



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

THROUGH: Robert E. Guenzel  
County Administrator

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

DATE: December 1, 2004

SUBJECT: The Employment Training and Community Services (ETCS) Group Fiscal Year (FY) 04-05 Workforce Investment Act (WIA) Incumbent Worker Program Plan to the Michigan Department of Labor and Economic Growth.

**BOARD ACTION REQUESTED:**

The Employment Training and Community Services Group is requesting ratification of the Chief Elected Official's signature on the ETCS Group's Fiscal Year 04-05 WIA Incumbent Worker Program Plan to the Michigan Department of Labor and Economic Growth in the amount of \$233,353 for the period of October 1, 2004 through September 30, 2005; approval of the budget; authorization to sign the grant award; authorization for the County Administrator to sign delegate contracts.

**BACKGROUND:**

The Michigan Department of Labor and Economic Growth (MDCD) has identified \$3,000,000 in Workforce Investment Act (WIA) Statewide Activities funding to be used in the implementation of an Incumbent Worker Program. This program will address the goals of local strategic plans and the needs of local employers for a trained workforce.

**DISCUSSION:**

One of the five goals identified by the Washtenaw County Workforce Development Board (WDB) in their strategic planning process was to assist small and medium-sized businesses in developing their workforce needs. To qualify for funding, a business must have at least twenty-five (25) full-time employees.

The WIA Incumbent Worker Program will provide a solid tool in which to address this goal.

This funding will be used to provide employers in the Washtenaw County area with training services to upgrade existing employee skills in an effort to avoid layoff

situations. Employers who benefit from this service will then work with the local Michigan Works! Service Center to fill any positions created by the promotion of incumbent workers who were trained through the program. Special emphasis will be placed on the hiring of both WIA and Work First Program participants and persons with disabilities.

The Washtenaw County WDB has formed a unique working partnership with both the Ann Arbor Chamber of Commerce and the Ypsilanti Chamber of Commerce. It is anticipated that both Chambers will generate the referrals of employers to benefit from this new program. The working partnership will consist of the WDB and the Chambers of Commerce sharing information on job seekers and employers to facilitate linkages between the organizations. The Chambers of Commerce will work actively to inform its members about the program and to encourage member participation. The WDB will assist the Chambers by communicating information about career opportunities in small and medium-sized businesses to its customers.

**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 approves the FY 04-05 WIA Incumbent Worker Program budget in the amount of \$233,353.

**IMPACT ON INDIRECT COSTS:**

The requested board action has 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, Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office and the Ways and Means Committee. The requested Board action is in conformity with County policies.

**ATTACHMENTS/APPENDICES:**

FY 04-05 WIA Incumbent Worker Program Plan  
FY 04-05 WIA Incumbent Worker Budget

A RESOLUTION RATIFYING THE CHIEF ELECTED OFFICIAL'S SIGNATURE ON THE FISCAL YEAR 04-05 WORKFORCE INVESTMENT ACT INCUMBENT WORK PROGRAM PLAN TO THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH IN THE AMOUNT OF \$233,353, FOR THE PERIOD OF OCTOBER 1, 2004 THROUGH SEPTEMBER 30, 2005 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES DEPARTMENT; APPROVING THE BUDGET; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS  
December 1, 2004

WHEREAS, the Employment Training and Community Services Group serves employers and job seekers under State direction, through grants to local Michigan Works! Agencies, administered locally by the Washtenaw County Workforce Development; and

WHEREAS, the Michigan Department of Labor and Economic Growth has identified \$3,000,000 in Workforce Investment Act statewide activities funding to be used in the implementation of an Incumbent Worker Program; and

WHEREAS, this program will address the goals of local strategic plans and the needs of local employers for a trained workforce; and

WHEREAS, one of the five goals identified by the Washtenaw County Workforce Development Board, in their strategic planning process, was to assist small and medium-sized businesses in developing their workforce needs; and

WHEREAS, this funding will be used to provide employers in the Washtenaw County area with training services to upgrade existing employee skills in an effort to avoid layoff situations; and

WHEREAS, this matter has been reviewed by the Workforce Development Board, Corporation Counsel, the Finance Department, the Human Resources Department, 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 Chair of the Board's signature on the Workforce Investment Act Incumbent Worker Program Plan to the Michigan Department of Labor and Economic Growth in the amount of \$233,353 for the period of October 1, 2004 through September 30, 2005 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 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 the delegate contract upon review by Corporation Counsel, to be filed with the County Clerk

Washtenaw County ETCS  
Summary Budget  
Fund #2330 - WIA Incumbant Worker  
Year Ending June 30, 2005

**Revenues**

54000	State Revenue	\$	233,353
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**Expenditures**

80000	Other Services and Charges	\$	233,353
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