



COUNTY ADMINISTRATOR  
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TO: Barbara Levin Bergman, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Trena Rusher, Director  
Employment Training and Community Services (ETCS)

DATE: November 7, 2007

SUBJECT: Michigan Works! Service Center Operations

**BOARD ACTION REQUESTED:**

It is requested that the Board of Commissioners ratify the signature of the Chair of the Board on the Michigan Works! Service Center Operations Funds Plan application to the Michigan Department of Labor and Economic Growth (MDLEG) in the amount of \$147,405 for the period of July 1, 2007 through June 30, 2008; authorize the Administrator to sign the Notice of Grant Award; approve the budget; and authorize the Administrator to sign delegate contracts.

**BACKGROUND:**

The Michigan Department of Labor and Economic Growth (MDLEG) has identified \$4.2 million in Workforce Investment Act (WIA) Statewide Activity funds to be used throughout the State in support of the Michigan Works! Service Center (MWSC) operations. 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, these funds will be used to operate the Service Center, including improving customer service, upgrading facilities and technology, and educating and informing the public about the Michigan Works! Service Center.

**DISCUSSION:**

Washtenaw County ETCS utilizes the funds for the administration of the Michigan Works! Service Center. Currently operating out of the Service Center are the Workforce Investment Act (WIA) programs (including the resource room where customers can access WIA core services), JET/Work First Program, Employment Services, Veterans Employment, Trade/TAA, and Michigan Rehabilitation Services (MRS). Additionally, the Washtenaw County MWA/ETCS 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 Service 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 ETCS Service Center Operations Funds budget. There are no County funds, nor match required for this program. Breakout of the budget is as follows:

Program Costs:	\$132,664
Administration:	\$ 14,741
<b>TOTAL:</b>	<b>\$147,405</b>

**IMPACT ON INDIRECT COSTS:**

Indirect costs are not included in the budget for this grant application.

**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:**

Program Year (PY) 07 Michigan Works! Service Center Operations Funds Plan

PY 07 Michigan Works! Service Center Operations Funds Budget

A RESOLUTION RATIFYING THE CHAIR OF THE BOARD'S SIGNATURE ON THE FY 07 MICHIGAN WORKS SERVICE CENTER OPERATIONS FUNDS PLAN APPLICATION TO THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH FOR THE PERIOD OF JULY 1, 2007 THROUGH JUNE 30, 2008 IN THE AMOUNT OF \$147,405 FOR ETCS; 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

November 14, 2007

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; 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 signature of the Chair of the Board on the Program Year (PY) 07 Michigan Works Service Center Operations Funds Plan application to the Michigan Department of Labor and Economic Growth, in the amount of \$147,405 for the period of July 1, 2007 through June 30, 2008 for ETCS, 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 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 delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk

Washtenaw County ETCS  
Service Center Operation  
Summary Budget  
BU: 2430079100  
07/01/07 – 06/30/08

<b>Revenues</b>		Original	Revised	Variance
50000	Federal Revenue	\$ 0	\$ 147,405	\$ 147,405
<b>Expenditures</b>		Original	Revised	Variance
80000	Other Services and Charges	\$ 0	\$ 147,405	\$ 147,405