

**COUNTY ADMINISTRATOR**  
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TO: Jeff Irwin  
Chair, Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

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

DATE: September 7, 2005

SUBJECT: FY 05 Michigan Works! Service Center Operations Funds Application

**BOARD ACTION REQUESTED:**

Employment Training and Community Services (ETCS) is requesting ratification of the Chair of the Board's signature on the FY 05 Michigan Works! Service Center Operations Funds Application to the Michigan Department of Labor and Economic Growth (MDLEG) for the period of July 1, 2005 through June 30, 2006 in the amount of \$144,439; authorizing the County Administrator to sign the Notice of Grant Award; approving the budget; authorizing the County Administrator to sign delegate contracts.

**BACKGROUND:**

The Washtenaw County Michigan Works! Agency (MWA) recognizes the Michigan Works! Service Center as the focal point for workforce activities in the county. Therefore, the Service Center is the primary location where activities will occur. In light of this, the Reed Act funds will be used to operate the Service Center, including improving customer service, upgrading facilities and technology, educating and informing the public about the Michigan Works! Service Center.

**DISCUSSION:**

ETCS utilize the funds for the administration of the Michigan Works! Service Center. Currently operating out of this center is the WIA program, including the resource room where customers can access WIA core services, Work First, Employment Services, Veterans Employment, TAA, and MRS. Additionally, the MWA will ensure continuation of partnerships with the local community college and businesses.

Additional services that will be funded through these funds may include:

- One-Stop Administration
- Equipment for the purpose of carrying out funded activities;
- Payment for rent, utilities and maintenance of facilities, including common spaces such as resource rooms, reception areas, etc. in accordance with cost sharing guidelines;
- Development of products that support service delivery, such as workforce information products and job bank technology;
- Computer equipment, network equipment, telecommunications equipment,

application development and other technology resources, including assisted technology that support employment and workforce information service delivery;

- Outreach and educational materials targeted at Users of One-Stop employment and workforce information services;
- Training, technical assistance and professional development of staff who deliver employment and workforce information services
- Improving access for individuals with disabilities, including remodeling or retrofitting One-Stop Career Centers, and purchasing appropriate software, hardware, furniture and supplies;
- Improving access for individuals with limited English proficiency, including language line services, development of forms, automated voice messages, etc. in languages other than English.

**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 will approve the Employment Training and Community Services Group's Service Center Operations Funds budget. There are no County funds, nor match required for this program. Breakout of the budget is as follows:

\$129,995	Program Costs
<u>\$ 14,444</u>	<u>Administration</u>
\$ 144,439	TOTAL

**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, Finance, Human Resources, and the Ways and Means Committee. The requested Board action is in conformity with County policies.

**ATTACHMENTS/APPENDICES:**

FY 05 Michigan Works! Service Center Operations Funds Plan  
FY 05 Michigan Works! Service Center Operations Funds Budget

A RESOLUTION RATIFYING THE CHAIR OF THE BOARD'S SIGNATURE ON THE FY 05 MICHIGAN WORKS SERVICE CENTER OPERATIONS FUNDS PLAN APPLICATION TO THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH FOR THE PERIOD OF JULY 1, 2005 THROUGH JUNE 30, 2006 IN THE AMOUNT OF \$144,439 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; APPROVING THE BUDGET, AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN THE DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 21, 2005

WHEREAS, the Michigan Works! Service Center is recognized as the focal point for workforce activities in the county; and WHEREAS, the Service Center then is the primary location where workforce development activities will occur; funds will be used for the continuation of upgrading and operating the current Washtenaw County Michigan Works! Service Center; and

WHEREAS, the Michigan Works Service Center funds will be used for the continuation of upgrading and operating the current Washtenaw County Michigan Works! Service Center; and

WHEREAS, these services will include improving customer service, upgrading facilities and technology, and informing the public about the Michigan Works! Service Center; and

WHEREAS, this matter has been reviewed by the Washtenaw County Workforce Development Board, Corporation Counsel, Finance, 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 Chair of the Board's signature on the FY 05 Michigan Works Service Center Operations Funds plan application to the Michigan Department of Labor and Economic Growth, in the amount of \$144,439 for the period of July 1, 2005 through June 30, 2006 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. Authorize the Administrator to sign the Notice of Grant Award
2. Approving 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  
Fund #2430 – Service Center Operation  
Fiscal Year Ending June 30, 2006  
2430059100

	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Variance</u>
Revenues			
50000 Federal Revenue	\$0	\$144,439	\$144,439
Expenditures			
80000 Other Service & Charges	\$0	\$144,439	\$144,439