



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 (ETCS) Group

DATE: December 5, 2001

SUBJECT: The Employment Training and Community Services (ETCS) Group's Fiscal Year (FY) 2002 One Stop Service Center Operation Grant application to the Michigan Department of Career Development (MDCD) for the period of October 1, 2001 through September 30, 2002 in the amount of \$40,932; amending the budget; and authorizing the Administrator to sign the delegate contracts.

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 One-Stop Service Center Operation Grant Plan to the Michigan Department of Career Development (MDCD) in the amount of \$40,932 for the period of October 1, 2001 through September 30, 2002; authorizing the Administrator to sign the Notice of Grant Award, approving the budget; authorizing the County Administrator to sign delegate contracts

Background:

Over the past year the Washtenaw County Michigan Works! Service center has expanded its space from 5,000 to 15,000 square feet. The much larger Resource Room has allowed us to improve customer service by affording space for additional customers and resources, giving the Washtenaw County Workforce Development Board the ability to provide world-class services to the universal customer.

Discussion:

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. As the Service Center is the primary location where employment services and workforce development programs are provided, 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.

Specifically, the funding is to be used to maintain the One-Stop Center, make upgrades to the facilities, purchase equipment and technology. The Michigan Works! Agency (MWA) is planning the purchase of virtual, web-based one-stop technology to increase the quality and enhance universal access to services provided at the Washtenaw Michigan Works! Service Center.

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 \$40,932.

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 Finance Department and the Human Resources Department.

Attachments/Appendices:

FY 2002 Washtenaw County One-Stop Service Center Operation Grant Budget

A RESOLUTION RATIFYING THE SIGNATURE OF THE CHAIR OF THE BOARD ON THE FISCAL YEAR 2002 SERVICE CENTER OPERATION GRANT PLAN TO THE MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT IN THE AMOUNT OF \$40,932 FOR THE PERIOD OF OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002 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

December 5, 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, a portion of these funds will be used to develop virtual, web-based One-Stop technology to increase the quality and enhance universal access to services provided at the Washtenaw County One-Stop Service Center.

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 \$40,932 for the period of October 1, 2001 through September 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
Business Unit 2430019110
Service Center Operation
Year Ending September 30, 2002

Revenues

54000

State Revenue

\$ 40,932

Expenditures

80000

Other Services and Charges

\$ 40,932