



COUNTY ADMINISTRATOR  
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TO: Felicia Brabec, Chair  
Ways and Means Committee

THROUGH: Verna J. McDaniel  
County Administrator

FROM: Mary Jo Callan, Director  
Office of Community & Economic Development

DATE: September 4, 2013

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 Program Year (PY) 2013 Michigan Works! Service Center Operations plan in the amount of \$16,277 for the period of July 1, 2013, through June 30, 2014.

**BACKGROUND:**

As the local Michigan Works! Agency (MWA), the Office of Community and Economic Development (OCED) is the administrator and operator of workforce programs in Washtenaw County. The Washtenaw County Workforce Development Board (WDB) and the Board of Commissioners (BOC) oversee, recommend and approve workforce development programs throughout Washtenaw County. The United States Department of Labor (USDOL) and the Workforce Development Agency of the State of Michigan (WDASOM) fund such programs. These programs and activities occur at the Michigan Works! Service Center located at 304 Harriet Street in Ypsilanti, Michigan.

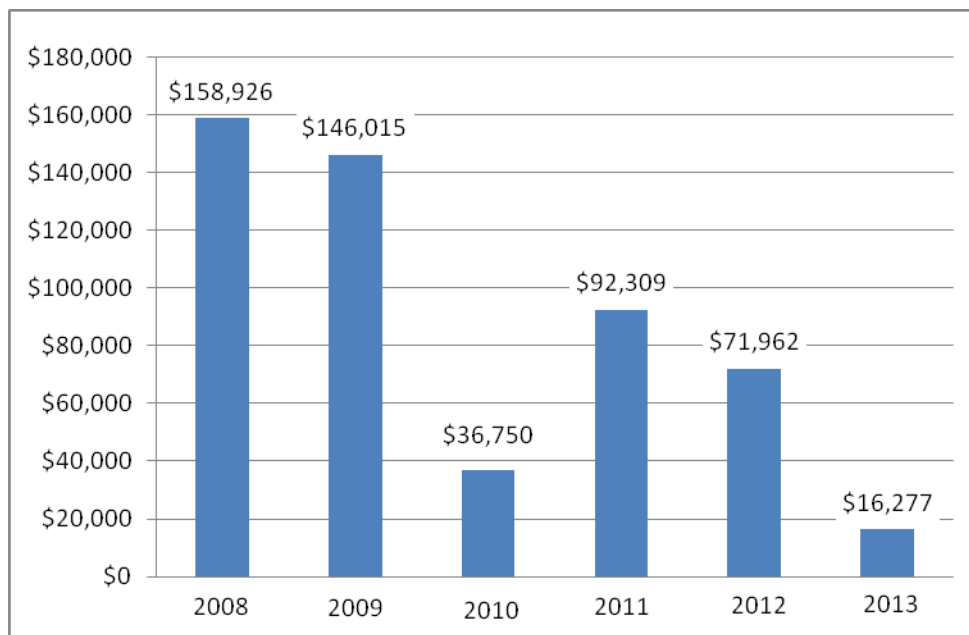
**DISCUSSION:**

The WDASOM has identified funding that may be used in support of all activities to improve customer service, inform and educate the public about the Michigan Works! Service Center, and upgrade facilities. Such activities may include, but are not limited to, the following:

- 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.

The WDA has determined that \$500,000 is the initial allocation for PY 2013 WIA MWSC operations funding available statewide, with Washtenaw County receiving \$16,277 of that funding. The allocation for each MWA is based on a formula derived from the relative size of the MWA area labor force. However, the number of persons served by the service center(s), and the number of service centers in the MWA area, full and satellite, were taken into account in the determination of the final award. Additional funding, in an indeterminate amount, will be provided to support service centers, commensurate with the level of Statewide Activity funds available during the program year. Below is a chart indicating the amount of Michigan Works! Service Center Operations funding that has been received by the Washtenaw County MWA over the past few years.



**IMPACT ON HUMAN RESOURCES:**

None

**IMPACT ON BUDGET:**

The requested Board action approves the Michigan Works! Service Center Operations budget in the amount of \$16,277. There are no County funds, nor match required for this program.

**IMPACT ON INDIRECT COSTS:**

None

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

None

**CONFORMITY TO COUNTY POLICIES:**

The requested Board action is in conformity with County policies.

**ATTACHMENTS/APPENDICES:**

- MWSC Spending Plan
- Resolution
- Budget

A RESOLUTION RATIFYING THE SIGNATURE OF THE CHAIR OF THE BOARD ON THE PROGRAM YEAR 2013 MICHIGAN WORKS! SERVICE CENTER OPERATIONS PLAN TO THE WORKFORCE DEVELOPMENT AGENCY STATE OF MICHIGAN, IN THE AMOUNT OF \$16,277, FOR THE PERIOD OF JULY 1, 2013, THROUGH JUNE 30, 2014.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 18, 2013

WHEREAS, the Washtenaw County Michigan Works! Agency (MWA) submitted a plan to the Workforce Development Agency State of Michigan (WDASOM) for Program Year (PY) 2013 Michigan Works! Service Center Operations funding, in the amount of \$16,277, for the period of July 1, 2013, through June 30, 2014; and

WHEREAS, the Washtenaw County MWA is operated under the direction of the Washtenaw County Office of Community and Economic Development (OCED); and

WHEREAS, the Washtenaw County MWA is funded by the United States Department of Labor (USDOL), and the WDASOM, to provide employment training and placement services; and

WHEREAS, the Washtenaw County MWA recognizes the Michigan Works! Service Center (MWSC) as the focal point for workforce activities in the County and the primary location where these activities will occur; and

WHEREAS, these funds will be used to operate the MWSC, including improving customer service, upgrading facilities and technology, as well as educating and informing the public about the MWSC and the services that are offered; and

WHEREAS, MWSC operations funds will be used for the continuation of operating and upgrading the current Washtenaw County MWSC; and

WHEREAS, this matter has been reviewed by the Workforce Development Board (WDB), 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 Michigan Works! Service Center Operations plan in the amount of \$16,277 for the period of July 1, 2013, through June 30, 2014, 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 delegate contracts upon review and approval of Corporation Counsel, to be filed with the County Clerk.

**Office of Community & Economic Development**  
**Service Center Operations**  
**Fund #: 2430**  
**Business Unit: 2430139100**  
**07/01/13 – 06/30/14**

		<u>Original</u>	<u>Revised</u>	<u>Variance</u>
<b>Revenues</b>				
<u>50000</u>	<u>Federal Revenue</u>	\$ -	\$ 71,962	\$ 71,962
Total Revenue		\$ -	\$ 71,962	\$ 71,962
 <b>Expenditures</b>				
<u>80000</u>	<u>Other Services and Charges</u>	\$ -	\$ 71,962	\$ 71,962
Total Expenditure		\$ -	\$ 71,962	\$ 71,962