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STATE OF MICHIGAN
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
LANSING

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Emailed to MWAs: 7/28/10 (tr)
Advisory Administration Unit (AAU)
Policy Issuance: 10-01

Date: July 28, 2010

To: Michigan Works! Agency (MWA) Directors

From: Alisande Henry, Manager, AAU
(SIGNED)

Subject: Michigan Department of Energy, Labor & Economic Growth
(DELEG) Policy regarding the local Education Advisory Groups
(EAG).

**Programs
Affected:** All Programs Administered by the MWAs

Rescissions: AAU 09-04 issued April 21, 2010

References: The Workforce Investment Act (WIA) of 1998
Public Act 491 of 2006 (Michigan Works! One-Stop Service
Center System Act)
AAU 09-03 issued April 21, 2010, regarding policy on the
Workforce Development Boards (WDBs) and Youth Councils,
(YC's).
DELEG - Bureau of Workforce Transformation Michigan Works!
Systems Plan, PI 09-27, issued January 1, 2010
Public Act 267 of 1976 (Open Meetings Act)

Background: Education Advisory Groups are required by state law to serve in
an advisory capacity to the WDB on educational issues.
Members are appointed by the local Workforce Development
Board.

Enabling workers to acquire the skills necessary to succeed in
today's 21st Century knowledge-based economy is central to
Michigan's strategy for economic transformation and is the
foundation for the Governor's No Worker Left Behind (NWLB)
initiative. The NWLB initiative aligns all federal workforce

dollars used for worker training into a unified workforce development strategy.

Policy:

This issuance distributes policy for the local EAGs. The changes contained in this policy from previous published policy on this topic are as follows:

- Provides instructions for submission of membership forms required for certification of the Education Advisory Groups for the period July 1, 2010 to June 30, 2012
- Allows representation from organizations providing school-based curriculum and youth programs focusing on entrepreneurship, work-readiness skills, and financial literacy
- Amends the meeting frequency requirement from quarterly to four times each year
- Requires notification of membership changes (appointment, resignation, or position elimination) be submitted to DELEG within 10 days of occurrence
- Allows 90 calendar days to fill board vacancies
- Eliminates the requirement that meeting minutes be emailed to DELEG

Action:

MWA officials will follow the policies contained in this issuance.

EAG recertification materials shall be submitted electronically via e-mail no later than August 9, 2010 to Tami Risner – risnert@michigan.gov.

EAG meeting schedules for calendar years 2011 and 2012 should be submitted via e-mail when they are approved by the board, no later than January 15 of each year covered in this policy issuance.

Inquiries:

In accordance with the Americans with Disabilities Act, the information contained in this PI will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

Questions regarding this policy should be addressed to Alisande Henry, at 517-241-8408 or henrya@michigan.gov.

Expiration

Date:

June 30, 2012

AEH/TR

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I. EAG Composition Requirements:

A. State Law: In accordance with State of Michigan Public Act 491 of 2006:

- A local WDB shall appoint an EAG to operate in the MWA and serve in an advisory capacity to the WDB on educational issues. The board shall appoint the chairperson of that group.
- An EAG appointed under this section shall include individuals from the following sectors:
 - Local WDB members and representatives of employers;
 - Labor representatives;
 - Local school districts;
 - Postsecondary institutions;
 - Intermediate school districts;
 - Career and technical educators;
 - Public school parents;
 - Academic educators.
- Additionally at the WDB's discretion, EAGs may include representatives of organizations that provide school-based curriculum and youth programs focusing on entrepreneurship, work-readiness skills, and financial literacy.

B. Additional Requirements

- An EAG member, except for the public school parent sector, shall be employed in the sector he or she represents.
- Conflict of interest provisions do not apply to the EAG.
- The "employer" sector representative(s) must be from the private sector and not a non-WDB member.
- There must be at least one person in each sector. All dual sector representation is prohibited.
- Representatives from each sector must be professionally senior people who have the authority to speak for their institutions and who have a clear understanding of the role and capabilities of other educational institutions and organizations in the region.

II. Roles and Responsibilities; Coordination with WDBs

The WIA encourages local WDBs to work closely with local schools and colleges to improve the skills of the workforce. The EAG will advise the WDB

regarding the educational portion of local plans and programs. In addition, the EAG will coordinate with other educational entities in guiding career development programs, such as high schools, community colleges, career and technical education, tech prep, and adult education programs.

WDBs will continue to have the responsibilities of oversight of the EAGs. In addition to appointing members to the EAG, the WDB has the added responsibility of appointing the EAG chair and arranging for EAG staff support.

Specific Roles & Responsibilities of the Local Boards for Selected Programs and Activities within the Michigan Workforce Investment System are outlined in Attachment I.

By majority vote, the EAG may choose to nominate one of the two required education representatives required on the local WDB. CEOs should give considerable priority to this nomination when selecting WDB members.

In addition, the local EAG may be designated as the local WIA Youth Council, with the addition of voting or non-voting members that represent all of the required YC members under the WIA.

III. Operating Requirements

A. New Members, Resignations, & Filling Vacancies

Adding New Members: When a new member is appointed to the EAG, the Membership Change Form (Attachment III) must be completed and submitted to the DELEG AAU, within ten (10) business days of the appointment.

Resignations: When the MWA receives a resignation from the EAG, a Membership Change Form (Attachment III) must be submitted within ten (10) business days of the receipt of the resignation.

Filling Vacancies: Vacancies must be filled within 90 calendar days. Vacancies do not count towards a quorum.

Long Term Vacancies: EAGs with outstanding long-term (older than 90 days) vacancies will not be certified until the vacancy is filled. If a position has been eliminated, the AAU must be notified within ten (10) business days.

B. Meeting Frequency & Schedules

The EAG shall, at minimum, meet four times each year. The schedule of meetings shall be posted on the MWA website.

C. Compliance w/Open Meetings Act/ Posting of Minutes

In compliance with the Michigan Open Meetings Act (MCLA 15.261 ET, Seq., P.A. 267 of 1976) all EAGs, and subcommittee(s), if applicable, shall adhere to Section 15.269, which states:

- Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at meetings open to the public, and the purpose or purposes for which a closed session is held.
- The minutes shall include all roll call votes taken at the meeting.
- Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes reference. Corrected minutes shall be available no later than the next subsequent meeting after correction.
- The corrected minutes shall show both the original entry and the correction.
- Draft minutes shall be available for public inspection at the MWA administrative office not more than eight business days after the meeting to which the minutes refer.
- All approved meeting minutes shall be posted online not more than five business days after the meeting at which they were approved.
- All posted meeting minutes must remain on the website for a minimum of two years.

D. Quorum

No official EAG business may be conducted in the absence of a quorum. To constitute a quorum, 50 percent of the total membership at the time of the meeting must be in attendance. Vacancies do not count towards a quorum.

E. Attendance

Attendance requirements and associated penalties must be developed and detailed in the local EAG bylaws.

Roles & Responsibilities of the Local Boards

PROGRAMS/ACTIVITIES	RESPONSIBILITIES		
	WDBs	EAGs	YCs
Programs for which Board is responsible – Local Elected Official (LEO) is granting recipient (e.g., Workforce Investment Act Title I, Postsecondary Perkins, etc.)	Decision making authority	Advise WDB	Advise WDB
Federal Adult Education	Encourage alignment with Strategic Plan.	Advise WDB	Advise WDB
Adult Education – School Aid Section 107	Encourage alignment with strategic plan	Encourage alignment with strategic plan	Encourage alignment with strategic plan
Tech Prep	Encourage alignment with strategic plan	Review and Comment on Plans	Encourage alignment with strategic plan
Secondary Perkins	Encourage alignment with strategic plan	Review and Comment on Plans	Encourage alignment with strategic plan
Postsecondary Perkins	Encourage alignment with strategic plan	Review and Comment on Plans	Encourage alignment with strategic plan
Michigan Works! One-Stop Service Center System	Decision making authority	Advise WDB on any education related issue	Advise WDB on any youth related issue
Strategic Planning			
Strategic Planning: Unify the above state and federal programs, as well as locally managed resources that have an impact on the Michigan Workforce Investment System.	Overall management of the process Submit “Strategic Plan” to Department of Energy, Labor & Economic Growth Programs for which Board/LEO are responsible - decision making	Advise the WDB on education related issues Programs for which EAG members are responsible - decision making	Advise the WDB on youth related issues.

EDUCATION ADVISORY GROUP ROSTER

INSTRUCTIONS

This form must be completed for recertification and final approval of the EAG, in accordance with the following instructions. When duplicating the roster for additional member information, ensure the header is on all duplicate pages. Please note that there is a requirement for a non-WDB member. These are two distinct categories. Present only official voting members. Please provide the heading information, identifying the MWA, and the contact person's data.

- a. Column A: Name and title of each member. Designate Mr., Ms., Mrs., Dr.
- b. Column B: Name and type of organization.
- c. Column C: Address, telephone number, fax number, E-mail address.
- d. Column D: Designate the chair, or co-chairs, as appropriate.
- e. Sector/Category: check which category the member is representing. For the Public School parent category, please footnote the public school district their student attends.

CHANGE IN MEMBERSHIP FORM

INSTRUCTIONS

The following are instructions for the Change in Membership Form for Workforce Development Board (WDB), Youth Council (YC), and Education Advisory Group (EAG) members.

Header: Identify the Michigan Works! Agency (MWA) by name and identifying number.

Section I: Membership Category

Check each category that applies. If this change concerns a WDB member only, check the first corresponding area. If this concerns a member of the WDB, EAG, and YC, check all three-category areas. If this change affects the chair of the board, EAG, or Youth Council, please check as appropriate. If this change affects an alternate, please check as appropriate.

Purpose of Change

If this is a new member, please check as appropriate. The member data in Section II will need to be completed. If a member is leaving, provide name of member in Section II. If a member's data changes (change of address, etc.), indicate under Purpose of Change in Section I and provide new data in Section II.

Section II: Member Data

Provide all information as required in this section.

Section III: WDB Sectors

Check all that apply.

Section IV: EAG Sectors

Check all that apply.

Signature of MWA Director and Date.

Please submit all completed forms to the Advisory Administration Unit of DELEG.

CHANGE IN MEMBERSHIP FORM

Workforce Development Board (WDB), Youth Council (YC), Education Advisory Group (EAG)

Michigan Works! Agency (MWA) _____ MWA Letter _____

Contact Name _____ Phone # _____

Section I. MEMBERSHIP CATEGORY:

Check all that apply:

- ___ **WDB Member** *(Check all applicable sectors in the box (es) below)*
- ___ **Chairperson** ___ **Alternate** for _____
- ___ **YC Member** *(Check all applicable sectors in the box (es) below)*
- ___ **Chairperson** ___ **Alternate** for _____
- ___ **EAG Member** *(Check all applicable sectors in the box (es) below)*
- ___ **Chairperson** ___ **Alternate** for _____

Purpose of change:

- ___ **New Member** – Replacing a former member
 Name of member leaving/being replaced: _____
- ___ **New Member** – Added to fulfill expanded requirements/Does not replace a former member
- ___ **Member Leaving** – Will not be replaced. **Name of Member:** _____
- ___ **Changes to Member Data Only**

Section II. MEMBER DATA:

Sector: _____

Name of Member: *(Title, First, Last)* _____

Job Title: _____

Company/Organization/Institution: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Fax Number:** _____

Email Address: _____

Term Time frame: _____

Section III. WDB

- ___ **Education**
- ___ **Organized Labor**
- ___ **Private Sector**
- ___ **Top 15**
- ___ **Rehabilitation Services**
- ___ **Economic Development**
- ___ **Public Assistance**
- ___ **Other (WDB)**
- ___ **CBO**
- ___ **Employment Service**
- ___ **DELEG**

Section IV. EAG

- ___ **Local School District**
- ___ **Postsecondary Institution**
- ___ **ISD**
- ___ **Career and Technical Educator**
- ___ **Public School Parent**
- ___ **Academic Educator**
- ___ **WDB Member**
- ___ **Employer**
- ___ **Labor Representative**
- ___ **Other (EAG)**

MWA Director's Signature: _____ **Date:** _____

Please submit completed form with original signature to:

Michigan Department of Energy, Labor & Economic Growth (DELEG) - Advisory Administration Unit
 (AAU)
 Victor Office Center, 201 N. Washington Square, Suite 150, Lansing, MI 48913
 E-mail: risnert@michigan.gov – Telephone: (517) 241-8408