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TO: Wes Prater, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Trenda Rusher
ETCS Executive Director

DATE: July 7, 2004

SUBJECT: Authorization of the Chair of the Board's signature on the PY 2004 Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth Plan to the Michigan Department of Labor and Economic Growth (MDLEG) for the period of July 1, 2004 through June 30, 2005

BOARD ACTION REQUESTED:

The Employment Training and Community Services (ETCS) Group is requesting authorization of the Chair of the Board's signature on the PY 2004 Workforce Investment Act (WIA) Adult, Dislocated Workers, and Youth Plan in the total dollar amount of \$1,440,217 for the period of July 1, 2004 through June 30, 2005; approving the budget and authorizing the County Administrator to sign delegate contracts.

BACKGROUND:

The Workforce Investment Act was mandated on August 7, 1998. It provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of businesses and the needs of job seekers and those who want to further their careers.

The ETCS Group is the administrator and operator of Employment and Training programs in Washtenaw County. It is funded by the Workforce Investment Act (WIA), the Department of Labor (DOL), and the Michigan Department of Labor and Economic Growth (MDLEG) to provide employment training and placement services. The Washtenaw County Workforce Development Board and the Board of Commissioners oversee, recommend and approve employment and training programs throughout Washtenaw County. The ETCS Group/Washtenaw County Workforce Development Board is also referred to as the local Michigan Works! Agency (MWA). There are three

(3) separate funding sources under the Workforce Investment Act (WIA): (a) the Adult Program; (b) Dislocated Worker Program; and (c) the Youth Program.

DISCUSSION:

The MDLEG has implemented a policy that requires only one plan for the WIA programs. In the past, three separate plans were requested for submission to the MDLEG for approval. The new change allows for funding approval of 2004 WIA Programs to consist simply of the Budget Information Sheets (BIS) for each WIA program: Adult, Dislocated Worker, Youth. This change only extends to the submission of plans; the program goals and budgets remain distinct in their purpose.

(a) Adult Program:

All residents and employers have access to Workforce Investment Act (WIA) Core Services. These services are available to the general public at no charge, creating a universal access system. There will be no registration required for these services. Some of the highlights of these local services include weekly Face-to-Face Job Fairs, where employers interview applicants on site and a weekly seminar on Job Readiness and Retention topics. The Michigan Works! Agency (MWA) will coordinate targeted Job Fairs for specific industries, which include customized recruitment strategies. Core services that are not primarily informational and must be staff assisted will require WIA registration. Intensive services and training services also require WIA registration. These services include:

Adult Program Eligibility:

Eligible customers under the workforce investment system include all county residents and employers for core services, as the WIA system is a universal system. Eligibility requirements for intensive services and training services are strictly restricted to adults and dislocated workers who are unemployed or employed and in need of intensive services in order to obtain or retain employment that allows for self-sufficiency.

The ETCS Group provides three levels of services under WIA: (1) core services; (2) intensive services; and (3) training services.

Intensive Services:

- Comprehensive and specialized assessments of the skills levels and services needs of the adult or dislocated worker;
- Development of an individual employment plan to identify employment goals and achievement objectives;
- Group counseling;
- Individual counsel and career planning;
- Case management for participants seeking training services;
- Short-term pre-vocational services, including learning skills development, communication skills, interviewing skills, punctuality, professional conduct, and personal maintenance skills

Training Services:

- 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

For all individuals registered in WIA, an Individual Employment Plan (IEP) shall be developed. The IEP is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

The Washtenaw County MWA intends to serve 128 Adult customers. Program performance include: 72% of the customers enter employment, 76.1% of those adults retain employment past six months, the average earnings for a six month period for an adult is \$2,473, and 60% for the adult credential rating.

Additionally, the Washtenaw County MWA is part of a Southeast Michigan Works! Agencies Coalition (SEMWAC), a seven county collaborative of the seven MWA's in southeastern Michigan. SEMWAC is the recipient of a United States Department of Labor (USDOL) ITA demonstration grant, to which our customers will have access. The Washtenaw County MWA is exploring H1-B opportunities with the Michigan Virtual University, which could prove beneficial to users of the Washtenaw County Michigan Works! Service Center.

The Washtenaw County MWA has developed a supportive services policy that ensures resources and service coordination. Supportive services are provided to any eligible participant, based on need, to reduce barriers in the transition into employment. Supportive services include transportation, childcare, dependent care, and temporary housing services. These supportive services must be necessary to enable the individual to participate in WIA activities. WIA supportive services shall only be provided when the individual is unable to obtain the services through other programs or resources. WIA case manager will refer individuals to other resources when appropriate. The MWA administration, as the One-Stop designee, may grant exceptions to the supportive services policy, on a case-by-case basis.

(b) Dislocated Worker Program:

Dislocated worker skills are often outmoded in the existing fast-changing labor market. Often, the dislocated worker's only experience is in low skill, high paying manufacturing jobs, which are becoming rapidly obsolete. Dislocated workers face several challenges in their effort to become marketable. Dislocated workers must first accept that returning to their former job is not an option; recognizing that without updated skills, they will not

command the wages and fringe benefits of their former job; and make the decision to seek retraining to learn new job skills. These services include at a minimum, basic skills training, on-the-job training, job-search assistance, counseling and customized training. These services may improve the dislocated worker's prospects of returning to productive employment.

Dislocated Worker Program Eligibility:

Eligible persons include customers displaced from employment or displaced homemakers within Washtenaw County as defined by the Workforce Investment Act.

The Washtenaw County MWA agrees to serve 181 Dislocated Workers. Planned levels of program performance include: 78.9% for Dislocated Worker Entered Employment Rate, 87.7% for Dislocated Worker Employment Retention Rate at Six Months, 92.4 % Dislocated Worker Earnings Replacement Rate at Six Months, 60% Dislocated Worker Employment Credential Rate.

The Workforce Investment Act Dislocated Worker Program shall depend on close coordination with the local Unemployment Agency offices and the Trade Adjustment Act of 2002 at both the planning and implementation level. Currently, MWA staff communicates on a regular basis with the local Unemployment Agency (UA) offices to discuss integration of the current available pool of resources accessible to the two agencies for dislocated workers and the unemployed in the area through the Michigan Works! System. Services include registration, employment counseling, vocational testing, job development, supportive services, on-the-job training, classroom training, self-directed job search, job search allowances, and relocation allowances.

Rapid response assistance will continue to be provided on the site of dislocation, if possible within forty-eight (48) hours of receipt of information of an actual or eventual plant closing or mass layoff received by local officials, the Washtenaw County MWA, the local Unemployment Agency, or a labor organization. A Rapid Response Team (RRT), which includes the Washtenaw County MWA or its designee(s), will meet with the employer to assess the situation, provide initial information on available assistance, and initiate an appropriate intervention or response.

In addition, the MWA Director and appropriate MWA staff will work with MDLEG staff to encourage the formation of a labor-management committee.

(c) Youth:

It is the intent of both the Washtenaw County Workforce Development Board and the local government to offer employers a labor force trained to meet employer needs and to establish a training system that is responsive to the demands of business and industry.

The primary services available to participants at the Michigan Works! Service Center include:

- Preparation for postsecondary educational opportunities;
- Educational opportunities;
- Strong linkages between academic and occupational learning;
- Preparation for unsubsidized employment opportunities;
- Effective linkages with intermediaries with strong employer connections;
- Alternative secondary school services;
- Summer employment opportunities;
- Paid and unpaid work experiences;
- Occupational skill training;
- Leadership development opportunities;
- Comprehensive guidance and counseling;
- Supportive services; and
- Follow-up services

The Washtenaw County Workforce Development Board may also provide basic skills training, case management services, work-based learning instruction, skill upgrading and retraining, entrepreneurial training, vocational exploration, GED preparation, customized training with employers who make commitments to employ, job search assistance, outreach services, specialized surveys, dissemination of information on program activities and development of job openings. These may be provided upon participant assessment. The Washtenaw County Workforce Development Board will also address self-esteem and motivation of youth to encourage school-to-work type programs. In addition, and where appropriate, mentoring and job shadowing within the private sector may be provided.

Youth Program Eligibility:

Eligible customers under the workforce investment system include youth who are between 14 and 21 years of age, youth who are low-income, as defined in the WIA 101(25), and youth with significant barriers to employment within one of the following:

- Deficient in basic literacy skills
- School dropout
- Homeless, runaway, or foster child
- Pregnant or parenting
- Offender
- An individual who requires additional assistance to complete an educational program, or to secure and hold employment

The Washtenaw County MWA intends to serve a total of 290 youth. The Washtenaw County MWA agrees to meet the following planned levels: 73% of the older youth customers shall enter employment, 79% of that group shall retain employment past six months, the average earnings of the older youth in six months will be \$2,700, with a 40% credentialing rate. 73% of the younger youth shall attain the required skill rate, and 55% of the younger youth obtaining their diploma.

IMPACT ON HUMAN RESOURCES:

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

IMPACT ON BUDGET:

The impact on budget is \$1,259,656 in program funding and \$180,561 in funds related to administering the programs.

The budgets for the three programs are as follows:

Program dollars:

\$ 291,263	Adult Program
\$ 347,244	Dislocated Worker Program
<u>\$ 621,149</u>	Youth Program
\$ 1,259,656	TOTAL WIA PROGRAM

Administrative dollars are limited to 10% of the total budget:

\$ 32,363	Adult Program
\$ 38,583	Dislocated Worker Program
<u>\$ 109,615</u>	Youth Program
\$ 180,561	TOTAL WIA ADMIN

Total budgets (program + administrative):

\$ 323,626	Adult Program
\$ 385,827	Dislocated Worker Program
<u>\$ 730,764</u>	Youth Program
\$ 1,440,217	TOTAL WIA BUDGET

IMPACT ON INDIRECT COSTS:

The requested board action has no indirect costs associated with the 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:

The action is in conformity with County policies.

ATTACHMENTS/APPENDICES:

PY 2004 WIA Programs Budget Information Sheets
PY 2004 WIA Budgets

Prepared by:

Trenda Rusher, Executive Director
ETCS Group

A RESOLUTION AUTHORIZING THE CHAIR OF THE BOARD'S SIGNATURE ON THE WORKFORCE INVESTMENT ACT PROGRAM YEAR (PY) 2004 ADULT, DISLOCATED WORKER, AND YOUTH PLANS IN THE TOTAL AMOUNT OF \$1,440,217 FOR THE PERIOD OF JULY 1, 2004 THROUGH JUNE 30, 2005 FOR EMPLOYMENT TRAINING AND COMMUNITY SERVICES; AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN NOTICE OF GRANT AWARDS; AMENDING THE BUDGET AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 7, 2004

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 of 1998, the Department of Labor, and the Michigan Department of Labor and Economic Growth to provide employment training and placements services; and

WHEREAS, the Workforce Investment Act (WIA) was implemented in 1998 to address workforce training and job training, replacing the Jobs Training Partnership Act (JTPA) initiatives; and

WHEREAS, the Washtenaw County Workforce Development Board and the Board of Commissioners oversee, recommend and approve employment and training programs throughout Washtenaw County.

WHEREAS, the Workforce Investment Act provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of businesses and the needs of job seekers and those who want to further their careers; and

WHEREAS, eligible participants could include county residents and employers for core services under the Adult Program, as the WIA system is a universal system; and

WHEREAS, eligible participants under the Dislocated Worker Program or Youth Program could include individuals displaced from employment and unable to find employment or low-income youth who are between 14 and 21 years of age and have significant barriers to employment; 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 that the Washtenaw County Board of Commissioners hereby authorizes the signature of the Chair of the Board on the Employment Training Community Services Program Year (PY) 2004 Workforce Investment Act Adult, Dislocated Worker, and Youth Plans in the total amount of

\$1,440,217 for the period of July 1, 2004 through June 30, 2005, as on file with the County Clerk;

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

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

Washtenaw County ETCS
 Summary Budget
 Fiscal Year Ending June 30, 2005
 Current Revised Variance

Fund #2320 - WIA Adult

Revenues				
50000	Federal Revenue	\$0	\$291,263	\$291,263

Expenditures				
80001	Other Services & Charges	\$0	\$291,263	\$291,263

Fund #2340 - WIA Youth

Revenues				
50000	Federal Revenue	\$0	\$621,149	\$621,149

Expenditures				
80001	Other Services & Charges	\$0	\$621,149	\$621,149

Fund #2350 - WIA Dislocated Worker

Revenues				
50000	Federal Revenue	\$0	\$347,244	\$347,244

Expenditures				
80001	Other Services & Charges	\$0	\$347,244	\$347,244

Fund #2310 - WIA Administration

Revenues				
50000	Federal Revenue	\$0	\$180,561	\$180,561

Expenditures				
80001	Other Services & Charges	\$0	\$180,561	\$180,561