



COUNTY ADMINISTRATOR  
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TO: Wes Prater, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Trenda Rusher  
ETCS Executive Director

DATE: August 4, 2004

SUBJECT: Ratification of the Chair of the Board's signature on the PY 2004 Statewide Activities Funding for High Concentrations of Workforce Investment Act (WIA) Eligible Youth Plan to the Michigan Department of Labor and Economic Growth for the period of July 1, 2004 through June 30, 2005

**BOARD ACTION REQUESTED:**

The Employment Training and Community Services (ETCS) Group is requesting ratification of the Chair of the Board's signature on the PY 2004 Statewide Activities Funding for High Concentrations of Workforce Investment Act (WIA) Eligible Youth Plan in the amount of \$32,163 for the period of July 1, 2004 through June 30, 2005; amending 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 the needs of businesses, 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).

**DISCUSSION:**

The WIA requires states to use funds reserved for Statewide funding to qualified MWAs to serve high concentrations of youths. Agencies are selected based on data from the 2000 Census, showing the percentage of low-income youth compared to the total population of youth in the MWA service delivery area.

The additional Statewide Activities funding will help support the provision of services to eligible youth. Approximately 13 additional youth will be served with this funding. The Washtenaw County MWA Youth Program contractors provide eligible youth objective assessments that measure academic levels, skill levels including basic and occupational skills, developmental needs, employability, interest, aptitudes and prior work experience.

A service strategy is developed that identifies an employment goal which includes consideration of non-traditional employment. Preparation for postsecondary educational opportunities may also be provided that stresses a strong linkage between academic and occupational learning to assist in the preparation of unsubsidized employment. Achievement objectives and appropriate services are identified. Support services may be provided to eliminate identified barriers. The youth participant will then participate in one or more of the following program activities:

- 1) Tutoring, study skills training and instruction, leading to completion of secondary school, including dropout prevention strategies
- 2) Alternative secondary school services, as appropriate
- 3) Summer employment opportunities that are directly linked to academic and occupational learning
- 4) As appropriate, paid and unpaid work experiences, including internships and job shadowing
- 5) Occupation skill training, as appropriate
- 6) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours as appropriate;
- 7) Supportive services
- 8) Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
- 9) Follow-up services for not less than 12 months after the completion of participation, as appropriate and
- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate

**IMPACT ON HUMAN RESOURCES:**

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

**IMPACT ON BUDGET:**

The requested Board action will approve the Employment Training and Community Services Group's PY 2004 PY Statewide Activities Funding for High Concentrations of Workforce Investment Act (WIA) Eligible Youth Plan budget in the amount of \$32,163. There are no County funds, nor match required for this program.

**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 requested board action 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. The action is in conformity with County policies.

**ATTACHMENTS/APPENDICES:**

PY 2004 Statewide Activities Funding for High Concentrations of Workforce Investment Act (WIA) Eligible Youth Plan  
PY 2004 WIA Statewide Activities Funding for High Concentrations of Workforce Investment Act (WIA) Eligible Youth Budget

**Prepared by:**

Trenda Rusher, Executive Director  
ETCS Group

A RESOLUTION RATIFYING THE CHAIR OF THE BOARD'S SIGNATURE ON THE PROGRAM YEAR (PY) 2004 STATEWIDE ACTIVITIES FOR HIGH CONCENTRATIONS OF WORKFORCE INVESTMENT ACT (WIA) ELIGIBLE YOUTH) PLAN IN THE TOTAL AMOUNT OF \$32,163 FOR THE PERIOD OF JULY 1, 2004 THROUGH JUNE 30, 2005 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; 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

August 4, 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 (WIA) of 1998, the Department of Labor, and the Michigan Department of Labor and Economic Growth (MDLEG) to provide employment training and placements services; and

WHEREAS, the Workforce Investment Act 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 delivered by the Employment Training and Community Services Group, also referred to as the Michigan Works! Agency; and

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, the MDLEG has allocated WIA Statewide Activity funding to local area that serve high concentrations of youths; and

WHEREAS, The Washtenaw County Michigan Works! Agency, based on the 2000 Census, has been identified as an area in need of this funding; and

WHEREAS, approximately thirteen additional youth will be served with this money; and

WHEREAS, this matter has been reviewed by the Washtenaw County Workforce Development Board, Corporation 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 ratifies the signature of the Chair of the Board on the Employment Training Community Services PY 2004 Statewide Activities Funding for High Concentrations of Workforce Investment Act (WIA) Eligible Youth Plan in the amount of \$32,163 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  
Fund #2340 - WIA Youth / Statewide Activities  
Fiscal Year Ending June 30, 2005

**Revenues**

50000	Federal Revenue	<u>\$ 32,163</u>
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**Expenditures**

80001	Other Services & Charges	<u>\$ 32,163</u>
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