

**SOUTHEAST MICHIGAN GOVERNMENTAL ALLIANCE, INC.
MEETING MINUTES OF MARCH 25, 2020 – 2:00 P.M.**

A MEETING OF THE MEMBERS of Southeast Michigan Governmental Alliance, Inc. was held on Monday, March 25, 2020.

Members in Attendance: Commissioner Al Haidous (in person), Michael Bosanac, Dale Krajniak and Mayor Jack O'Reilly (by phone)

Absent: Khalil Rahal

Guests in Attendance: Charlie Mahoney – WDB Chair and Melanie Crowther of Plante Moran (by phone)

Staff in Attendance: Gregory Pitoniak and Tamara Norrix (in person), Traci Sassak (by phone)

The meeting was called to order at 2:04 p.m.

Roll Call

Roll call was taken and a quorum was present.

Public Comment

No public comment was made upon request.

Approval of Agenda

MOTION by Bosanac to approve the Agenda with the change of March 13, 2020 to March 25, 2020 as presented, supported by Krajniak. All voting aye, motion carried.

Approval of Minutes

MOTION by Bosanac to approve the Minutes of November 18, 2019 as presented, supported by Krajniak. All voting aye, motion carried.

Approval of Workforce Development Board Members/Alternates

Gina Coleman has resigned from PNC Bank and the Workforce Development Board (WDB) and her Alternate, Wanra Pearson has been nominated to replace Coleman for the remainder of her term ending June 30, 2021. The WDB is seeking SEGA's approval of this nomination. If appointed, the WDB is further requesting approval of Wanra Pearson's Alternate, Cassandra Moore, Branch Manager for PNC Bank to the WDB. Lastly, the WDB is requesting approval of the nomination of Beth Maveal, Manager-Talent Acquisition with Henry Ford Health System-Wyandotte Hospital as Alternate to Debra Temrowski of HFHS.

MOTION by O'Reilly to approve the appointments as presented below to the Workforce Development Board, supported by Bosanac.

- **Board Member Wanra Pearson of PNC Bank to finish out the term limit of Gina Coleman through June 30, 2021**
- **Cassandra Moore of PNC Bank, Alternate to Wanra Pearson.**

- **Beth Maveal of HFHS-Wyandotte Hospital, Alternate to Board Member Debra Temrowski.**

Mahoney inquired as to the alternate for DTE Energy and why she is not on the list for approval. Luempert-Coy of DTE advised that her chosen alternate is no longer available and she will provide a new choice in the near future.

All voting aye, motion carried.

Preliminary Audit Presentation by Melanie Crowther of Plante Moran

Pitoniak advised that the handouts for this topic were provided to the board in an email prior to the meeting. Crowther reviewed the letters to the Board of Directors dated March 13, 2020. Under the financial statement and single audit letter (Re: Required Audit Planning Considerations) Crowther pointed out the changes pertaining to the organization's adoption of ASU 2016-14, Not-for-Profit Entities. She also pointed out areas that could potentially be at risk, grant revenue and collectability of accounts receivable and allowability of grant expenditures, and Plante Moran's audit plan to review possible risks. Bosanac inquired if this is related to timing on collectability and Crowther agreed. Cut-off procedures are determined especially on items that come in near year-end to make sure they are recorded correctly. As part of that discussion they will be talking with the team on whether there is any need to do a subsequent event disclosure related to the corona virus. Plante Moran has a separate team that does the benefit plan audit. A limited scope audit is being performed and is in accordance with the USDOL requirements. Contact information is available if you have any questions.

Receive and File FY 2019-2020 Revised Corporate Budget

Pitoniak reviewed the revised Corporate and Administration Budgets, updated on March 25, 2020 and distributed prior to the meeting. There was one technical change that failed to carry over addressed in Column B. Total revenue has improved along with WIN's revenue. Personnel costs are projected to decrease slightly. Health insurance decreased by \$55,000. Bosanac asked what drove the health insurance down. Sassak noted it was due to the elimination of MWSE staff, and because we are age rated, SEMCA/WIN has a younger staff and cost is based on the average age rating and number of people in the household.

MOTION by Krajniak to receive and file the 2019-2020 Revised Corporate and Administration Budgets as presented, supported by O'Reilly. All voting aye, motion carried.

Federal/State/SEMCA Updates

Pitoniak reported on the federal and state policies for COVID-19 and how it will affect SEMCA and the American Job Centers (AJCs). Last week, UIA claims broke the 2009 record dramatically with 108,000 new claims. Just on Monday this week, the state had almost 42,000 filed claims. The phone and online system cannot keep up with the demand.

MW has been deemed an essential service. Our AJCs have converted to an all appointment system or virtual appointments, which has been approved by the state. Work from home has been authorized both at SEMCA and at our AJCs. Contractors have been very cooperative in moving staff around to meet the needs of customers. We are keeping an eye on the productivity and performance of our programs. We don't know the affect this will have on our revenue picture but we should be okay for

this fiscal year. SEMCA will continue to support its contractors advising them on any changes as we are notified. Some programs have been delayed. The Going Pro Talent Fund had been approved but the state has not been able to administer the awards. We received a grant for \$186,000 for the summer youth program, but it is on hold.

Everyone has been committed and professional in their jobs and morale is generally pretty good. Front-line staff are dealing with a high volume of issues, and we have thanked them for their hard work. Some employers are increasing hiring right now and we are making customers aware of those job openings, however, we are dealing with uncertainty and those positions have been hard to fill. We will need to prepare for the next wave as some businesses may not make it through this crisis or may cut back. We will be working with a large number of unemployed for months to come. SEMCA is looking for more laptops for our AJCs so that they can work from home, but the delivery date is not until April 13, due to the lack of supply. We need to do what is possible to change with these times.

Program Updates

Pitoniak reviewed several items from the SEMCA Program Updates that were provided as part of the agenda packet. SEMCA was meeting all of its program requirements pre-COVID-19. WIN acquired a \$4 million apprenticeship grant serving multiple community colleges and MWA's. Our success in these apprenticeship grants have made us a stronger applicant. PATH work participation requirements have been suspended temporarily because everyone needs to stay home, but contractors are still reaching out to the customer by phone.

Bosanac asked if SEMCA is comfortable that everyone working from home is being productive. Pitoniak stated that at this time we are repurposing roles where there might be higher demand. The Information Center (TIC) is overwhelmed and we can assist with phone calls. We are asking contractors to repurpose staff at our AJCs as well and trying to balance the workload.

New/Old Business

Pitoniak advised how we are handling UIA questions and what advice we are providing. UIA has waived the work requirement and work search requirement. They are recommending to file online but not during regular business hours. Haidous noted that we need to remind everyone to fill out the census form and how very important it is to do the paper form if you do not have a computer. Many trainings for Census workers took place here at SEMCA, but right now they are cancelled for a couple of months due to Covid-19.

Adjournment

MOTION by Bosanac to adjourn the meeting, supported by Krajniak. All voting aye, motion carried. Meeting adjourned at 2:47 p.m. The next scheduled meeting is June 12, 2020 at 2:00 p.m.

Respectfully submitted,

Adopted June 12, 2020

Tamara Lamper-Norrix
Executive Assistant - SEMCA