



COUNTY ADMINISTRATOR  
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TO: Martha Kern, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

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

DATE: September 5, 2001

SUBJECT: Service Center Operation Grant Plan

**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 Service Center Operation Grant Plan to the Michigan Department of Career Development (MDCD) in the amount of \$110,851 for the period of July 1, 2001 thru June 30, 2002; 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 Workforce Investment Act (WIA), the Work First Program, Employment Services, Veterans Employment, TAA/North American Free Trade Agreement (NAFTA), and Michigan Rehabilitation Services (MRS). Last year, the Service Center Operation grant allowed us to expand our operations to the full 15,000 square foot building. This year, the grant will cover operational expenses for the Service Center.

**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 included remodeling the entire 15,000 square feet of the existing building. The building now 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 being developed into an Earn and Learn Center,

wherein customers are trained and employed in culinary arts and restaurant management.

Phase Two of the construction plan will include building a new facility on this site, which will house the entire Michigan Rehabilitation (MRS) staff, the Michigan Works! Agency (MWA) administrative staff, and possibility a child care center.

The upgrading of this facility has allowed 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. As the Service Center is the primary location where employment services and workforce development programs are provided, this year's grant funds will be utilized to operate the Service Center, including customer service, upgrading facility and technology, and educating and informing the public about the Michigan Works! Service Center.

Eligibility: There are no eligibility requirements relating to this grant as these monies are to be used towards the operation 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 \$110,851. \$99,766 in program funding and \$11,085 in funds 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

**Prepared by:**

Trenda Rusher, Executive Director  
ETCS Group

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 \$110,851 FOR THE PERIOD OF JULY 1, 2001 THROUGH JUNE 30, 2002 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; APPROVING THE BUDGET; AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 19, 2001

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 Workforce Investment Act (WIA), 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 was to remodel the entire 15,000 square feet of the existing building, and this phase is now complete; and

WHEREAS, the Washtenaw County MWA is utilizing this year's Service Center Operation Grant monies for the operation of the expanded Washtenaw County Michigan Works! Service Center; and

WHEREAS, through a partnership with the local community colleges and businesses, an Earn and Learn Center is being planned to train and employ residents in culinary arts and restaurant management; 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 \$110,851 for the period of July 1, 2001 through June 30, 2002 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  
Summary Budget  
Fund #2430 - Service Center Operation  
Year Ending June 30, 2002

Revenues		
50000	Federal Revenue	<u>\$ 110,851</u>
Expenditures		
80000	Other Services and Charges	<u>\$ 110,851</u>