

MINUTES OF THE EXECUTIVE COMMITTEE

June 28, 2024

The Macomb/St. Clair Workforce Development Board Executive Committee met in person at The Voyageur on Thursday, June 28, 2024, with 6 members present during roll call, 1 member arriving after roll call to reach 7 members, to meet quorum. The following members listed below joined:

AT ROLL CALL:

In Person

Jodi Kade	Dan Casey
Charles Shaw	Shannon Williams
Shannon Cruickshank	Loree Godfrey

AFTER ROLL CALL:

Tanise Hill

OTHERS PRESENT:

Christina Seibert, Recording Secretary
Kandyce Smith, Deputy Director
Justin Al-Igoe, Executive Director
Debby Wolfe, Blue Water Controls
Jeff Bohm, St. Clair County Board Chairman
Vicky Rowinski, Macomb County Planning & Economic Development

1. Call to Order

Vice Chairperson Charles Shaw called the meeting to order at 4:11 p.m.

2. Roll Call

Roll call was taken with 6 members present. After roll call 1 members arrived for a total of 7 members to be present allowing quorum.

3. Hearing of the Public

No hearing of the public.

4. Approval of Board Minutes 5-30-24

SHANNON WILLIAMS MOVED TO APPROVE BOARD MINUTES FOR MAY 30, 2024, AS PRESENTED; SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.

5. Chairperson's Report

Introduction of newly appointed board members Debby Wolfe and Vicky Rowinski.

6. Guest Speaker - Jeff Bohm, Chair, St. Clair County Board of Commissioners

Mr. Bohm discussed updates of projects and growth happening within St. Clair County

7. Action Items

A. Capacity Building and Professional Development grant acceptance and budget approval
Each year, the Department of Labor and Economic Opportunity (LEO) provides funding to support staff training and support. As in past years, we would like to use this funding for the Michigan Works! Association, who coordinates user groups (Planners, Fiscal, Communication, etc...) and provides programmatic and soft-skill training for staff. The total grant is \$71,024 for 7/1/24 through 6/30/25.

B. Customer Relationship Management grant acceptance and budget approval

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Each year, the Department of Labor and Economic Opportunity (LEO) provides some funding to purchase/support customer relationship management software to help with business services data collection and reporting. Currently, as in past years, we use the Salesforce system for the employers we serve. The plan is to continue utilizing these funds for Salesforce. The grant totals \$4,677.

C. Career Exploration grant acceptance and budget approval

Fiscal Year 2024, the WIOA Career and Experience grant is set at \$40,000, which is an increase over last year. These grants funds are used to support career exploration related events such as MiCareer Quest and Blue Water Trades Fair.

TANISE HILL MOVED TO APPROVE ITEMS A- C, SUPPORT BY DAN CASEY. MOTION CARRIED UNANIMOUSLY.

D. Career Education Advisory Council (CEAC) appointment- Amanda LeRoy

A recommendation has been received to appoint Amanda LeRoy from Stellantis to the CEAC Committee. Amanda will be serving as the “Parent” representative.

SHANNON WILLIAMS MOVED TO APPROVE CEAC APPOINTMENT, SUPPORT BY TANISE HILL MOTION CARRIED UNANIMOUSLY.

E. WIOA Regional and Local Plan submission approval

WIOA requires both Regional and Local plans covering a four-year time period. The current plan is set to expire this year and we need to complete new Regional and Local plan through 2028. The Regional WIOA plan will be completed in collaboration with several other Michigan Works! Agencies (Oakland County, SEMCA and Detroit). This plan focuses on a much larger scale and calls for collaboration and coordination to serve multi-MWA employers and work with partners.

The Local plan will be focused on Macomb/St. Clair data and policies/procedures. Both plans require a 30-day “Public Comment” period for the public to provide feedback. Staff are requesting approval to submit the plans at this time, but Board feedback and the public comment period will be completed before submission. The plans are due 8/30/24.

TANISE HILL MOVED TO APPROVE WIOA REGIONAL AND LOCAL PLAN SUBMISSION, SUPPORT BY LOREE GODFREY. MOTION CARRIED UNANIMOUSLY.

8. Discussion Items

- A. Annual review of Executive Director
- B. Possible usage of Artificial Intelligence

9. 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.

10. Informational Items

- A. MOU with Salvation Army of St. Clair County

11. Other Business

Michigan Works! Association Annual Conference September 8-10, 2024. If a board member wishes to attend, please contact Justin Al-Igoe or Christina Seibert.

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12. Scheduling of Next Meeting

Scheduled for Thursday, August 15, 2024 @ 3:00 pm being held at the Michigan Works! Clinton Township Career Center. Members will be notified, and packets will be sent electronically.

13. Adjournment

The meeting adjourned at 5:33p.m.

Respectfully submitted,

Christina Seibert

Christina Seibert,
Recording Secretary