

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

THROUGH: Robert E. Guenzel
County Administrator

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

DATE: October 5, 2005

SUBJECT: Resolution ratifying the signature of the Chair of the Board on the
Employment Training and Community Services Group's Fiscal
Year (FY) 2005 Displaced Homemaker Program for the period of
July 1, 2005 through June 30, 2006.

Board Action Requested:

The Employment Training and Community Services (ETCS) Group is requesting ratification of the Chair of the Board's signature on the Fiscal Year (FY) 2005 Displaced Homemakers Program plan, in the amount of \$35,872, for the period of July 1, 2005 through June 30, 2006; amending the budget and authorizing the County Administrator to sign delegate contracts.

Background:

The Employment Training Community Services (ETCS) Group 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 ETCS Group is the administrator and operator of employment and training programs in Washtenaw County, specifically. The Washtenaw County Board of Commissioners and the Washtenaw County Workforce Development Board oversee, provide recommendations, and approve employment and training programs throughout Washtenaw County. The Washtenaw County Workforce Development Board/ETCS Group is also referred to as the local Michigan Works Agency (MWA). The State selected subcontractor for this year's program is the Women's Center of America. Services are provided according to the plan narrative in the Request for Proposal submitted to the MDLEG, which are accepted by the local Michigan Works Agency without revision.

Discussion:

As the Displaced Homemaker Program participants are part of the Dislocated Worker (DW) population, under the Workforce Investment Act (WIA), the following standards are to be used to measure performance:

- Entered Employment Rate 89%
- Employment Retention Rate 85%
- Earnings Replacement Rate 92.4%
- Employment and Credential Rate 80%
- Participant Satisfaction Rate 74%
- Employer Satisfaction Rate 73%

Eligibility:

Eligible persons include those who have been providing unpaid services to family members in the home, who have been dependent on the income of another family member but are no longer supported by that income, who are unemployed or underemployed, and are experiencing difficulty in obtaining or upgrading employment. This year's Displaced Homemaker Program intends to serve a total of thirty-five (35) eligible individuals. The State Service Provider for Washtenaw County is The Women's Center of America. This provider shall provide three (3) levels of service: (1) Core Services; (2) Intensive Services; and (3) Training Services, as described below in accordance with Workforce Investment Act (WIA) guidelines:

Core Services:

- Follow-up services, including counseling regarding the workplace, for participants in the workforce investment activities under Title I who are placed in unsubsidized employment, for not less than twelve (12) months after the first day of the employment, as appropriate.
- Individual job development when accomplished through the use of services beyond self-service and information activities (e.g., staff-assisted customer services).
- Job clubs, when accomplished through the use of services beyond self-service and informational activities (e.g., staff-assisted customized services)
- Screened referrals, when accomplished through the use of services beyond self-service and informational activities (e.g., staff-assisted customized services).

Intensive Services:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, including: (i) diagnostic testing and use of other assessment tools and (ii) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals
- Group counseling
- Individual counseling and career planning
- Case management for participants seeking training services
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment

Training Services:

Any provision of training services through Individual Training Accounts (ITA) shall meet the specific design for ITA's and shall be provided only by providers on the State of Michigan's eligible training providers list.

Training services that may be available include:

- Occupational skill training
- On-the-job training
- Program 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, and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of training.

Funding for training services should only be used when there are no other forms of assistance available to pay for these costs. The Washtenaw County MWA requires the coordination of training costs with funds available under other federal programs. The use of Individual Training Accounts (ITA) will allow the participant the opportunity to choose training from a variety of eligible training providers.

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 ETCS Group's Displaced Homemaker Program Plan budget in the amount of \$35,872. There are no County funds, nor match required for this program. No more than ten percent, or \$3,587, of allocated funds shall be utilized for administrative costs. The remaining amount, \$32,285, is to be used for program services.

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:

FY 2005 WIA Displaced Homemaker Plan

FY 2005 WIA Displaced Homemaker Budget

A RESOLUTION RATIFYING THE CHAIR OF THE BOARD'S SIGNATURE ON THE FISCAL YEAR (FY) 2005 DISPLACED HOMEMAKER PROGRAM (DHP) PLAN APPLICATION TO THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH (MDLEG), IN THE AMOUNT OF \$35,872, FOR THE PERIOD OF JULY 1, 2005 THROUGH JUNE 30, 2006 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP (ETCS); AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET, AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

October 19, 2005

WHEREAS, the Employment Training and Community Services Group is the administrator of the Displaced Homemaker Program in Washtenaw County; and

WHEREAS, this year the plan is to provide employment training services to thirty-six eligible individuals; and

WHEREAS, the State Selected Provider for Washtenaw County is The Women's Center of America; and

WHEREAS, eligibility for this program is determined as an individual who has been providing unpaid services to family members in the home, and who has been dependent on the income of another family member but is no longer supported by that income, and

WHEREAS, further eligibility requirements include the individual being unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment; and

WHEREAS, eligible candidates are serviced through three levels of services: (1) core services, (2) intensive services, and (3) training services; and

WHEREAS, the services provided may include, among others: vocational assessment, vocational counseling, job-seeking skills training, job placement assistance, direct job development and placement assistance, referrals to community resources; and

WHEREAS, this matter has been reviewed by the Washtenaw County 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 Employment Training and Community Services (ETCS) Group's Fiscal Year 2005 Displaced Homemaker Program Plan application to the Michigan Department of Career Development in the amount of \$35,872 for the period of July 1, 2005 through June 30,

2006, 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 thereof
3. Authorizing the County Administrator to sign the delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk.

Washtenaw County ETCS
WIA Incumbent Worker
October 1, 2005 – September 30, 2006
2330059100

		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Variance</u>
Revenues:				
50000	Federal Revenue	\$0	\$35,872	\$35,872
Expenditures:				
80000	Other Services & Charges	\$0	\$35,872	\$35,872