



**OFFICIAL**

E-mailed to MWAs: 12/26/12 (pv)

**Workforce Development Agency, State of Michigan (WDASOM)**  
**Policy Issuance (PI): 12-25**

**Date:** December 26, 2013

**To:** Michigan Works! Agency (MWA) Directors

**From:** Dianne Duthie, Director **(SIGNED)**  
Education and Career Success

**Subject:** Workforce Development Agency (WDA) Policy regarding the local Education Advisory Groups (EAG).

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

**Rescissions:** Advisory Administration Unit (AAU) 10-01 issued July 28, 2010

**References:** The Workforce Investment Act (WIA) of 1998  
Public Act 491 of 2006 (Michigan Works! One-Stop Service Center System Act)  
PI 11-13 issued November 23, 2011, regarding policy on the Workforce Development Boards (WDBs) and Youth Councils, (YC's).  
Michigan Works! Systems Plan, WDA PI 11-17, issued January 25, 2012  
Public Act 267 of 1976 (Open Meetings Act)

**Background:** EAGs are required by state law to serve in an advisory capacity to the WDB on educational issues. Members are appointed by the local WDB.

**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:



**Workforce Development Agency, State of Michigan**

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Provides instructions for submission of membership forms required for certification of the EAGs for the period January 1, 2013 to December 31, 2013

- Encourages representation from Veterans Services, Prisoner Reentry Initiative, and corrections education
- Amends the meeting frequency requirement from four times a year to three times each year
- Requires that meeting minutes be e-mailed to WDA
- Allows dual sector representation

**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 10, 2013, to Kate Wolinski – [wolinskik@michigan.gov](mailto:wolinskik@michigan.gov).

EAG meeting schedules for calendar years 2013 should be submitted via e-mail when they are approved by the board, no later than January 15<sup>th</sup> of each year covered in this policy issuance.

**Inquiries:** In accordance with the Americans with Disabilities Act, the information contained in this policy issuance 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 Dianne Duthie at 517-373-3430 or [duthied@michigan.gov](mailto:duthied@michigan.gov).

**Expiration  
Date:**

December 31, 2013

DD:KW:pv  
Attachments

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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, and
  - 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, and any other programs that are deemed necessary.

### **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. Dual sector representation is allowed.
- 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, adult education programs, prisoner reentry programs, corrections education, veteran's programs, and college access networks.

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. Chief Elected Officials 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. If the EAG is also functioning as the Youth Council, then Youth Council requirements must also be met.

## **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 kept on file.

Resignations: When the MWA receives a resignation from the EAG, a Membership Change Form (Attachment III) must be completed and kept on file.

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 WDA must be notified within 10 (10) business days.

B. Meeting Frequency & Schedules

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

C. Compliance with 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.

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 |
| 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: 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<br>Submit “Strategic Plan” to WDA<br>Programs for which Board/LEO are responsible – decision making | Advise the WDB on education related issues<br><br>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(s): 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 complete all forms and keep on file.

**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

\_\_\_ Workforce Development Agency

**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: \_\_\_\_\_

Completed form must be kept on file.