

**MINUTES OF THE  
WORKFORCE DEVELOPMENT BOARD**

**OCTOBER 24, 2024**

The Macomb/St. Clair Workforce Development Board met in person at Michigan Works! Clinton Township Career Center on Thursday, October 24, 2024, with 16 board members present during roll call, 3 board members arriving after roll call to reach 19 members, to meet quorum. The following members listed below joined:

**IN-PERSON ROLL CALL:**

LINDA AZAR	DAN CASEY
JENNIFER GAVIN	JASON GRUNEWALD
JODI HENRY	CHRISTOL JAMES
DAVID JARACZEWSKI	BENJAMIN JONES
PETE LACEY	LESLEY MURPHY
VICKY ROWINSKI	JAMES SAWYER
CHARLES SHAW	JOHN TUCKER
SHANNON WILLIAMS	DEBBY WOLF

**AFTER ROLL CALL:**

LORI GODFREY	MELODY MAGEE
BRIANNE STEELE	

**OTHERS PRESENT:**

Kandyce Smith, Deputy Director
Christina Seibert, Board Secretary
Cristine Robson, Youth Coordinator

**1. Call to Order**

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

**2. Roll Call**

Roll call was taken with 16 members. After the roll call, 3 members arrived, for a total of 19 members to be present, allowing a quorum.

**3. Guest Introductions**

Cristine Robson, Youth Coordinator from Macomb/St. Clair Workforce Development Board

**4. Hearing of the Public**

No hearing from the public.

**5. Approval of Previous Minutes**

**CHRISTOL JAMES MOVED TO APPROVE AUGUST 15, 2024; MINUTES AS PRESENTED; SUPPORTED BY JAMES SAWYER. MOTION CARRIED UNANIMOUSLY.**

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TO: Macomb/St. Clair Workforce Development Board  
FR: Jennifer Gavin, Chair  
RE: Workforce Development Board Meeting  
DA: October 24, 2024  
Continued

## **6. Chairperson Report**

Chairperson Jennifer Gavin introduced new board members Pete Lacey, Lelsy Murphy and Benjamin Jones.

## **7. Presentation- Cris Robson, Youth Program Coordinator**

## **8. Consent Agenda**

### **A. Administrative Committee**

a) Meeting September 11, 2024

b) Recommendation to Approve

1. Apprenticeship Building America Program Year 2024
2. Administrative Cost Pool Program Year 2024
3. Apprenticeship Success Coordinator Program Year 2024
4. WIOA Adult Program Year 2024
5. Apprenticeship Program Pool Program Year 2024
6. Business/Web/Communication Pool Program Year 2024
7. Wagner-Peyser Employment Services Program Year 2024
8. Wagner-Peyser Career Center Support Program Year 2024
9. Electric Vehicle Mobility and Electrification Program Year 2024
10. Technical Program Pool Program Year 2024
11. WIOA Local Administration Program Year 2024
12. MiSTAIRS State Apprenticeship Expansion, Equity and Innovation Program Year 2024
13. MiSTAIRS WIOA Program Year 2024
14. WIOA Career Center Support and Program Pool Program Year 2024
15. Receptionists' Pool Program Year 2024
16. Senior Community Service Employment Program (SCSEP) Program Year 2024
17. WIOA Young Professionals Administration Program Year 2024
18. WIOA Youth Coordination Pool Program Year 2024
19. WIOA Young Professionals Program Year 2024
20. MiROAR Program Year 2024
21. Infrastructure Funding Agreements Program Year 2024
  - a. Clinton Township
  - b. Port Huron
  - c. Roseville
  - d. Warren

### **B. One-Stop Committee**

a) Meeting September 17, 2024

b) Recommendation to Approve

1. CEAC Appointments- Lesley Murphy and Deb Roshak
2. Gesher Adult Services FY 24 contract modification
3. Michigan Citizen Reentry Initiative (MiCRI) grant acceptance
4. Michigan Regional Outreach, Awareness and Recognition (MiROAR) grant acceptance
5. FY 24 Barrier Removal Employment Success (BRES) grant

acceptance

6. FY 24 Young Professionals Plus grant acceptance

**C. Administrative Committee**

a) Meeting October 8, 2024

b) Recommendation to Approve

1. Barrier Removal Employment Support (BRES) budget Program Year 2024
2. Young Professionals Plus budget Program Year 2024
3. Dislocated Worker budget Program Year 2024

**D. One-Stop Committee**

a) Meeting October 15, 2024

b) Recommendation to Approve

1. Artificial Intelligence workshops agreement approval- Macomb Community College

**SHANNON WILLIAMS MOVED TO APPROVE ALL CONSENT AGENDA ITEMS, SUPPORTED BY CHARLES SHAW. JAMES SAWYER OBSTAINED. MOTION CARRIED.**

**9. Board Action Items**

**A. OFFICER ELECTIONS**

a) Chair

Christol James nominated Jodi Henry for the Workforce Development Board Chair.

**SHANNON WILLIAMS MOVED TO APPROVE JODI HENRY AS BOARD CHAIR, SUPPORTED BY JASON GRUENWALD. MOTION CARRIED UNANIMOUSLY.**

b) Vice-Chair

Vicky Rowinski nominated Shannon Cruickshank for the Workforce Development Board Vice Chair.

**CHARLES SHAW MOVED TO APPROVE SHANNON CRUICKSHANK AS BOARD VICE CHAIR, SUPPORTED BY JOHN TUCKER. MOTION CARRIED UNANIMOUSLY.**

B. PY 2024 Michigan Citizen Reentry Initiative Expansion Budget

Approve the budget of \$14,403 for participant services for 9/1/24 through 9/30/27.

**DAN CASEY MOVED TO APPROVE THE MICHIGAN CITIZEN REENTRY INITIATIVE BUDGET, SUPPORTED BY JODI HENRY. MOTION CARRIED UNANIMOUSLY.**

**10. Discussion Items**

A. FY 2023 WIOA Performance Standards

B. FY 2024 Performance Standards

**11. Executive Director's Report**

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

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**12. Informational Items**

- A. ETDI Youth contract- \$1,392,118 negotiated amount (\$1,579,769 approved in April 2024)
- B. Equipment Policy Change- Federal definition change of "Equipment" from \$5,000 to \$10,000
- C. PY 2024 Administrative Cost Pool Budget

**13. Other Business**

Jennifer Gavin has invited board members to attend the Turing Point Event held on Wednesday, November 20, 2024. She will provide more information via email

**14. Scheduling of Next Meeting:**

Dinner will be held at Aspen Restaurant on Thursday, December 12, 2024, at 4:00 pm. Save the date calendar notifications have already been sent.

**15. Adjournment**

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

*Christina Seibert*

Christina Seibert,  
Recording Secretary