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TO: Al Robinson, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Trenda Rusher, Director
Employment Training and Community Services Group

DATE: November 15, 2000

SUBJECT: Fiscal Year (FY) 2001 Displaced Homemaker Program (DHP) plan application to the Michigan Department of Career Development (MDCD) in the amount of \$55,000 for the period of October 1, 2000 through September 30, 2001

Board Action Requested:

The Employment Training and Community Services (ETCS) Group is requesting the ratification of the Chair of the Board's signature on the Fiscal Year (FY) 2001 Displaced Homemaker Program (DHP) plan application to the Michigan Department of Career Development (MDCD) in the amount of \$55,000 for the period of October 1, 2000 through September 30, 2001; authorizing the Administrator to sign the Notice of Grant Award; amending the budget and authorizing the Administrator to sign delegate contracts.

Background:

This is the fifth year that the ETCS Group will be administering the program. The ETCS Group is the administrator and operator of Employment and Training programs in Washtenaw County. The ETCS Group is funded by the Workforce Investment Act (WIA), the Department of Labor (DOL) and the MDCD to provide employment training and placement services. The Washtenaw County Workforce Development Board and the Washtenaw County Board of Commissioners oversee, provide recommendations, and approve employment and training programs throughout Washtenaw County. The ETCS Group/Washtenaw County Workforce Development Board is also referred to as the local MWA (Michigan Works Agency)

The subcontractors for this program include Help Source/Soundings and the Women's Center of America. Services will be provided according to the plan narratives in the Request for Proposals submitted to the MDCD, which were accepted without revisions.

Discussion:

As Displaced Homemaker Program participants are part of the Dislocated Worker (DW) population under the Workforce Investment Act (WIA), the following performance standards will be used to measure performance:

Entered Employment Rate	80%
Entered Retention Rate	85%
Earning and Replacement Rate	93%
Employment and Credential rate	55%
Placement rate	60%

Eligible individuals are those who have been providing unpaid service to family members in the home, have been dependent on the income of another family member but are no longer supported by that income, are unemployed or underemployed, and are experiencing difficulty in obtaining or upgrading employment. This year's Displaced Homemaker Program intends to serve a total of fifty-two (52) eligible individuals.

The State Selected Service Providers (SSSP's) for Washtenaw County, that is Help Source and The Women's Center of America, shall provide three levels of services: (1) Core Services; (2) Intensive Services; and (3) Training Services, as described below in accordance with WIA guidelines:

(1) Core Services:

- Follow-up services, including counseling regarding the workplace, for participants in the workforce investment activities under Title I who are placed in unsubsidized employment, for not less than twelve (12) months after the first day of the employment, as appropriate
- Individual job development when accomplished through the use of services beyond self-service and information activities (e.g., staff-assisted customized services).
- Job clubs when accomplished through the use of services beyond self-service and informational activities (e.g., staff-assisted customized services).
- Screened referrals when accomplished through the use of services beyond self-service and informational activities (e.g., staff-assisted customized services).

(2) Intensive Services:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers including (i) diagnostic testing and use of other assessment tools and (ii) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.
- Group counseling.
- Individual counseling and career planning.
- Case management for participants seeking training services.
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment.

(3) Training Services:

Any provision of training services through Individual Training Accounts (ITAs) will meet the specific design for ITAs and will be provided only by providers on the state's eligible training provider list.

Training services that may be available include:

- Occupational skills training;
- On-the-job training;
- Programs combining workplace training with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job readiness training;
- Adult education and literacy activities provided in combination with services described above; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Funding for training services should only be used when there are no other forms of assistance available to pay for these costs. The Washtenaw County MWA requires the coordination of training costs with funds available under other Federal programs. The use of Individual Training Accounts (ITA) will allow the participant the opportunity to choose training from a variety of eligible training providers.

Impact on Human Resources:

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

Impact on Budget:

The requested Board action will approve the ETCS Group's Displaced Homemaker Program Plan budget. There are no County funds, nor match required for this program. No more than 10 percent (\$5,500) of funds allocated shall be utilized for administration costs. The remaining \$49,500 will be used for services. The sub-contractors for this year's program are Help Source, Inc. and The Women's Center of America.

Impact on Indirect Costs:

Indirect costs are not allowable 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, Finance, Human Resources, and the Ways and Means Committee. The requested Board action is in conformity with County Policies.

Attachments/Appendices:

FY 2001 DHP plan
Budget

Prepared By:

Trenda Rusher, Executive Director
ETCS Group

A RESOLUTION RATIFYING THE SIGNATURE OF THE CHAIR OF THE BOARD ON THE FISCAL YEAR (FY) 2001 DISPLACED HOMEMAKER PROGRAM (DHP) PLAN APPLICATION TO THE MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT (MDCD) IN THE AMOUNT OF \$55,000 FOR THE PERIOD OF OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2001 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN THE DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

December 6, 2000

WHEREAS, the Employment Training and Community Services Group has administered the Displaced Homemaker Program for four years in Washtenaw County, and

WHEREAS, this year the plan is to provide employment training services to fifty-two (52) eligible individuals, and

WHEREAS, eligibility for this program is determined as an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or underemployed, and is experiencing difficulty in obtaining or upgrading employment; and

WHEREAS, the State Selected Service Providers (SSSP's) for Washtenaw County is Help Source, Inc. and The Women's Center of America, and

WHEREAS, eligible candidates are serviced through three levels of services: (1) core services, (2) intensive services, and (3) training services; and

WHEREAS, the services provided may include, among others; vocational assessment, vocational counseling, job seeking skills training, job placement assistance, direct job development and placement assistance, referrals to community resources, information on other government programs, and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the Chair of the Board on the 2001 Displaced Homemaker Program Plan application to the Michigan Department of Career Development in the amount of \$55,000 for the period of October 1, 2000 through September 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 by Corporation Counsel, to be filed with the County Clerk.

Washtenaw County ETCS
2450009100
Fund #2450 - Displaced Homemaker
Year Ending September 30, 2001

Revenues

50000

State Revenue

\$ 55,000

Expenditures

72600

Other Services and Charges

\$ 55,000