemployment of at least 27 weeks
- Receiving state or federal public assistance within the last 12 months
- Asset Limited Income Constrained, Employed (ALICE) population

CHARLES SHAW MOVED TO APPROVE THE POLICY ON BRN FUNDING OF PARTICIPANT TRAINING, SUPPORT BY JIM PELTIER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve Hiring a Business and Employment Services Coordinator

Ms. Hill reported that Bob Apczynski has retired from his position as Employment Services/Service Center Coordinator. This position is being redefined as Business and Employment Services Coordinator and the revised job description, attached for board review, is being posted. Incoming Executive Director, Justin Algoe, was asked if he agreed with the redefined job description and posting of the position. He responded that he has been involved in the decision and was in complete agreement.

PETE KEATING MOVED TO APPROVE HIRING A BUSINESS AND EMPLOYMENT SERVICES COORDINATOR; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

c. Informational Items

i. Business Resource Network - Borrow and Build Short-Term Loan Program/Genisys Credit Union

Members were given details on a program that originated with Oakland County Michigan Works! and is set to roll out with Business Resource Network (BRN) company employees in Macomb and St. Clair Counties this month. Michigan Works! has partnered with Genisys Credit Union as an alternative to companies that charge a high interest rate for an advancement on paychecks. By opening a savings account and making a \$20 monthly deposit, along with a regular loan payment, any BRN company employee is eligible to borrow up to \$1000 at the current 9.9% interest rate for up to two years.

ii. Apprenticeship Activities

An update was given on the 2020 State Apprenticeship Expansion awards that were announced March 1st. Unfortunately, Macomb/St. Clair was not among those awarded. Another Request for Proposal will be released in April with \$5 million made available statewide. Efforts with this new proposal will focus solely on Youth Apprenticeships in the Healthcare Industry.

The Apprenticeship Team also met with a representative from the Michigan Boating Industry Association to develop a Marine Technician Registered Apprenticeship Program. They plan to meet with Macomb Community College to discuss apprenticeship related instruction.

iii. Young Professionals Award

A Request for Proposal was released by the State's Department of Labor and Economic Opportunity (LEO) with funding for youth and young adults who have been hardest hit by unemployment during the pandemic. Youth ages 14-24, meeting WIOA Youth, Adult, or Dislocated Worker eligibility will qualify for programming made available with these funds.

Macomb/St. Clair Michigan Works! Young Professionals (YP) was awarded \$100,000 to implement two projects.

The first allows the Young Professionals Program to partner with the City of Mt. Clemens and T.C.B. Youth Mentoring for summer work experience. Students will begin with 4 to 6 weeks of work readiness activities prior to a paid work experience where 20 participants will earn \$10 an hour working as assistant camp counselors for the Mt. Clemens YMCA. T.C.B. Mentoring provides teens with a support network to help with afterschool programs designed to teach teens financial planning, money management and personal responsibility.

The second opportunity provides a certificate program designed to connect students to careers in manufacturing, skilled trades, and apprenticeships. Successful completers will earn an Industrial Readiness Certificate plus nine college credits. Ten participants for this virtual training will receive full assistance for tuition & fees, books, a laptop, and tutoring. Students may also earn \$1,400 in stipends. The 16-week program takes place during the fall 2021 semester.

iv. Laptops for Learners – Automation Alley/Ballmer Group

This program is a partnership between the Automation Alley Fund and four Michigan Works Agencies including Macomb/St. Clair. Funding was received from corporate donations to deliver laptops to

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individuals who do not have access to a computer for online virtual learning. Macomb/St. Clair received 47 DELL laptops to distribute. Students will not be expected to return the laptops when their training ends.

To be eligible to receive a free laptop an individual must be at least 18 years old, enrolled in an education or training program, reside in Oakland, Macomb, Jackson, Lenawee, Livingston, Monroe, St. Clair, Washtenaw, or Wayne counties.

v. Telling Our Story – Success Stories

The Board viewed the Winter Edition of “Telling Our Story” which celebrates the achievements of customers and the positive impact of Michigan Works!

Ms. Hill told about Ray Lane who lost employment due to addiction. Ray enrolled in the Peer Supported Employment Opportunity Program (PSEOP), a Department of Labor grant administered by Macomb/St. Clair Michigan Works! Ray was provided with placement assistance in an OJT through Michigan Works! and then hired as a materials handler at \$14.50 an hour. Today Ray states that substance use is no longer a part of his life. His progress has been supported by weekly meetings with his Peer Coach from CARE of Southeastern Michigan who says that Ray is determined to do well and is dedicated to success!

Members were encouraged to read the entire newsletter.

vi. Virtual Job Fair (VJF) Activities

Kristie Kabacinski spoke to the Board on Virtual Job Fair (VJF) Events booked through Brazen, the state's platform for hosting job fairs virtually.

She shared her screen with members entering the “Landing Page” of a virtual event where job seekers can register for the event, see which companies are hiring during this event, and view instructions on how to participate.

The next step is to move to the “Event Lobby” which can hold up to 30 employer booths. Normally Macomb/St. Clair reserves one booth for staff of Michigan Works!, Michigan Rehabilitation Services (MRS) and Veterans to be on hand to answer job seekers questions and to view a four minute video on services provided by Michigan Works. Ms. Kabacinski will provide the link for members to view the video at their convenience. Each employer booth will have links to all available positions and a job application. Within each position there will be a link taking the job seeker to a representative of the company who can answer questions on the position, how to apply and possibly hold an on-the-spot interview.

Ms. Kabacinski answered a question posed by a board member on how to keep employer representatives from using valuable time with job seekers who may not have the needed skills for the position or be able to meet requirements of the company such as passing a drug test. She responded that requirements for hire can be posted on each job description and that meeting time with the representative can be limited to ten minutes.

Future virtual events are planned for Keihin Michigan Manufacturing employees as the company is closing in early May 2021. April 14th an event is being held for landscaping companies who are eager to hire more employees for the summer months. And on May 5th a Restaurant Industry VJF will be held in both the a.m. and p.m. cohosted by Macomb County Planning and Economic Development and Michigan Rehabilitation Services. As an incentive to attend, gift cards will be purchased from the participating restaurants to be handed out intermittently during the event. The Apprenticeship Team is also working on Employer of the Day events. Details are being developed as a way of promoting Virtual Job Fairs.

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B. ADMINISTRATIVE COMMITTEE

1. Meeting of March 11, 2021

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

The state recouped nearly \$1 million from Michigan Works Agencies across the state who were not able to spend at least 60% of their original Community Ventures/Business Resource Network funding and redistributed it to other MWAs. The allocation is divided between Program Year 2020 and Fiscal Year 2021.

Macomb/St. Clair received an additional \$165,485 in recovered funds for PY 2020 bringing the total allocation to \$294,908. With 2019 carry-in of nearly \$27,000, administrative costs of \$22,500 and \$6,000 for technology and computerizations, there is a total of \$293,309 to budget for wages and fringe benefits and for offsetting the costs of program participant supportive services. The modified budget totals \$293,309.

PETE KEATING MOVED TO APPROVE PY 2021 CV/BRN BUDGET MODIFICATION; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

b. Recommendation to Approve Fiscal Year 2021 Community Ventures/Business Resource Network(CV/BRN) Budget Modification

For FY 2021, Macomb/St. Clair received an additional \$110,333 in Community Ventures/Business Resource Network allocation. These dollars support the wages and fringe benefits of the six success coaches who work directly with employees of BRN companies. This budget modification totals \$398,262.

TANISE HILL MOVED TO APPROVE FY 2021 CV/BRN BUDGET MODIFICATION; SUPPORT BY SHANNON WILLIAMS. MOTION CARRIED UNANIMOUSLY.

c. Recommendation to Approve Fiscal Year 2021 TAA Case Management Budget Modification

Macomb/St. Clair requested an additional \$100,000 for TAA case management services. This budget includes \$662,245 to support seven full-time WIOA staff working in this program and to offset the cost of other WIOA staff who step in to help with TAA services. This modified budget totals \$735,745.

ANN FORSTER MOVED TO APPROVE FY 2021 TAA CASE MANAGEMENT BUDGET MODIFICATION; SUPPORT BY JIM PELTIER. MOTION CARRIED UNANIMOUSLY.

d. Recommendation to Approve Program Year 2020 WIOA Integrated Education and Training (IET) Budget

This grant allocates \$22,273 to Macomb/St. Clair to assist students enrolled in local Adult Education Programs that integrate adult education and literacy activities alongside workforce preparation activities for a specific occupational skill. This allocation provides \$19,373 for classroom training and \$1,700 in supportive services for a total budget of \$21,073.

TANISE HILL MOVED TO APPROVE PY 2020 WIOA IET BUDGET; SUPPORT BY PETE KEATING. MOTION CARRIED UNANIMOUSLY.

e. Recommendation to Approve Program Year 2020 Trade and Economic Transition Dislocated Worker Budget

The state recovered money from MWAs that were not able to use all of the original funding for addressing

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the needs of laid off retail and financial services employees. Macomb/St. Clair requested and received an additional \$100,000. Of that, \$9,000 will support administrative costs with the remaining dollars budgeted for classroom training, supportive services, and case management. This budget totals \$91,000.

TANISE HILL MOVED TO APPROVE PY 2020 TRADE AND ECONOMIC TRANSITION DISLOCATED WORKER BUDGET; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

**f. Recommendation to Approve Fiscal Year 2021
Healthy Michigan Plan Navigator – GFGP Budget**

In January 2020, the Healthy Michigan Plan Navigator program was initiated to assist unemployed Medicaid Expansion recipients entering Michigan Works! career centers. The intention was to hire or identify current staff to work with Medicaid recipients to meet their work requirements through training or job search. Shortly after the plan went into effect, the law mandating the work requirement was overturned. Because there is no way to identify Healthy Michigan Medicaid recipients, this new allocation of \$80,787 will offset the cost of wages and fringe benefits for Employment Services staff. This budget totals \$73,787.

PETE KEATING MOVED TO APPROVE FY 2021 HMP NAVIGATOR-GFGP BUDGET; SUPPORT BY SHANNON WILLIAMS. MOTION CARRIED UNANIMOUSLY.

g. Recommendation to Approval Fiscal Year 2021 Going Pro Budget

Macomb/St. Clair had forty-seven companies approved for 2021 Going Pro funding totaling \$2,369,895 to assist local employees upgrade the skills of their workforce through training or apprenticeships. This program provides up to \$1,500 per person for training incumbent and new employees and up to \$3,000 per person for enrollment into a registered apprenticeship program. With administrative costs of \$155,000 there is \$2,214,855 budgeted for classroom training, classroom training apprenticeships, on-the-job training, and on-the-job training apprenticeships. This budget totals \$2,214,855.

DAN CASEY MOVED TO APPROVE FY 2021 GOING PRO BUDGET; SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

**h. Recommendation to Approve Fiscal Year 2021 Chafee Act SYEP-Foster
Care Budget**

This funding addresses the needs of foster care youth who are transitioning out of the foster care system. The allocation of \$37,000 will provide summer youth employment, supportive services and classroom training for approximately fifteen youth, most of whom reside in St. Clair County. With \$3,400 reserved for administrative costs, the budget totals \$33,600.

TANISE HILL MOVED TO APPROVE FY 2021 CHAFFEE ACT SYEP-FOSTER CARE BUDGET; SUPPORT BY JIM PELTIER. MOTION CARRIED UNANIMOUSLY.

i. Recommendation to Approve Executive Director Salary Recommendation

At the January 28th Board of Directors' meeting, the Board approved a recommendation authorizing the Administrative Committee to offer the Executive Director position to Justin Al-Igoe and to negotiate a salary schedule. Based on the published salary range of \$105,843 - \$133,718, the committee agreed on a starting salary of \$110,000 with incremental increases of \$3,000 every six months until the maximum is reached. The Board may recommend a double increment for outstanding performance.

TANISE HILL MOVED TO APPROVE THE EXECUTIVE DIRECTOR SALARY RECOMMENDATION; SUPPORT BY MARIA ZARDIS. MOTION CARRIED UNANIMOUSLY.

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7. Executive Director's Report

Mr. Bierbusse introduced Justin Al-Igoe who has been approved by the Board to become the next Executive Director of the Macomb-St. Clair Workforce Development Board.

Mr. Al-Igoe has a B.A. in Economics from the University of Michigan and a Master of Business Administration from Indiana Wesleyan University. He has worked with Michigan Works! Southeast since 2016 as the Policy and Operations Manager. Before this role, he served as the Assistant Director for Livingston County Michigan Works! for over five years and as a Career Advisor at Washtenaw County Michigan! Works prior to that. Mr. Al-Igoe has broad experience and expertise across all administrative and programmatic aspects of a Michigan Works! Agency, as well as vast experience working with Workforce Boards.

Mr. Al-Igoe is a Lieutenant in the United States Naval Reserves since 2014 and is currently on active duty in Djibouti, Africa. He is returning to Michigan and will begin his duties as Executive Director in mid-May.

8. Other Business

Denise Verner from the Macomb Intermediate School District reported to the Board on the statewide adult education funding (Section 107) for Program Years 2021-2022. Two areas of the state, Region 4 (Grand Rapids area) and Region 10, including Oakland, Wayne and Macomb Counties will receive reduced funding from the previous year. Proposed changes to the funding formula using Census data was announced in late February changing the appropriation of statewide adult education funding in the following way:

- 60% for 18-to-24-year old's, that are not high school graduates,
- 35% for 25 years and over, that are not high school graduates,
- 5% for 18 and over who lack basic English language proficiency.

Ms. Verner provided a chart showing that Region 10 stands to lose \$1.1 million in funds due to the redistribution. She explained that would mean approximately a 10% cut in funds per program in the largest area of the state with 57% of all adult education programs and home to a large non-English speaking community. A sample letter was included for members who may wish to advocate with their state legislators regarding this issue.

Dan Casey pointed out the Region 6, St. Clair County, will receive more funding.

9. Hearing of the Public

There were no comments from the public.

10. Scheduling of Next Meeting

The next general meeting is tentatively scheduled for 3:00 pm, Thursday, April 22, 2021. Members will be notified.

11. Adjournment

PETE KEATING MOVED TO ADJOURN; SUPPORT BY CHARLES SHAW. MOTION CARRIED. The meeting adjourned at 4:15 p.m.

Respectfully submitted,



Jean Wurmlinger,
Recording Secretary