



**COUNTY ADMINISTRATOR**  
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TO: Al Robinson, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Trenda Rusher, Executive Director  
Employment Training & Community Services Group

DATE: June 7, 2000

SUBJECT: Resolution ratifying the signature of the Chair of the Board on the Employment Training and Community Services (ETCS) Group's Service Center Operation Grant Plan to the Michigan Department of Career Development (MDCD) in the amount of \$109,651 for the period of July 1, 2000 through June 30, 2001; approving the budget; authorizing the County Administrator to sign delegate contracts

**Board Action Requested:**

The Employment Training and Community Services (ETCS) Group is requesting the ratification of the signature of the Chair of the Board on the Service Center Operation Grant Plan to the Michigan Department of Career Development (MDCD) in the amount of \$109,651 for the period of July 1, 2000 thru June 30, 2001; for the Employment Training and Community Services Group; authorizing the Administrator to sign the Notice of Grant Award, approving the budget; authorizing the County Administrator to sign delegate contracts

**Background:**

For the past five years, the Michigan Works! Service Center occupied a total of 5,000 square feet of a 15,000 square foot building. The entire Michigan Works! Service Center operation is run out of this space, including the Job Training Partnership Act (JTPA) Program, the Work First Program, Employment Services, Veterans Employment, TAA/North American Free Trade Agreement (NAFTA), and Michigan Rehabilitation Services (MRS). Recently, Washtenaw County signed a lease for the entire 15,000 square foot building.

The Service Center Operation Grant money will be used for Phase One of this construction process. The upgrading will include both interior and exterior work, including construction of outdoor signage, new interior walls, carpeting, plumbing, electrical work, installation of telephone and computer lines, and construction of modular workspaces.

**Discussion:**

As space has been an ongoing issue in meeting the needs of our customers, Phase One of the building plan for the Washtenaw County Michigan Works! Service Center includes remodeling the entire 15,000 square feet of the existing building. The new plan includes a large space for a resource room where customers can access Workforce Investment Act (WIA) core services. Additionally, there is a restaurant facility located at this site. Through a partnership with the local community college and businesses, this restaurant facility is to be developed into an Earn and Learn Center, wherein customers are trained and employed in culinary arts and restaurant management.

The upgrading of this facility will allow for a smooth transition into implementing the new Workforce Investment Act (WIA), giving the local Workforce Development Board the ability to provide world-class services to the universal customer.

**Eligibility:**

There are no eligibility requirements relating to this grant as these monies are to be used towards the upgrading and expansion of the Washtenaw County Michigan Works! Service Center.

**Impact on Human Resources:**

The requested board action has no impact on Washtenaw County positions, personnel, or procedures.

**Impact on Budget:**

The impact on the budget is \$109,651.

- \$98,686 in project funding costs
- \$10,965 in costs related to administering the project

**Impact on Indirect Costs:**

There are no indirect costs associated with this budget.

**Impact on Other County Departments or Outside Agencies:**

The requested board action has no impact on other County Departments or outside agencies.

**Conformity to County Policies:**

This matter has been reviewed by the Washtenaw County Workforce Development Board, the County Administrator's Office, Corporation Counsel, the Office of Finance, and the Human Resources Department.

**Attachments/Appendices:**

Washtenaw County Service Center Operation Grant  
Budget

A RESOLUTION RATIFYING THE SIGNATURE OF THE CHAIR OF THE BOARD ON THE SERVICE CENTER OPERATION GRANT PLAN TO THE MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT IN THE AMOUNT OF \$109,651 FOR THE PERIOD OF JULY 1, 2000 THROUGH JUNE 30, 2001 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; APPROVING THE BUDGET; AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 5, 2000

WHEREAS, the Employment Training and Community Services (ETCS) Group is the administrator and operator of employment training programs in Washtenaw County and it is funded by the Jobs Training Partnership Act (JTPA), the Department of Labor, and the Michigan Department of Career Development to provide employment training and placements services; and

WHEREAS, for the past five years the Michigan Works! Agency (MWA) has occupied 5,000 square feet of the 15,000 square foot building, Washtenaw County now has a lease for the entire 15,000 feet; and

WHEREAS, Phase One of the building plan is to remodel the entire 15,000 square feet of the existing building; and

WHEREAS, the Washtenaw County MWA is to utilize the Service Center Operation Grant monies for the upgrading of the current Washtenaw County Michigan Works! Service Center; and

WHEREAS, Phase One of the construction process is the upgrading of both the interior and exterior portions of the Washtenaw County Michigan Works! Service Center, including the construction of outdoor signage, new interior wall, carpeting, plumbing, electrical work, phones and computer lines, and modular workspace construction; and

WHEREAS, this matter has been reviewed by the Washtenaw County Workforce Development Board, Corporation's Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED the Washtenaw County Board of Commissioners hereby ratifies the signature of the Chair of the Board on the Service Center Operation Grant Plan to the Michigan Department of Career Development in the amount of \$109,651 for the period of July 1, 2000 through June 30, 2001 for the Employment Training and Community Services Group, as on file with the County Clerk

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the Administrator to sign the Notice of Grant Award
2. Amending the budget, as attached hereto and made a part hereof
3. Authorizing the Administrator to sign the delegate contracts upon review of Corporation Counsel to be filed with the County Clerk

EMPLOYMENT TRAINING & COMMUNITY SERVICES  
Fund #2430 – Service Center Operations  
Year Ending June 30, 2001

Revenues		
50000	Federal Revenue	\$109,651
Expenditures		
80000	Other Svcs. & Chgs	\$109,651