

December 14, 2007

Ms. Dell Alston, Director  
Workforce Training & Development Division  
Bureau of Workforce Programs  
MDLEG  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing MI 48913

Dear Ms. Alston,

Attached is the Saginaw Midland Bay MWA Comprehensive 5-Year Local Plan Modification for the period July 1, 2007 through June 30, 2008, as required by the Workforce Investment Act (WIA) of 1998.

If you have any questions regarding this plan, please contact Sharon Reed at (989) 754-1144 ext. 209. Thank you.

Sincerely,

Ed Oberski Director  
Saginaw Midland Bay MWA

## **SECTION I: Adults and Dislocated Workers**

### **I. Labor Market Analysis**

#### **A. Workforce Investment Needs**

For Program Year 2008, above average employment growth rates in the Saginaw Midland Bay region, are projected for several occupational groups including, health care (16.8 percent), service (12.7 percent), professional (12.5 percent), construction and repair (9.4 percent), and sales (8.1 percent). Transportation (6.5 percent), management (6.3 percent), and administrative support (1.0 percent) will record below average rates of job growth, but they will generate job openings due to the need to replace existing workers. Production and farming are the only occupational categories expected to decline over the decade, losing approximately 250 jobs.

Home health aides are expected to show the highest growth rate in the Saginaw Midland Bay MWA with a projected increase of 47.4 percent. Four other health care occupations should record high growth rates including medical assistants (33.3 percent), pharmacists (25.1 percent), physical therapists (22.7 percent) and dental assistants (22.4 percent). Several diverse occupations display very high growth rates including life, physical and social science technicians (31.0 percent), social and human service assistants (29.0 percent), packing and filling machine operators and tenders (24.5 percent) and childcare workers (22.0 percent).

Several occupations are expected to add a large number of jobs. These occupations are generally large, and as a result, produce a significant number of job openings. Leading the list and expected to add the most jobs over this period is registered nurses. This occupation is projected to add 715 jobs by 2012. Another health care occupation, orderlies and attendants will also add approximately 340 jobs.

For the Saginaw Midland Bay region, high demand, high wage occupations include sales managers, non-retail sales reps, pharmacists, registered nurses, medical and health services managers, general and operations managers, computer systems analysts, computer/info systems managers, computer application engineers, chemical technicians, truck drivers, and chief executives, etc.

### **II. Michigan Works! System**

**A. Description of Services Centers:**

The Saginaw Bay Midland Michigan Works provides Service Centers to the Tri-County Area, including a Service Center located in each county.

**1. Designated Office:**

Midland Michigan Works Service Center

1409 Washington, Midland Towne Center, Midland, MI 48640 - Midland County

The Midland Michigan Works Center is located in a mall plaza adjacent to the Department of Human Services (DHS) and local retail stores. Parking spaces are in excess of 200. The Center measures an estimated 13,690 square footage. Public transportation in Midland County is provided by Dial-a-Ride and Employment & Training Connection. Solution Planning and Contract Environments (SPACE) was contracted to design a utilization of space plan. The exterior sign consist of a 4' x 15' lighted aluminum cabinet which displays the Michigan Service Center logo, Michigan Department of Labor and Economic Growth (MDLEG)/Michigan Rehabilitation Services, and Talent Bank logos. Interior signage consists of a 36" x 36" lighted aluminum cabinet, which displays a directory of services provided by the Midland Michigan Works Service Center. The Center houses agency staff from WIA, JET, DLEG/Veterans Representative, DLEG/Disabled Veterans Outreach Worker, Employment Service (ES), Michigan Rehabilitation Services (MRS).

**2. Designated Office:**

Bay Michigan Works Service Center

4061 N. Euclid

Bay City MI 48706

This Center in located in downtown Bay City and presently houses DLEG/ Disabled Veterans Outreach Worker, DLEG/Veterans Representative, DLEG/Migrant and Seasonal Farm Outreach Worker, WIA, and JET. The square footage of the Center is 13,582. The parking lots will accommodate an estimated 100 cars with additional space available as off street parking. Bay County has a public transportation system for city residents and also makes selected runs out of the city.

**3. Designated Office**

Saginaw Michigan Works Service Center

614 Johnson, Saginaw, Michigan 48607 - Saginaw County

The Unemployment Insurance Agency (UIA) building has been designated as the location of the Michigan Works Service Center. The building has 18,200 square feet and parking spaces to accommodate at least 200 cars. Additional off street parking is also available. A 4'x8' Lexan Face sign with translucent vinyl graphics identifies the building as the Michigan Works Service Center. The Michigan Talent Bank logo is displayed on the sign. Other agencies such as Saginaw Transit (bus transportation), Department of Human Services and Social Security Administration are within two blocks of the Center.

The Center is located in downtown Saginaw and presently houses UIA, Employment Service (ES), and DLEG/Veterans Representatives. Michigan Works provide WIA and JET services and MRS have scheduled hours that their staff is present in the Center.

**4. Designated Office:**

Michigan Works Service Center - Saginaw

3875 Bay Road, Saginaw, Michigan 48603

Michigan Works Service Center on the Bay Rd. business corridor was opened. This area has experienced rapid growth recently, therefore by increasing our Michigan Works Service Center locations here we are more accessible to our customers.

We have a large sign over the entrance to the MW Service Center and another on the joint Lexan sign on Bay Road. Our office has 6,870 square feet with parking for 200 cars. There are twelve computers for the participants to use to access the Internet, build resumes, use self-assessment tools, and self-testing. There is a large resource room with access to a copy machine and fax machine. We are co-located with MRS, VETS Representatives, WIA and JET program staff and job search classrooms. The center also has space to provide seminars for employers and job seekers.

The MWA continues to operate satellite centers located in St. Charles and Pinconning Michigan. These are remote locations in the Tri Counties with significant population.

The MWA also operates a large JET at 310 Johnson St. in Saginaw, only two blocks from the 614 Johnson Service Center.

### **Plans for Expansion**

Each Service Center will expand its services to be more effective in reaching the goals set by the State of Michigan. It will also try to broaden the base of appeal to a broader range of job seekers and employers. We plan to do this by:

- Improve and expand the self-assessment tools at each site.
- Create centers that will provide college information and scholarship information for job seekers of all ages. Provide open houses to showcase information to high schools and colleges.
- Provide special equipment for the physically challenged that will not only allow them to use the equipment unassisted, but will be a demonstration site for employers to see the equipment available for those needs. We will also provide information about programs to assist them in purchase of the equipment.
- Create a database of Internet sites for information on personnel issues and laws that could be used by both the job seeker and the employer.
- Create teams responsible for employer visits and the creation of Service Center literature for outreach.

### **Continuous Improvement / Service Coordination**

The board will ensure continuous improvement by maintaining the customer survey that we are now using. There will be a site manager assigned to each Service Center from the MWA office that will be responsible for coordination of services and organizing Service Center meetings. Service Center meetings, with all partners, ensure that the center is meeting the needs of both the employer and job seeker and the services are not duplicated.

### **B. Memorandum of Understanding (MOU):**

Signed Memorandums of Understanding has been submitted to MDLEG.

## **III. Local Performance Measures**

The Saginaw Midland Bay MWA acknowledges and accepts the planned levels of the Adult performance for Program Year 2007.

<b>Michigan Works! Agency</b>	<b>Adult Entered Employment Rate</b>	<b>Adult Employment Retention Rate</b>	<b>Adult Average Earnings Change</b>	<b>Adult Employment Credential Rate</b>
Saginaw/Midland/Ba y	88%	84%	\$10,200	83%

The Saginaw Midland Bay MWA acknowledges and accepts the planned levels of Dislocated Worker performance for program year 2007.

<b>Michigan Works! Agency</b>	<b>Dislocated Worker Entered Employment Rate</b>	<b>Dislocated Worker Employment Retention Rate</b>	<b>Dislocated Worker Average Earnings Change</b>	<b>Dislocated Worker Entered Employment Credential Rate</b>
Saginaw/Midland/Ba y	93%	90%	\$13,000	83%

<b>Michigan Works! Agency</b>	<b>Participant Customer Satisfaction</b>	<b>Employers Customer Satisfaction</b>
Saginaw/Midland/Bay	91%	86%

The Saginaw Midland Bay MWA acknowledges and accepts the planned levels of the Adult performance for Program Year 2008.

<b>Michigan Works! Agency</b>	<b>Adult Entered Employment Rate</b>	<b>Adult Employment Retention Rate</b>	<b>Adult Average Earnings Change</b>	<b>Adult Employment Credential Rate</b>
Saginaw/Midland/Ba y	89%	85%	\$10,400	84%

The Saginaw Midland Bay MWA acknowledges and accepts the planned levels of Dislocated Worker performance for program year 2008.

<b>Michigan Works! Agency</b>	<b>Dislocated Worker Entered Employment Rate</b>	<b>Dislocated Worker Employment Retention Rate</b>	<b>Dislocated Worker Average Earnings Change</b>	<b>Dislocated Worker Entered Employment Credential Rate</b>
Saginaw/Midland/Ba y	94%	92%	\$13,200	84%

<b>Michigan Works! Agency</b>	<b>Participant Customer Satisfaction</b>	<b>Employers Customer Satisfaction</b>
Saginaw/Midland/Bay	91%	86%

The Saginaw Midland Bay MWA acknowledges and accepts the planned levels of the Older Youth and Younger Youth performance for Program Year 2007.

<b>Michigan Works! Agency</b>	<b>Older Youth Entered Employment Rate</b>	<b>Older Youth Employment Retention Rate</b>	<b>Older Youth Average Earnings Change</b>	<b>Older Youth Employment Credential Rate</b>
Saginaw/Midland/Ba y	78%	83%	\$3,000	70%

<b>Michigan Works! Agency</b>	<b>Younger Youth Skill Attainment Rate</b>	<b>Younger Youth Diploma Attainment Rate</b>	<b>Younger Youth Retention Rate</b>
Saginaw/Midland/Bay	90%	80%	75%

The Saginaw Midland Bay MWA acknowledges and accepts the planned levels of the Older Youth and Younger Youth performance for Program Year 2008.

<b>Michigan Works! Agency</b>	<b>Older Youth Entered Employment Rate</b>	<b>Older Youth Employment Retention Rate</b>	<b>Older Youth Earnings Change</b>	<b>Older Youth Employment Credential Rate</b>
Saginaw/Midland/Bay	80%	85%	\$3,300	72%

<b>Michigan Works! Agency</b>	<b>Younger Youth Skill Attainment Rate</b>	<b>Younger Youth Diploma Attainment Rate</b>	<b>Younger Youth Retention Rate</b>
Saginaw/Midland/Bay	92%	82%	77%

#### **IV. Adult and Dislocated Worker Employment and Training Activities**

Services provided under Adult and Dislocated Worker are described as core, intensive, and training services. The MWA has decided at the local level to have universal access to core services through integration of services provided by Wagner-Peyser, WIA Adult and Dislocated Worker partners in the One-Stop center. Intensive and training services are available to individuals who meet the eligibility requirements and who are determined to need these services to achieve employment. If funds are limited, priority for service will be based on the following:

*Priority of service must be provided to recipients of public assistance and other low income individuals, veterans' priority must be applied by assessing a participant's status in regard to both being a veteran and a member of the targeted group.*

- *A participant meeting both the veterans' and the income priority would obtain the highest preference for the program.*

- *A non-veteran participant meeting the income priority would receive preference over a program eligible veteran not meeting the income priority.*

Core services provided include: program information/basic assessments, general information, group activities, and job search. Activities provided under Intensive services include: comprehensive and specialized assessment, individual employment plan, group counseling, individual counseling, case management, short-term pre-vocational services, and literacy activities. Under Training we provide occupational skill training.

### **Use of Individual Training Accounts**

Individual Training Accounts (ITA) established in the Saginaw Midland Bay region will be provided to participants determined eligible and suitable for training services. Training services may be purchased from eligible training providers that participants select in consultation with their career manager. The WDB may impose limits on ITAs such as occupations in local demand, dollar amount, and duration.

### **Justification for Exceptions to the use of ITAs Consumers Choice**

- Individuals have multiple barriers;
- If there are insufficient eligible training providers.

### **Strategic Plan Objectives**

Our mission is to use regional partnerships and strategic planning initiatives to develop a system for the Saginaw Midland Bay Michigan Works Area that produces a work force whose members possess the required skills to successfully participate in the local economy.

#### **A. Increase Career Preparation and enhance Workplace Readiness Skills:**

- Training programs have been identified as high wage, high growth jobs and are currently included on the MWA local ITA policy and planned increases in enrollment will follow.
- Access is provided for training in these occupations, with eligible training providers for participants to choose from.
- Enrollment will be increased for high demand technical training occupations.

#### **B. Increase academic competency Basic Skills and Employability Skills for students and Adults.**

- WIA funds will be used to remove barriers by providing supportive

services so WIA Adults may participate in Basic Skills Training,

- Incorporate in conjunction with the WIA Adult job search activity, work readiness testing to obtain good work habits by providing:
  - Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

**C. Improve employment and income levels for Workforce Development program participants.**

- Our policy states we will only train in occupations that have high wages and growth.

**Supportive Service Procedures**

WIA funds will be used to provide supportive services for emergencies, but not needs-related payments. Supportive Services may be issued to WIA participants enabling them to continue in training or in finding employment. Supportive services may include but not limited to: transportation, auto repair and work clothes.

- Procedures for referral to supportive services, including how such services will be funded when they are not otherwise available from other sources:
  1. A resource and service network has been developed and will be readily available for referral;
  2. Participants will be provided a copy of the resource and service network listing and will be required to seek assistance when services are not available from other sources;
  3. The Workforce Development Board, One-Stop partners, and other community service providers will coordinate service and all will refer participants to the appropriate agency for assistance.

The provision of accurate information about the availability of supportive service in the local area:

- The resource and service network will have accurate information and it will

be updated periodically to ensure accuracy.

Referral to such activities:

- Supportive Services will be issued only upon referral by a WIA funded career manager who has identified the need for the services. Participants may receive supportive service payments if they:
  1. Are participating in core, intensive or training services;
  2. Are unable to obtain such services through other programs;
  3. Need the services to enable participation in WIA activities.

Limits, if any, the local board has established on the provision of supportive services, including the maximum amount of funding and length of time:

- Funds may not exceed \$500 per occurrence. Supportive service exceeding \$500 may be submitted to the MWA for approval or disapproval.
- The sub-contractor administering supportive services will develop a working relationship with area businesses. A vouchers system will be used with the business issuing the good or service, and then billing the agency.
- Total WIA funds are available only up to the amount of funds identified in the contractor's budget for supportive services.
- Supportive services may only be issued for items identified in the work statement.

Documentation of the procedures followed in providing supportive services must be maintained in the participants' file and in ISS case notes (MIS system).

Supportive service expenditures are monitored and service delivery agencies report to the MWA on a regular basis:

- To ensure per occurrence limits are not exceeded.
- To ensure that services provided conform to DLEG and local MWA policies.
- To ensure that procurement methods are conformed with and updated regularly.

### **Wagner-Peyser Funded Services:**

#### **1. Labor Exchange:**

Basic labor exchange service will be provided in three tiers of service. The first is self-service using the Michigan Talent Bank Internet-Based system and resource room. This area of the Service Center will be open on the posted hours for access by anyone.

The second level of service will be for job seekers and employers who cannot use the

talent bank or resource room unassisted. Job seekers and employers will be instructed on

how to use Michigan Talent Bank. If a job seeker or employer is unable to participate due to lack of computer familiarity, literacy, a disability, lack of access to the system, or some other barrier the MWA/ES staff will assist them. Individuals seeking unemployment insurance will receive a form verifying that they have registered (Work Test). This form will be given to the UI staff for processing. At least one location within the WDB area will provide one service of job search assistance.

The third level of service, more intensive staff assistance will be provided by ES staff and DLEG/BWP. DLEG/BWP staff will provide mandated services to veterans, migrant and seasonal farm workers, and individual with disabilities in accordance with Federal and State laws. DLEG/BWP staff will provide mediated services for veterans at MWA locations, including priority in referrals to employment, training programs and special programs for veterans. Individuals not targeted may receive mediated services by the MWA contracted public merit-staff.

**Midland Michigan Works! Service Center:** Presently the following programs are located at this Center (approximate staffing: DLEG/MRS 4; DLEG/ESA 2; ES 4; WIA & JET 12; Child Care Concepts 1; Midland Literacy Council 1; Manpower 1; Micro Enterprise Services 1). Space is available for additional agency co-location and itinerant staff.

**Bay Michigan Works! Service Center:** The estimated number of staff housed at this Center is DLEG 3; WIA & JET 26; ES 3; DLEG/MRS 1; Saginaw Valley Reg 4C 1 .

**Saginaw Michigan Works! Service Center Johnson Street:** The estimated number of staff housed at this site is: WIA - 15; DLEG 2; ES 4; WIA 4; and DLEG/MRS 15.

**Saginaw Michigan Works! Service Center Bay Road:** Estimated staff at this location is DLEG 1; WIA & JET 14, ES 2, TAA 1, and DLEG/MRS 1.

Integration of services with locally based ESA employees is a continuous process. Regular scheduled center meetings provide the time to update co-locators as to the new services and eligibility requirements, therefore increasing the utilization of the center by the community. MWA staff has conducted training for customers in the

community and will continue to do so.

Services to veterans, migrant and seasonal farm works, dislocated workers and disabled workers will be provided through locally based state employees.

**Access to Michigan's Talent Bank/Job Bank Internet-based system.**

Employment Service staff will be located at the Midland Michigan Works! Service Center (with at least 8 computers for talent bank usage), Michigan Unemployment Insurance Agency/Saginaw Michigan Works! Service Center - (with at least 10 computers for talent bank usage), Saginaw Michigan Works! Service Center Bay Road Location (with at least 12 computers for talent bank usage), and Bay Michigan Works! Service Center (with at least 6 computers for talent bank usage) to assist job seekers and employers in utilizing Michigan's Talent/Job Bank. In Saginaw the UIA/Michigan Works! Service Center is located two blocks from a large JET Program center. The number of connections at each location is dependent on the population in that area. Each Michigan Works! Service Center will house a Resource Center that will contain the following: at least 4-10 computer workstations with Internet access to Michigan's Talent Bank/Job Bank, computers with self-assessment software ( e.g.. typing proficiency; Microsoft applications), information on services provided by local agencies and other items identified as needed by the customers or center staff. Staff will train participants in the use of the center and assist disabled and other customers as required.

To ensure that the entire customer community is aware of and has access to the electronic labor exchange, the MWA has issued public service announcements explaining the new system and that access is available through computers at libraries, schools, work and home. MWA staff has contacted post-secondary institutions, high schools (public/private), Adult Education, libraries and religious institutions to provide them with an opportunity to attend informational sessions on the use of the Internet to access Michigan's Talent Bank/Job Bank. The response has been favorable. Outreach to customers in the community will be continuous.

**Facilitated Access and Mediated Services:**

Mediated services will be provided in the Midland County Service Center. One full time person is assigned to provide specific LMI. If the individual is not available

someone from the ES staff will provide the service.

**Targeted, Mediated Services Through Locally Based ESA Employees:**

The MWA will be responsible for ensuring that these additional targeted, mediated services are fully integrated with all other services provided through the designated ES offices. The MWA will also ensure there are adequate physical facilities, including telephone, equipment, storage, and Internet connections, at all designated ES locations for ESA staff. ESA will reimburse the MWA the costs associated with the use of these facilities, equipment, and connections, based on MOUs and approved and signed cost allocation plans. As stated in section 2, Basic Labor Exchange: above, ESA staff are in each of the four certified One Stop Service Centers. Each employee has an individual cubical, high-speed internet connection, a computer, and is free to use the One Stop Service Center facilities and resource room.

**2. Unemployment Insurance UI Work Test:**

Two requirements of Michigan's UI Work Test will be met:

The Unemployment Insurance Agency (UIA) requires unemployment insurance claimants to complete an ES registration. Completion and activation of a resume in The Michigan Talent Bank meets the registration requirement. Claimants may enter the registration at any location that can access The Michigan Talent Bank. If a claimant chooses to enter the ES registration at a location other than at the MWA service center the claimant must still come to a Michigan Works! Service Center and have the registration verified.

UIA will provide claimants with forms instructing them to register for work and listing the locations where they may register or verify their registration for work. MWA service providers will apply a unique stamp and initial each claimant's verification card and electronically log the name and social security number of each claimant after ES registration has been verified. ES will ensure that UIA receives a timely certification that the claimant has completed the required ES registration. UIA will then authorize payment of the claim, if all other requirements are met.

**Reporting Claimant Non-Compliance with the "Available and Seeking Work" Requirement:**

Any specific evidence of a claimant's unavailability for or lack of seeking work that comes to the attention of an ES staff member will be reported by completing and then providing a copy of Form MDLEG-ESA 303, Claimant Advice Slip to the Unemployment Insurance Agency.

### **3. Participate in a System for Clearing Labor Between the States:**

The Saginaw, Midland, and Bay County MWA will participate in the Michigan component of the national labor exchange system by providing access to Michigan's Talent/Job Bank and receiving and forwarding certain interstate and intrastate job orders to designated ESA staff for processing. We will follow the system for clearing labor between states as described in the ES Manual.

#### **Ensure Veterans Preference:**

The MWA will ensure that ES providers comply with Title 38 of the U.S. Code, which requires that all U.S. veterans and eligible persons must receive preference in the counseling, training, and job placement services provided to the public, in accordance with the priority defined by Title 38.

#### **The Saginaw, Midland, Bay MWA will ensure that ES providers have an employee available in each designated ES office to do the following:**

Ask each individual who enters the office for services whether that individual is a veteran; and, refer each veteran to the Disabled Veterans Outreach Program (DVOP) specialist or a Local Veterans Employment Representative (LVER) on duty at that time. After entering a resume in The Michigan Talent Bank, all veterans will be referred to available DVOP and LVER staff. DVOP and LVER staff are ESA employees assigned on a full-time or part-time basis to each designated ES office by ESA to provide specific workforce development services in addition to those services available from ES providers. Also in accordance with Section 312 of Public Act 292 of 2000, the MWA will post in a conspicuous place within each designated ES office a notice advising veterans that a DVOP specialist or an LVER is available to assist him or her.

### **4. Administer the Trade Adjustment Assistance (TAA) program:**

The TAA program emphasizes a comprehensive, timely array of retraining and re-employment services tailored to meet workers' individual needs.

The ES provider will provide the full range of mandated reemployment services to workers adversely affected by foreign competition in accordance with the TAA Implementation Act and certified TAA eligible. Documentation will be maintained by the WDB in accordance with the *TAA* Manual. The reemployment services are as follows:

- Employment Registration;
- Employment Counseling;
- Vocational Testing;
- Job Development;
- Supportive Services;
- On-the-Job Training;
- Classroom Training;
- Self-Directed Job Search;
- Job Search Allowances; and,
- Relocation Allowances.

Integration of services to WIA will be coordinated by the ES and WIA case management staff. The TAA programs are further described in the ES Manual, Section 500.

#### **5. Operate the Local Component of the ES Complaint System:**

The MWA will maintain a local complaint system, as mandated by federal ES regulations. This system will offer a formal mechanism for processing complaints from a customer who believes his or her employment-related rights have been denied, or that he or she has been unjustly treated in an employment-related instance. Each MWA service center will maintain a staff member designated the complaint coordinator for that location. The MWA will follow guidelines in the ES Complaint system further described in the ES Manual.

#### **6. The Federal Bonding Program:**

ES staff will assist job applicants and employers in the bonding process. Staff shall request a copy of the letter from the employer to the job applicant offering the applicant employment, stating the job title, rate of pay, conditions of work, and the

fact that this offer of employment is conditional upon the job applicant receiving a Fidelity Bond in the amount of \$5,000. If an additional dollar amount is necessary, the employer shall include a justification statement in “offer of employment letter” that supports the need for a higher bond in multiples of \$5,000, to a maximum of \$25,000.

ES staff will complete the fidelity Bond Certification form according to the instructions and forwarded to the MDLEG/ESA Bonding Consultant. After sending the forms staff will notify both the employer and job applicant in writing that the appropriate paper work has been processed, and that an acknowledgment will be forthcoming from the McLaughlin Company.

## **V. RAPID RESPONSE ACTIVITIES**

In accordance with 20 CFR 665.300, the rapid response program will encompass activities necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible.

A coordinated response from the Rapid Response Team (RRT) will assess the extent of the dislocation event, the urgency of the situation, and any existing efforts to assist the employees that might already be underway. A dislocation event will be defined as either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation. The Rapid Response Team will be made up of; a Workforce Consultant assigned to Michigan Zone Two, who is from Michigan’s Workforce Transition Unit, which is located within DLEG/BWP, along with a representative from the local Michigan Works! Agency, and a representative from the local Unemployment Agency.

Typically, an RRT response will be promulgated by the WTU’s receipt of a formal WARN (Worker Adjustment Retraining Notification) Act notice, or similar alert through informal channels (e.g., a phone call or newspaper article). The WARN Act of 1988 requires employers to provide notice at least 60 days in advance of covered plant closings and covered mass layoffs. The WARN notice is required to be reported by management to covered employees and the WTU. If dislocated employees are covered under the TAA Worker Security Act, TAA

requirements for rapid response are also required activities.

The RRT process will have four phases, each of which has identifiable roles and responsibilities for the RRT members; notification and investigation, on-site RRT meeting with management and union representatives (if applicable), project implementation, and technical assistance and information sharing.

The RRT will assess the dislocation event to determine what type of assistance, if any, is needed. If it is determined that an Emergency Basic Readjustment Grant is needed to provide service to covered employees, the MWA will submit a Negotiated Adjustment Recommendation to the Saginaw County Board of Commissioners. If the Board approves the grant, the approved amount of funds will be used for Basic Readjustment services necessary for early intervention. Funds will not be used for needs related payments, supportive services or retraining.

Funds allocated for each dislocation will be disbursed within 90 days of the obligation. Funds still unexpended after 90 days will be deobligated.

## **VI. FUNDING**

### **A. Criteria for Funding Limitations/Process for Priority Service**

*Priority of service must be provided to recipients of public assistance and other low income individuals, veterans' priority must be applied by assessing a participant's status in regard to both being a veteran and a member of the targeted group.*

- *A participant meeting both the veterans' and the income priority would obtain the highest preference for the program.*
- *A non-veteran participant meeting the income priority would receive preference over a program eligible veteran not meeting the income priority.*

### **B. Procurement Process for Training**

The Saginaw Midland Bay MWA will maintain a written procurement policy, which shall apply in the selection of service providers and vendors for all procurement utilizing

OWD funds. All Saginaw Midland Bay procurements utilizing OWD funding sources will comply with this policy, specific grant requirements, all applicable OMB circulars, and all regulations specific to the funding source(s) used.

The Saginaw Midland Bay MWA will conduct procurement procedures that provides full and open competition. Proposals will be rated by WDB and Consortium Board members. The WDB and Consortium Board will consider committee recommendations in selecting the best bids. The Consortium maintains a list of potential bidders. Current subcontractors and all requesting organizations will be sent a letter and a form to be completed in order to receive the entire bid package.

The selection of service providers shall be made on a competitive basis to the extent practicable, and shall include a determination of the ability of the service provider to meet program design specifications established by the administrative entity that take into account the purposes and goals of the specific program.

For the Saginaw Midland Bay MWA, sole source procurement through a proposal from only one source or after a determination that competition is inadequate will be minimized, justified, and documented. This procedure will be used only when the award is not feasible under competitive procedures due to one of the following circumstances:

- The item or service is only available from a single source; or
- When there is a public emergency need for the item or service which does not permit a delay resulting from using competitive procedure; or
- After solicitation of a number of sources, only one bid is received and/or competition is determined inadequate.

**At minimum,** the procurement policy shall require:

- Cost and/or price analysis for every procurement;
- Written standards for all types of procurement;
- Conduct that ensures full and open competition;
- Methods for acquisition of equipment, building space, or related facilities, as well as the selection of service providers;
- Provisions for leases and contracts;
- Provisions which prohibit conflict of interest and discrimination;

- Procedures for inventory, record keeping, and reporting to show history of each procurement;
- Methods to ensure subrecipient compliance with the terms and conditions of contractor purchase orders and awards made to responsible subrecipients;
- Review of proposed procurement to prevent unnecessary purchases; and
- Documentation of all procurements by the MWA and any subrecipient for all procurement regardless of dollar amount.

### **C. Funding for Wagner-Peyser ES, and TAA**

1. Wagner-Peyser will be appropriated to Saginaw/Midland/Bay according to the following allocation:

- 50% based on the local areas share of the state's average civilian labor force during the previous year and;
- 50% of the local areas share of the state's average number of unemployed persons during the previous year.

Saginaw/Midland/Bay will limit administrative costs connected to Wagner-Peyser funds to 15% of the total allocation.

2. TAA Reform Act of 2002:

TAA funds will be allocated to the Saginaw/Midland/Bay MWA. Administrative costs are 10% of the TAA allocation. Delta College was competitively selected in 2006 to deliver Wagner-Peyser Employment Service, TAA and NAFTA services. Delta College has staff assigned to four Michigan Works! Service Centers located in Bay, Midland and Saginaw Counties. Employment Service/ TAA will be released for bid every three years.

3. Direct State Agency Payroll for State Employees and Their Support:

ES employees in the Saginaw Midland Bay MWA are under contract with the MWA to provide services. The cost of other state employees (Vets Reps, MRS, etc.) direct support will be reimbursed by the state in accordance with the local MOU. Relocation of locally based ES employees to newly designated office locations is subject to prior MWA/ES approval.

## **VII. Review, Comment, and Publication Documentation**

The Saginaw Midland Bay Michigan Works! Area (MWA) will publish plans in accordance with Section 118 of the act. In lieu of submitting documentation, the Saginaw Midland Bay MWA will maintain documentation on file for monitoring by MDLEG. In accordance with 20 CFR 661.345, which provides the requirements for submission of the local workforce investment plan. The Local 5-Year Plan will be submitted to those indicated below, with at least a 30-day period for comment, prior to the submission to the MDLEG for approval.

- A The proposed plan will be published; and
- B. Such plans will be made available for review and comment to:
  - (1) Members of the local board and members of the public including representatives of business and labor organizations; and
  - (2) The public through such means as public hearings and local news media.
- C. The local board must submit any comments that express disagreement with the plan to MDLEG along with the plan.

The local Saginaw Midland Bay Workforce Development Board will make information about the plan available to the public on a regular basis through open meetings. The local plan should include reference as to where and how copies of the complete plan can be obtained.

In accordance with the Americans With Disabilities Act (ADA), the final Local 5-Year Plan will be made available to request for accommodations or special requests of the plan in alternate formats, such as large print, audio tape, etc. In addition, public meetings concerning the plan must comply with physical access requirements of the ADA.

## **VIII. Requested Waiver of statutory and regulatory requirements under the Workforce Investment Act (WIA) - Approved**

As provided under WP PI 05-10, Change 1, issued July 25, 2005, new to Saginaw

Midland Bay Michigan Works! local policy and local area's comprehensive five-year plan, is a waiver request that has been granted and action taken under the state's workflex authority by the U.S. Department of Labor (USDOL). The requested Waiver permits the use of up to 10 percent in Program Year 2006 Adult and Dislocated Worker funding allocated under the Workforce Investment Act (WIA) Section 133(b)(I)(A) and Section 133(b)(1)(B) to operate an Incumbent Worker Program, as described under Section 134(a)(3)(A)(iv)(I) and consistent with 20 CFR Sections 665.210 and 665.220, through June 20, 2007.

The following outcomes will be achieved by obtaining the waiver: provide additional flexibility for the use of formula funds that will enable Saginaw Midland Bay Michigan Works! to tailor its Incumbent Worker Program to meet the demands of local employer's incumbent workers, job seekers, and strengthen the local workforce system; participant's skills will be upgraded; and participant's wages will increase.

## **SECTION II: YOUTH**

### **I. Local Vision and Goals**

#### **A. Describe your broad strategic, economic, and workforce development goals for youth.**

The Educational Advisory Group (EAG) established a workgroup to review and make recommendations to the Workforce Development Board (WDB) regarding Michigan Works! WIA Youth program. The goal of the workgroup was to recommend a Youth program design that would 1) satisfy WIA program requirements and 2) help fill the gaps felt by the education community in meeting the needs of at-risk students and out of school

youth. The following program design was recommended by the workgroup and was approved by the Workforce Development Board;

1. 3 – Prong Contracts; In-School, Out- of- School, and General Contractor.
2. In-School Program to target drop out prevention
3. Out-of-School Program to target drop out re-enrollment
4. General Contractor will handle all WIA Youth grant related details such as eligibility determination, Individual Service Strategies, MIS requirements, and fill in any possible program gap not provided by service providers.

We are seeking to partner with creative and innovative programs that meet these parameters. These programs ideally should be able to operate without WIA funding. The funding provided from SMBMW shall be to add more participants to a program, or add one or more program components to an existing or soon to exist program. We aim to ensure access to all WIA required youth program elements without duplicating the activities and resources that are already available for youth.

**B. Describe your youth vision and how the Workforce Investment Act (WIA) Workforce Investment System will help to attain these goals.**

Our goal is to prepare youth with the skills and the knowledge necessary to meet the needs of the local workforce. By providing quality programs that link youth to work and education we hope to promote successful transition into adulthood.

**How will these goals be attained?**

- By coordinating with a variety of effective prevention, and re-engagement programs, we hope to avoid duplication and enhance services that will empower and assist youth in gaining academic and employment success.
- Intensive career preparation activities such as Career Ladders, time

management, problem solving, customer service, communication skills, leadership skills and personal finance will help youth gain skills and competencies that will make them more employable.

- Each youth receives an accurate and timely evaluation for both placement and ongoing participation in programs or services that best fit his or her needs and abilities. Youth will be assisted at various stages of their development through WIA funding, leveraged resources, and committed partnerships.
- Identifying and addressing youth's individual needs on an ongoing basis and collaborating with community resources to provide basic needs will ensure they are ready for post secondary and employment opportunities.
- Focus will be on the development of authentic and meaningful employment experiences that are consistent with each participant's plan. We will seek to engage students in real work experiences in an area consistent with their interest and ability.
- Soft skills, work readiness, and career-related learning are emphasized in all program development.
- Provide access to training and credential opportunities for all eligible youth. Design technical skill training and programs to target high wage, high growth jobs identified in SMB Annual Planning Reports and increase enrollment in existing targeted programs.
- Literacy and numeracy (basic skills) will be embedded in all training programs.

**C. Describe who are the youth customers of the workforce investment system in your area.**

- Youth who are between 16-21 years of age who have a clear, demonstrated ability to benefit from WIA services;
- Youth who are low income, as defined in the WIA Section 101(25); and
- Youth with significant barriers to employment.
- Youth that are within one or more of the following:
  1. Deficient in basic literacy skills;
  2. School dropout;

3. Homeless, runaway, or foster child;
4. Pregnant or parenting;
5. Offender; or
6. Is an individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.

The MWA has defined the sixth youth eligibility criterion as an individual who requires additional assistance to complete an education program, or to secure and hold employment; as determined by the MWA' subcontractor.

A minimum of thirty 30 to 50 % of the funds will be used to provide youth activities to out of school youth in Saginaw Midland and Bay Counties.

**D. Describe the competitive and non-competitive processes that will be used at the local level to award grants and contracts for youth activities under Title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts.**

All youth activities are being competitively bid. We are encouraging bids from innovative existing or planned programs that we can enhance by adding components or more participants. This could result in several Contractors in each county. The WDB and Consortium Board members will rate proposals. The WDB and Consortium Board will consider Youth Council recommendations in selecting the best bids. The Consortium maintains a list of potential bidders. Current subcontractors and all requesting organizations will be sent a letter and a form to be completed in order to receive the entire bid package. This procurement system complies with DLEG/OWD Policy Issuance 04-03, Procurement Policy, issued February 27, 2004.

**E. Describe the current status of the one-stop service center, including all existing youth activities and how they have been included in the development of the one-stop integrated service delivery system.**

The Saginaw Midland Bay MWA has four (4) certified One Stop Centers and two satellite offices. WIA Title I Youth, referral to School-to-Work/Career Preparation, Employment Service, Vocational Rehabilitation, and Vocational Education all

contribute to the development of youth activities in each service center. Youth will have access to a wide array of services provided at the MWSC and by other community partners. Case Managers will have access to information on services that are essential to youth. The focus will continue to be to connect employers with qualified and skilled workers and to connect qualified workers with good jobs. To ensure the effectiveness of services offered to youth in terms of how they meet the needs of employers their participation will be sought in program activities such as career related learning, mentoring and work experience.

## **II. Strategies for Improvement**

### **A. Describe how the local board and youth council will develop and manage effective youth programs.**

Local boards and the Youth Council will work together with employers, educational institutions, and other agencies to ensure that the skills attained by youth, as a result of participation in employment and training programs, are consistent with workforce success requirements of employers. Local Boards and Youth Council will strive to promote education/job training partnerships designed to increase the number of youth entering the labor market who are able to demonstrate basic academic and personal skills required for work force success.

The State of Michigan has developed a membership policy for Youth Councils. The policy requires a sub-council of the local boards, which is defined as follows: Each Youth Council shall be derived from current WDB members, as follows: All Private Sector representatives, one Economic Development representative, one Labor representative, one Community-Based Organization (CBO) representative, and one Rehabilitation representative. The position of Chair of the Youth Council must be a Private Sector representative. MWA officials may add additional current WDB members to the Youth Council up to and including the entire WDB. The Saginaw Midland Bay Youth Council is composed of the entire Workforce Development Board.

The MWA serves the youth population through School-to-Work initiative and the Career Preparation System. In addition, the older youth is served through labor

organizations, employers, secondary and post-secondary educational institutions, business associations, community-based organizations, rehabilitation agencies, and registered apprenticeship agencies.

**B. Describe the strategy for providing comprehensive services to eligible youth, including any coordination with foster care, education, welfare, and other relevant resources. Include requirements and activities to assist youth who have special needs or barriers to employment, including those who are pregnant, parenting, or have disabilities. Describe how coordination with the Job Corps, youth opportunity grants, and other youth programs will occur.**

Michigan Works Service Centers provide comprehensive services that are available to all eligible youth. Agency services that are a direct benefit to eligible youth include WIA Title I Youth, Career Preparation, Vocational Rehabilitation, Vocational Education, referral to Adult Education, Wagner-Peyser. Michigan Rehabilitation services will assist any youth with disabilities. Pregnant or parenting youth will be assisted with referrals to various agencies.

The MWA has identified many resources and services and will develop other partnerships and expand services by coordinating and having the following options available which also apply to the ten program elements listed as options available to youth participants:

- **Preparation for postsecondary educational opportunities;**

Youth will be offered basic skills enhancement, remediation, counseling, assistance in applying for financial aid, tutoring, and training in study skills. Post-secondary career preparation system (CPS), and all career and technical services will be coordinated closely at the local level to ensure preparation for post-secondary educational opportunities and alternative secondary school services.

- **Strong linkages between academic & occupational learning;**

The MWA and Youth Council will work closely with public school career preparation systems to ensure the academic curricula reflects the labor market needs of local employers.

- **Preparation for unsubsidized employment opportunities;**

Youth will be enrolled in relevant program components such as work experience activities, summer employment, trade apprenticeships, co-ops, and internships.

- **Effective linkages with intermediaries with strong employer connections;**

Youth will be provided case management services and career and academic guidance counseling with WIA Title I youth funds.

- **Alternative secondary school services;**

Alternative secondary school services are provided in Saginaw, Midland and Bay counties. Youth contractors will refer WIA Youth to Alternative secondary schools where core curriculum courses are available and some offer or provide access to vocational-type courses.

- **Summer employment opportunities;**

Employers will be recruited to provide summer employment opportunities for youth that focus on academic enrichment and provide youth with career outlooks. Along with the year-round program, work experience will be provided by summer employment opportunities to prepare youth to enter unsubsidized employment.

- **Paid work experiences;**

Paid work experiences, including the private and for-profit sector, will be provided to eligible youth. Work experiences will provide youth with opportunities for career exploration and skill development.

- **Occupational skill training;**

The MWA will prepare youth for postsecondary educational opportunities, link academics and occupational learning, prepare youth for employment and provide connections to intermediary organizations linked to the job market and employers.

- **Leadership development opportunities;**

Leadership development will be addressed during Pre-Employment and Work Maturity Skills/Marketable Work Habits training which will include

team work, decision making, stress management, appearance, problem solving, goal setting, personal responsibility, self-esteem building, issues of cultural diversity, and other skills and alternatives that would help youth to lead effectively, responsibly, and by example.

- **Comprehensive guidance and counseling;**

WIA Youth subcontractors will refer youth for counseling and service for alcohol and drug abuse, domestic violence, pregnancy prevention, health education, and any other issues that could potentially interfere with successful transitions to employment or post-secondary education or training.

- **Supportive services:**

Referrals for supportive services will be provided to youth to enable them to participate in activities. This may include, but is not limited to, assistance with housing costs, assistance with child-care and dependent care costs, and assistance with transportation costs.

- **Adult Mentoring:**

Referrals for adult mentoring will be provided to youth for a duration program participation of at least twelve (12) months, and may occur both during and after program participation.

- **Follow-up services:**

The Youth subcontractors will provide follow-up services after a participant has completed his/her program activities. The types of services provided the duration of services must be determined based on the needs of the individual.

### III. Review, Comment, and Publication Documentation

The Saginaw Midland Bay MWA will publish the plan in accordance with Section 118 (c) of the act. In lieu of submitting documentation, MWAs will maintain documentation on file for monitoring by DLEG.

The Saginaw Midland Bay MWA will, in accordance with 20 CFR 661.345, submit the Local 5-Year Plan to those indicated below, with at least a 30-day period for comment, prior to the submission to the DLEG for approval.

- A. The proposed plan will be published; and
- B. Such plans will be made available for review and comment to:
  - (i) Members of the local board and members of the public including representatives of business and labor organizations; and
  - (ii) The public through such means as public hearings and local news media.
- C. The local board must submit any comments that express disagreement with the plan to MDCD along with the plan.

The local board must make information about the plan available to the public on a regular basis through open meetings. The local plan should include reference as to where and how copies of the complete plan can be obtained.

In accordance with the Americans With Disabilities Act (ADA), availability of the final Local 5-Year Plan must include reference to accommodations or special requests of the plan in alternate formats, such as large print, audio tape, etc. In addition, public meetings concerning the plan must comply with physical access requirements of the ADA.