

**MINUTES OF THE
WORKFORCE DEVELOPMENT BOARD**

April 28, 2022

The Macomb/St. Clair Workforce Development Board met in person and virtually at the Verkuilen Building on Thursday, April 28, 2022, with 13 board members present during roll call, 4 board members arrived after roll call to reach 17 members to conduct a quorum with 3 members present virtually. The following members listed below joined:

AT ROLL CALL:

In Person

Krista Barr	Dan Casey
Ken Dombrow	Ann Forster
Jennifer Gavin	Tanise Hill
Jodi Kade	Michael Kramer
Melody Magee	William Peterson
James Sawyer	Jodi Switalski
Maria Zardis	

AFTER ROLL CALL:

Karen Arondoski	Shannon Cruickshank
Sharise Eckenrode	Lamarr Jones

Virtually

Reginal Griffin	Christol James
Charles Shaw	

OTHERS PRESENT:

Justin Al-Igoe, Executive Director
Christina Seibert, Recording Secretary
Thomas Heuenman, LEO BSBP
Kandyce Smith, Deputy Director
Karen Helfrick, Talent Specialist

1. Call to Order

Chairperson Jennifer Gavin called the meeting to order at 3:08 p.m.

2. Roll Call

Roll call was taken with 13 members, after roll call 4 members arrived allowing 17 members to be present and conduct quorum.

3. Hearing of the Public

There were no comments from the public.

4. Approval of Previous Minutes

WILLIAM PETERSON MOVED TO APPROVE THE MARCH 23, 2022 MINUTES AS PRESENTED; SUPPORT BY JODI SWITALSKI. MOTION CARRIED UNANIMOUSLY.

5. Chairperson's Report

Chairperson, Jennifer Gavin introduced newly appointed Deputy Director Kandyce Smith for the Macomb/St. Clair Workforce Development Board. Ms. Gavin announced that Lindsey Hoover has officially resigned from the board.

6. Consent Agenda

A. Administrative Committee

- i. Meeting of April 12, 2022
 - a. Recommendation to Approve/Modify
 - i. Contract with Emberly Digital for Website development and maintenance
 - ii. Contract with UHY, LLC for subrecipient monitoring
 - iii. Step increase for Executive Director
 - iv. Travel Reimbursement Policy Modification
 - v. COVID-19 Disaster Recovery Project Budget Modification #2

WILLIAM PETERSON MOVED TO APPROVE THE CONSENT AGENDA FOR ADMINISTRATIVE COMMITTEE ITEMS, SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

B. One-Stop Committee

- i. Meeting of April 19, 2022
 - a. Recommendation to Approve/Modify
 - i. Modification Workforce Innovation and Opportunity Act (WIOA) Basic Skills Deficiency definition
 - ii. Plan and Receive fund for FY 2022 Summer Youth Employment Program (SYEP) for Chafee- Eligible Foster Youth

TANISE HILL MOVED TO APPROVE THE CONSENT AGENDA FOR ONE-STOP COMMITTEE ITEMS, SUPPORT BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.

7. Items for Board Approval

A. Summer Youth Employment Program- Chaffee Budget
Recommendation to approve budget of \$33,600 for FY22.

KRISTA BARR MOVED TO APPROVE SUMMER YOUTH EMPLOYMENT PROGRAM- CHAFEE BUDGET, SUPPORT BY TANISE HILL. MOTION CARRIED UNANIMOUSLY.

B. MIS and Special Projects Department changes
Recommendation to approve the removal of MIS from job titles and be known as Special Projects department. Re-title MIS and Special Projects specialist to "Special Projects Manager" and moved up

Macomb/St. Clair Workforce Development Board

April 28, 2022

from a Grade 4 to a Grade 3. We are balancing multiple special projects grants and projects we need to identify one staff person to take lead on submitting plans, budgets, executing and monitoring the special grants.

DAN CASEY MOVED TO APPROVE MIS AND SPECIAL PROJECTS DEPARTMENT CHANGES, SUPPORT BY KAREN ARONDOSKI. MOTION CARRIED UNANIMOUSLY.

8. Apprenticeship Update- Karen Helfrick

Karen Helfrick presented an update of all apprenticeship programs Macomb/St. Clair is involved in.

9. Executive Director's Report

The board received a report from the Executive Director for the April meeting. Other items listed in the report include: WIOA enrollment report, Service Center traffic report and Success Stories.

10. Other Business

No other business discussed.

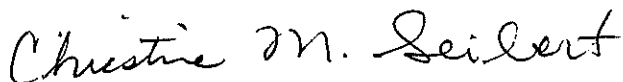
11. Scheduling of Next Meeting

Scheduled for Thursday May 26, 2022 @ 3:00 pm being held at the Clinton Township Career Center (original location). Members will be notified regarding meeting notice and packets will be sent electronically moving forward.

12. Adjournment

SHARISE ECKENRODE MOVED TO ADJOURN; SUPPORT BY WILLIAM PETERSON. MOTION CARRIED. The meeting adjourned at 4:06 p.m.

Respectfully submitted,



Christina Seibert,
Recording Secretary