

# *Resource Book*



*“Your service on the Talent Investment Board gives you the chance to directly impact Michigan’s future. Ensuring your expertise and leadership, you’ll help shape innovative strategy that prepares Michiganders for the jobs of today and tomorrow. We are all proud of Michigan’s comeback. Because outstanding people like you are committed to Michigan and its future, we are now confidently moving in the right direction”*

*Rick Snyder, Governor  
State of Michigan*

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As a member of the Governor’s Talent Investment Board (GTIB), you will play an important role in determining how resources will be used to prepare Michigan citizens for in-demand jobs and meet the needs of employers for a skilled workforce. Michigan’s need for skilled workers requires the formation of wide-ranging coalitions that include leaders from business, secondary and post-secondary education, and key government agencies. As a GTIB member, you will play a leadership role to ensure there is an ongoing focus on the effective use of education, training, and economic development resources to respond to the ever-evolving skill gaps between the needs of Michigan’s employers and the skills Michigan citizens possess.

The State and local areas have unprecedented responsibilities to develop a coherent workforce system in Michigan that is responsive to economic demands for a highly skilled workforce. GTIB members are expected to convene State, regional and local workforce system partners and stakeholders to enhance the capacity and performance of Michigan’s workforce development system and align and improve the outcomes and effectiveness of federally-funded and other workforce programs and investments. Through these efforts, Michigan’s economy will benefit.

This Resource Book is designed to provide you with information you need to know as a GTIB member. Each section provides a brief background and overview of Michigan’s Talent Investment System, as well as other information that will assist you in your new role.

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## Section 1 – Michigan’s Talent System

### Department of Talent and Economic Development



Talent attraction, retention, and training are the currency for the State’s future economic growth. The [Department of Talent and Economic Development](#) (TED) allows the state to leverage its ability to build talent with in-demand skills while helping the state businesses grow and thrive.

Joining job creation and economic development efforts under one umbrella, TED consists of the [Michigan Economic Development Corporation](#), the [Michigan State Housing Development Authority](#), the [Michigan Strategic Fund](#) and the newly created [Talent Investment Agency \(TIA\)](#).

Under this structure, the three pillars of economic development – business development, community development, and talent development – are part of the same organization, sharing the same vision and goals. This unified approach provides stakeholders with a “single point of entry” and breaks down silos that are barriers to progress. The department’s priority is to help build a talent “pipeline” that gives Michiganders the necessary education and training, and connects them with job providers. Doing so demands a better alignment between education and the needs of job providers and ensures that all public, private, and nonprofit stakeholders have a seat at the table as all stakeholders work collaboratively to build a talent “pipeline” that is badly needed.



## Talent Investment Agency



The Talent Investment Agency (TIA) was created in March 2015, to address the gap between workers with the right skills and employers in need of highly skilled workers for the jobs of today and tomorrow.

TIA joins the efforts of the [Workforce Development Agency](#) and the [Unemployment Insurance Agency](#) to integrate new workers into the economy and help those workers that have been in or out of the workforce transition into new jobs. The Talent Investment Agency will coordinate all programs across the

executive branch of government involving jobs preparedness, career-based education, skilled trades training, incumbent worker training, employment assistance, STEM training programs, and programs targeted at the structurally unemployed.

Under TIA silos are eliminated that are barriers to progress, resulting in more effective, efficient service. For example, the Unemployment Insurance Agency (UIA), which issues benefits to qualified recipients, was part of another department. Meanwhile, the Workforce Development Agency (WDA) was under MEDC. Both have a clear mission but had little coordination with each other. Under the new structure, silos will be eliminated so UIA clients have a direct path to WDA, increasing their chances of getting jobs.

### *Michigan Industry Cluster Approach*

[Michigan's Industry Cluster Approach \(MICA\)](#) creates a framework in which many employers within a single industry engage with the workforce system to identify their needs. In this approach, talent issues may be handled more efficiently through multi-company, industry focused training programs. Regionally, Michigan Works! Agencies (MWAs) convene employers along with education providers, economic development organizations, and other groups associated with workforce development to solve challenges. Local clusters are formed based on local needs and are led by industry.

### *Employers*

Business and industry are effectively engaged as both customers and strategic workforce partners within workforce investment systems. Employer representatives in the system leverage their relationships with other employers, as well as their knowledge of the demand for labor and skills, to influence the connection between business needs and Michigan's Talent System. The State's Workforce Investment Board, [GTIB](#), and local Workforce Development Boards (WDBs) are both employer led and employer majority entities. These bodies lead the way in a demand-driven system.

### ***Local Elected Officials***

Local elected officials play a pivotal role in the administration of the Workforce Innovation and Opportunity Act (WIOA). The leadership role of elected officials is essential to maximizing WIOA’s impact in local jurisdictions through collaboration with local WDBs, and setting policy for the workforce system to achieve broader human capital and economic development goals. The chief elected official plays a key role in WIOA, as the vast majority of funds flow to the local level to be invested in alignment with a local and regional plan. The CEO is liable for these funds, which can be administered either by local government or by a fiscal agent designated by the CEO. The majority of Michigan Works! Agencies include more than one unit of general local government and in those areas the CEO is either designated in local operating agreements or part of a LEO Administrative Board.

### ***Local Workforce Development Boards***

Local WDBs lead the talent development system through regional policy with oversight responsibilities for multiple funding streams and programs associated with all aspects of talent development and enhancement. Local boards align with state policy and GTIB to create a more cohesive demand- driven talent development system, reflective of their region’s specific needs and resources. WDBs use dynamic labor market information to identify trends and develop innovative partnerships and strategies to address those trends ultimately eliminating the mismatch between skill attainment and skill demand. WDB members leverage their experience and local connections to enhance the training and educational programs available to both jobseekers and the employers wishing to hire them.

### ***Talent District Career Councils/Education Advisory Groups***

Talent District Career Councils (TDCC) and Education Advisory Groups (EAGs) advise the local workforce development boards on the educational portion of local strategic plans and programs. In addition, the TDCCs and EAGs work as partners within Michigan’s Talent System helping guide career development programs such as career and technical education, career preparation, and adult education consistent with the locally developed strategic plan.

### ***Michigan Works! Agencies***



Local Michigan Works! Agencies (MWAs) are responsible for the day-to-day operations of a wide variety of programs designed to help employers find skilled workers and to help job seekers prepare for, find, and retain employment. The structures of these entities consist of one of the following:

- A public office of an agency of a local unit of government within the Michigan Works! area;

- A private nonprofit agency servicing one or more local units of government within the Michigan Works! area; or
- A nonprofit organization exempt from tax under Section 501 (c) (3) of the Internal Revenue Code (26 USC 501).

Each MWA serves as the primary administrator for state and federally funded workforce development services and activities in its Michigan Works! area.

### ***Michigan Works! Service Centers***

The [Michigan Works! Service Centers](#) are the physical locations where collocation of the public and private funded programs contribute to Michigan's Talent System. The service centers provide the physical presence of key programs and partners within one convenient location promoting readily available, seamless services to employers and jobseekers, and the general public.

A core set of services are available to businesses and job seekers in the entire network of Michigan Works! Service Centers statewide. Employers can receive assistance in finding qualified workers, access the Pure Michigan Talent Connect, and use interview facilities at the Service Centers. Employers can also receive information on business start-up, retention and expansion services, and customized training programs. People looking for work can get help finding employment, access the Pure Michigan Talent Connect, receive labor market information, utilize self-assessment tools, and much more.

Local Michigan Works! Service Centers provide One Stop access to a full range of employment-related services to help employers find skilled workers and to help job seekers find satisfying careers. Other resources available to job seekers include access to employment and training opportunities and credentials. In addition to the services described above, many partners such as Rehabilitation Services; services for Veterans, Agricultural Labor and Seasonal Workers; and other community resources are co-located in local Service Centers.

### **Regional Prosperity Initiative and Michigan Talent Districts**

The Governor's [Regional Prosperity Initiative](#) is based on the principle that local citizens and their leaders – not Lansing- are best suited to determine the future of local and regional economies. It is comprised of two parts, an effort by the State of Michigan to align around a common set of service delivery boundaries to create a better structure for collaboration and a local voluntary grant initiative.

During the third quarter of 2013, Governor Snyder asked his staff to produce a map that would display what service delivery regions were funded and/or maintained by the State of Michigan. A cursory review produced more than eighty different service regions. This was a clear demonstration of how trying to navigate the multiple state services can be challenging and frustrating for Michigan residents or employers whose lives undoubtedly cross these lines on a regular, if not daily basis.

With over a year of consultation from local private, non-profit and public experts, the state developed a new map for regional service delivery that takes into account important data, including but not limited to; commuter sheds, transportation patterns, economic indicators and even local newspaper circulation. State of Michigan departments were directed to align their service delivery regions in accordance with the new Prosperity Regions.

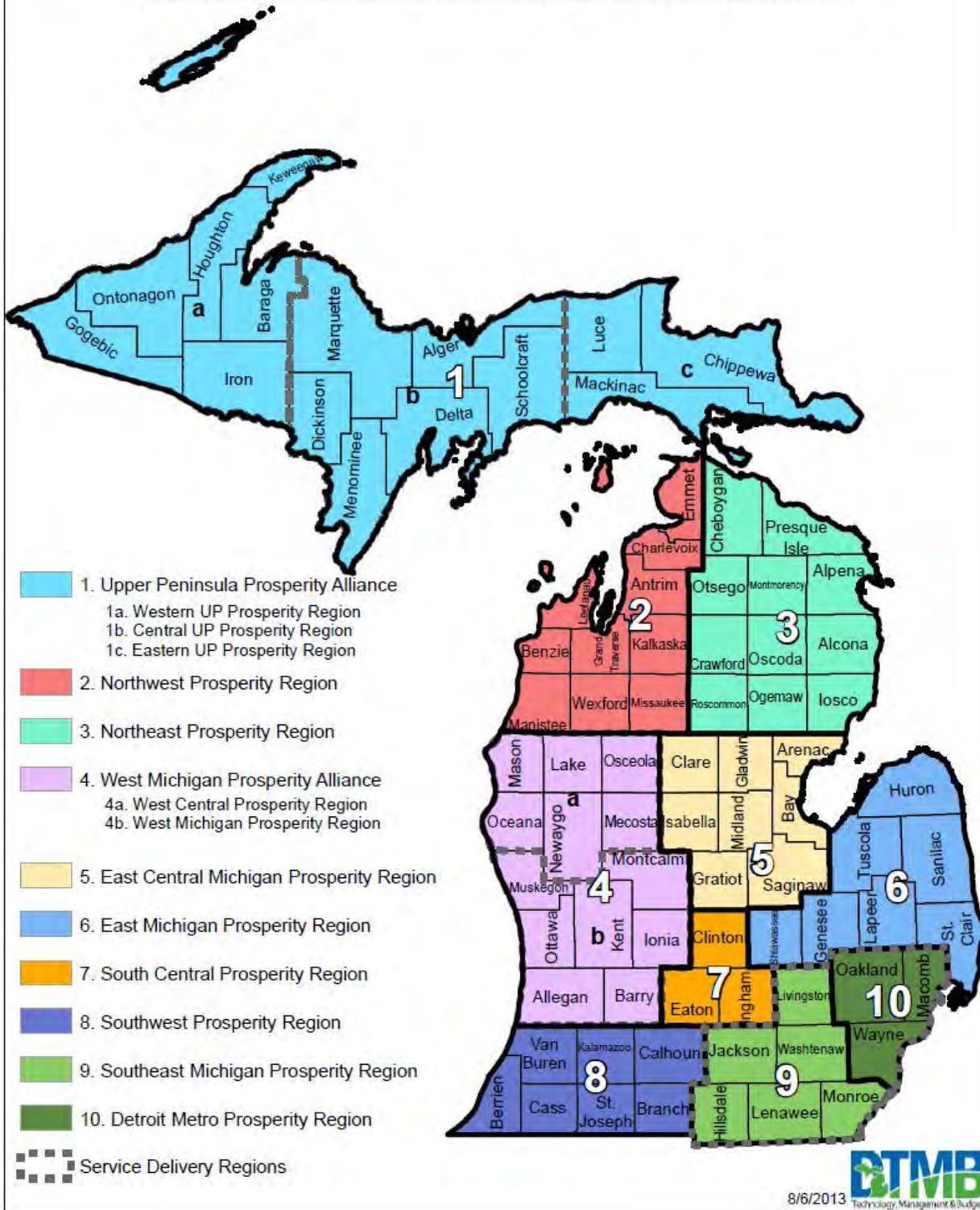
Formalizing a collaborative relationship among local and regional partners allows the state, as well as private and non-profit stakeholders, to recognize local efforts and work in closer collaboration with local and regional decision makers throughout the state to support their efforts for economic prosperity. It also provides a platform for collaboration among all parties that will allow us to better serve Michigan citizens.

The regional prosperity initiative is designed to bring private sector leaders together with public and nonprofit leaders to design a system of services that serves all clients- with an emphasis on job creators and job seekers. Through this process, businesses can directly engage in and provide feedback on their needs related to the talent pipeline, infrastructure, transit, zoning, and many other matters that can help Michigan firms become even more competitive in a global, growing economy. Local leaders are empowered within a region to better determine and affect the factors that drive economic prosperity because they are in a better position to do so. The initiative also ensures that the State of Michigan is investing in the success of their regions, local communities, and economy in ways that are meaningful to the people who are working, playing, and doing business every day.

The Regional Prosperity Initiative is not a state mandate, but is intended to provide resources to regions to empower and encourage regional and local partners to work in close collaboration toward a shared vision of regional prosperity.

In accordance with the new Prosperity Regions, the Workforce Development Agency worked with the Michigan Works! Association to develop the Michigan Talent Districts, which align the Prosperity Regions with the 24 Michigan Works! Agencies. An interactive Prosperity Regions Talent Map can be accessed through the WDA website at: <http://www.mitalent.org/prosperity-region-talent-map/>

# State of Michigan Prosperity Regions



## Section 2 – Governor’s Talent Investment Board

The Governor’s Talent Investment Board (GTIB) is the principal private-sector policy advisor on building a strong workforce system aligned with state education policies and economic development goals. Created by Executive Order 2015-11, GTIB is a business majority led board of industry executives, legislators, labor officials, education leaders, local elected officials, state agency directors, and other representatives consistent with the provisions of the WIOA Section 101(b). The GTIB provides a vital role in bringing citizen involvement, engagement, and oversight to the state's talent enhancement effort, and serves as a catalyst for talent enhancement and economic development entities. The GTIB recommends policies to the Governor and state departments that guide workforce investment and training at both the state and local levels.

The GTIB is charged with advising and assisting the Governor regarding compliance with the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS & 3101 et seq. The purpose of the GTIB is to convene State, regional, and local workforce system partners to:

- Enhance the capacity and performance of the workforce development system and align and improve the outcomes and effectiveness of federally-funded and other workforce programs and investments, and
- Through these efforts, promote economic growth.
- Engage workforce system representatives, including businesses, education providers, economic development, labor representatives, and other stakeholders to help the workforce development system achieve the purpose of the WIOA, and
- Assist with designing and achieving the State’s strategic and operational vision and goals as outlined in the State Plan.

The Board shall assist the Governor in:

- The implementation of a Unified Statewide Talent Plan for the State of Michigan
- Adoption of industry and sector partner strategies to meet demand
- Implementation of a Statewide Career Pathway Strategy that addresses demand- current and future
- Adoption of High Performing Board Criteria
- Review and approval for the State One-Stop System
- Advocating and promoting Michigan’s Talent System
- Oversight of funding, reporting, and performance outcomes

## Regulatory Requirements

The Workforce Innovation and Opportunity Act (WIOA) of 2014 requires each state to establish a state workforce investment board to oversee workforce development activities. GTIB’s representation is consistent with the provisions of the WIOA Section 101(b):

### Excerpt from

## THE WORKFORCE INNOVATION and OPPORTUNITY ACT of 2014

### CHAPTER 1--STATE PROVISIONS

#### Section 101. State Workforce Development Boards

- **Membership:** The **State board shall** include:
  - The Governor;
  - A member of each chamber of the State legislature (to the extent consistent with State law), appointed by the appropriate presiding officers of such chamber; and
  - Members appointed by the Governor, of which:
    - a majority **shall** be representatives of businesses in the State, who:
      - are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority, and who, in addition, **may** be members of a local board described in section 107(b)(2)(A)(i);
      - represent businesses (including small businesses), or organizations representing businesses described in this sub-clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the State; and
      - are appointed from among individuals nominated by State business organizations and business trade associations;
    - not less than 20 percent **shall** be representatives of the workforce within the State, who:
      - **shall** include representatives of labor organizations, who have been nominated by State labor federations;
      - **shall** include a representative, who **shall** be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the State, such a representative of an apprenticeship program in the State;
      - **may** include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; and



- the development and expansion of strategies for meeting the needs of employers, workers, and jobseekers, particularly through industry or sector partnerships related to in-demand industry sectors and occupations;
  - the identification of regions, including planning regions, for the purposes of section 106(a), and the designation of local areas under section 106, after consultation with local boards and chief elected officials;
  - the development and continuous improvement of the one-stop delivery system in local areas, including providing assistance to local boards, one-stop operators, one-stop partners, and providers with planning and delivering services, including training services and supportive services, to support effective delivery of services to workers, jobseekers, and employers; and
  - the development of strategies to support staff training and awareness across programs supported under the workforce development system;
- the development and updating of comprehensive State performance accountability measures, including State adjusted levels of performance, to assess the effectiveness of the core programs in the State as required under section 116(b);
- the identification and dissemination of information on best practices, including best practices for:
  - the effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment;
  - the development of effective local boards, which **may** include information on factors that contribute to enabling local boards to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and
  - effective training programs that respond to real-time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences, and that evaluate such skills, and competencies for adaptability, to support efficient placement into employment or career pathways;
- the development and review of statewide policies affecting the coordinated provision of services through the State's one-stop delivery system described in section 121(e), including the development of:
  - objective criteria and procedures for use by local boards in assessing the effectiveness and continuous improvement of one-stop centers described in such section;
  - guidance for the allocation of one-stop center infrastructure funds under section 121(h); and
  - policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in such system;
- the development of strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system, including such improvements to:

- enhance digital literacy skills (as defined in section 202 of the Museum and Library Services Act (20 U.S.C. 9101); referred to in this Act as “digital literacy skills”);
  - accelerate the acquisition of skills and recognized postsecondary credentials by participants;
  - strengthen the professional development of providers and workforce professionals; and
  - ensure such technology is accessible to individuals with disabilities and individuals residing in remote areas;
- the development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures (including the design and implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation, to improve coordination of services across one-stop partner programs);
- the development of allocation formulas for the distribution of funds for employment and training activities for adults, and youth workforce investment activities, to local areas as permitted under sections 128(b)(3) and 133(b)(3);
- the preparation of the annual reports described in paragraphs (1) and (2) of section 116(d);
- the development of the statewide workforce and labor market information system described in section 15(e) of the Wagner-Peyser Act (29 U.S.C. 491–2(e)); and
- the development of such other policies as **may** promote statewide objectives for, and enhance the performance of, the workforce development system in the State.
- **Public Notice:** The **State board shall** make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the **State board**, including information regarding the State plan, or a modification to the State plan, prior to submission of the plan or modification of the plan, respectively, information regarding membership, and, on request, minutes of formal meetings of the **State board** (page 20).
- **Director & Staff:** The **State board may** hire a director and other staff to assist in carrying out the functions described in subsection (d) using funds available as described in section 129(b)(3) or 134(a)(3)(B)(i) (page 20).
  - QUALIFICATIONS.—The **State board shall** establish and apply a set of objective qualifications for the position of director, that ensures that the individual selected has the requisite knowledge, skills, and abilities, to meet identified benchmarks and to assist in effectively carrying out the functions of the **State board**.
  - LIMITATION ON RATE. — The director and staff described in paragraph (1) **shall** be subject to the limitations on the payment of salary and bonuses described in section 194(15) (page 20).

## Gov. Rick Snyder makes initial appointments to new Talent Investment Board

LANSING, Mich. – Gov. Rick Snyder today announced the first appointments to the new Talent Investment Board.

Under Executive Order 2015-11, the Governor's Talent Investment Board will be charged with advising and assisting the governor regarding compliance with the federal Workforce Innovation and Opportunity Act of 2014. The board will bring together employers, organized labor and community-based organizations, including apprenticeship programs, to make recommendations on how to best develop workforce talent across the state.

"This talented group will be essential in our efforts to lead in the nation in talent development and I'm confident that their experiences will make them an asset on this board," Snyder said.

*Two year terms to expire April 15, 2017:*

Helen Dietrich, of Conklin, will represent the private sector. Dietrich is the owner of Ridgeview Orchards. Dietrich attended Michigan State University and Aquinas College.

Jodi Gibson, of Kalamazoo, will represent the private sector. Gibson is vice president of corporate responsibility for Kellogg Company and previously served as divisional vice president of jpc cares at JCPenny. She holds a bachelor's degree from Ripon College.

Al Haidous, of Wayne, will represent elected officials. Haidous is a Wayne County Commissioner and served as Mayor of the City of Wayne from 2001-2014. He has served on Wayne's City Council and Board of Zoning Appeals.

Marcus James, of Jackson, will represent the private sector. James retired from The Dow Chemical Company as the global engineering manager after 31 years of service. James holds a bachelor's degree in mechanical engineering from Southern University.

Donald O'Connell, of Beverly Hills, will represent organized labor. O'Connell is the executive director of Operating Engineers Local 324 Labor Management. He holds a bachelor's degree in mathematics from the University of Michigan-Dearborn.

Douglas Parkes, of Manistee, will represent the private sector. Parkes is a real estate appraiser at Manistee Appraisal Service, Inc. and previously served as vice president and commercial lender at Honor Bank. Parkes holds a real estate license, an appraisal license, and a bachelor's degree from Alma College.

Tauzari Robinson, of Grand Blanc, will represent youth providers. Robinson is the director of programs and operations for The Boys & Girls Club of Greater Flint. Robinson holds a bachelor's degree in psychology from the University of Toledo and an MPA in non-profit administration from the University of Michigan – Flint.

Brad Rusthoven, of DeWitt, will represent the private sector. Rusthoven is the human resources manager at Franchino Mold & Engineering. Rusthoven holds an associate's degree from Lansing Community College and a BSBA from Drake University.

*Three year terms to expire April 15, 2018:*

Dennis Argyle, of Saginaw, will represent the private sector. Argyle is vice president and chief financial officer of Knight Facilities Management, Inc. Argyle holds a BBA in accounting and management information systems from Central Michigan University. Argyle will serve as vice chair of the Talent Investment Board.

Thomas Begin, of Fenton will represent the private sector. Begin is the public affairs east regional manager at Consumer's Energy. Begin holds a bachelor's degree in biochemistry from Saginaw Valley State University, a BBA from Northwood University, and an MBA from the University of Michigan-Flint.

Darcy Kerr, of Sunfield, will represent the private sector. Kerr is the senior vice president of human resources at Accident Fund Holdings Inc. Kerr holds a bachelor's degree from Grand Valley State University and a master's degree in labor relations and human resources from Michigan State University.

Bill Peterson, of Harrison Township, will represent organized labor. Peterson is the assistant to secretary treasurer for the UAW. He is a member of the State and local Workforce Investment Act Boards.

Tony Retaskie, of Marquette, will represent organized labor. Retaskie is the executive director of the Upper Peninsula Construction Council. He serves as co-chair of the Michigan Works! The Job Force Board's Career Connection Group.

Gregory Winter, of Alpena, will represent the private sector. Winter is president of Omni Metalcraft Corp which he co-founded in 1976. He is a past board member of Alpena Area Chamber of Commerce and Target Alpena Economic Development Corporation.

Elaine Wood, of Traverse City, will represent Michigan's workforce. Wood is chief executive officer of Networks Northwest. She holds a bachelor's degree from Albion College and a master's degree in organizational development from Spring Arbor University.

*Four year terms to expire April 15, 2018:*

Mark Alyea, of Jackson, will represent the private sector. Alyea was recently named president emeritus of Alro Steel Corp. after serving as president and chief operating officer of Alro Steel Corporation. He holds an associate's degree from Oakland Community College. Alyea will serve as chair of the Talent Investment Board.

Paul Arsenault, of Ishpeming, will represent the private sector. Arsenault is president of Concepts Consulting and is a licensed residential builder. He serves as a member of K.I. Sawyer Economic Development Committee, Six-County Employment Alliance, and Michigan Works! Job Force Board.

Kenyatta Brame, of Grand Rapids, will represent the private sector. Brame is executive vice president of Cascade Engineering and previously served as an adjunct professor for the Thomas M. Cooley Law School. Brame holds a bachelor's degree from Wabash College, an MBA from Michigan State University, and a JD from the University of Michigan.

Tony Day, of Athens, will represent the private sector. Day is the Tribal Council Sergeant of Arms for the Nottawaseppi Huron Band of the Potawatomi (NHBPI) and previously served as the director of facilities for the NHBPI.

Suzanne Howell will represent core programs. Howell is the director of Michigan Rehabilitation Services (MRS) and has been with MRS for 29 years. She holds a bachelor's degree in elementary education from Western Michigan University and a master's degree in vocational rehabilitation from Michigan State University.

John Moll, of North Branch, will represent the private sector. Moll is chief executive officer of Gemini Group, Inc. Moll holds a bachelor's degree in mechanical engineering from Drexel University and an MBA from Oakland University.

Christine Quinn will represent core programs. Quinn is the director of the Michigan Workforce Development Agency and previously served as president of South Central Michigan Works! Quinn holds a bachelor's degree in recreation leadership and management from Ferris State University.

Conan Smith, of Ann Arbor, will represent elected officials. Smith is the executive director of the Michigan Suburbs Alliance as well as a Washtenaw County Commissioner. Smith holds a bachelor's degree from the University of Michigan and master's degree from Wayne State University.

Zane Walker, of North Branch, will represent organized labor. Walker is president of the Michigan Building and Construction Trades Council. Walker served in the United States Marines from 1985-1992 as well in Operation Desert Storm and attended Lansing Community College.

*Other Members:*

- Representative Brandt Iden, appointed by the Speaker of the House
- Senator Ken Horn, appointed by the Senate Majority Leader
- Jamie Clover Adams, director of the Department of Agriculture and Rural Development
- Nick Lyon, director of the Department of Health and Human Services
- Mike Zimmer, director of the Department of Licensing and Regulatory Affairs
- Stephanie Comai, director of the Talent Investment Agency
- Mike Flanagan, Superintendent of Public Instruction

After the expiration of initial terms, members serve three-year terms. Appointments are not subject to the advice and consent of the Senate.

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## Executive Order No. 2015-11



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
EXECUTIVE OFFICE  
LANSING

BRIAN CALLEY  
LT. GOVERNOR

### EXECUTIVE ORDER No. 2015 - 11

#### GOVERNOR'S TALENT INVESTMENT BOARD MICHIGAN TALENT INVESTMENT AGENCY

#### RESCISSION OF EXECUTIVE ORDER 2011-13

WHEREAS, Section 1 of Article V of the Michigan Constitution of 1963 vests the executive power of the state of Michigan in the Governor; and

WHEREAS, Section 8 of Article V of the Michigan Constitution of 1963 provides that each principal department shall be under the supervision of the Governor unless otherwise provided by the Constitution; and

WHEREAS, the development of workforce talent in concurrence with the demands of Michigan's economy is essential to the economic prosperity and well-being of the people of Michigan; and

WHEREAS, strategies for regional economic prosperity throughout Michigan have a consistent focus on strategic development and retention of workforce talent; and

WHEREAS, Executive Order 2011-13 established the Governor's Talent Investment Board within the Workforce Development Agency as the state workforce investment board required under Section 111 of the federal Workforce Investment Act of 1998, 29 USC 2821; and

WHEREAS, the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS § 3101 et seq., supersedes the Workforce Investment Act of 1998 and establishes new requirements for state workforce investment boards, including alignment with regional economic strategies; and

WHEREAS, Executive Order 2014-12 created the Michigan Talent Investment Agency as an independent and autonomous agency within the Michigan Department of Talent and Economic Development in order to enhance workforce talent and economic development efforts within this state, consistent with the legislative intent of the Workforce Innovation and Opportunity Act of 2014; and

WHEREAS, the Workforce Development Agency was transferred to the Michigan Talent Investment Agency under Executive Order 2014-12;

NOW, THEREFORE, I, Richard D. Snyder, Governor of the state of Michigan, by the virtue of the powers and authority vested in the Governor by the Michigan Constitution of 1963 and Michigan law, order the following:

**I. GOVERNOR'S TALENT INVESTMENT BOARD**

- A. The Governor's Talent Investment Board is created as an advisory body within the Michigan Talent Investment Agency.
- B. The Governor's Talent Investment Board is the state workforce investment board required for this state under Section 101 of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, or any other Act that amends or repeals the Workforce Innovation and Opportunity Act, so long as the composition, duties, and responsibilities of the Board align with the successor Act.
- C. Executive Order 2011-13 is rescinded.

**II. COMPOSITION AND TERMS OF THE GOVERNOR'S TALENT INVESTMENT BOARD**

- A. The Governor's Talent Investment Board shall consist of not less than the following:
  - 1. The Governor;
  - 2. A member of the Michigan House of Representatives, appointed by the Speaker of the House of Representatives. A member appointed under this subsection shall only serve while serving as a member of the Michigan House of Representatives;
  - 3. A member of the Michigan Senate, appointed by the Majority Leader of the Michigan Senate. A member appointed under this subsection shall serve only while serving as a member of the Michigan Senate;
  - 4. Members appointed by the Governor, consisting of the following:
    - a. A majority of the board shall be representatives of businesses in Michigan, who –
      - i. Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority, and who, in addition, may be members of a local workforce development board established by the Michigan One-Stop Service Center System Act of 2006, Mich. Comp. Laws § 408.111-123, or its successor;

ii. Represent businesses or organizations representing businesses that provide employment opportunities that include emerging and in-demand occupations in Michigan;

iii. Are individuals nominated by business organizations and business trade associations in Michigan;

b. A minimum of two (2) representatives of individuals who are elected chief executive officers of a city or a county;

c. Not less than 20 percent of the board shall be representatives of the workforce within Michigan, who –

i. Shall include representatives of labor organizations, who have been nominated by labor federations in Michigan;

ii. Shall include a representative of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in Michigan, such a representative of an apprenticeship program in Michigan;

iii. May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities;

iv. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; and

d. The lead state official(s) with primary responsibility for the administration of core programs as defined by Section 3(12)-(13) of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128.

B. Of the members initially appointed after the effective date of this Order, pursuant to Section II.4.a.–c., seven (7) members shall be appointed for a term of two years, seven (7) members shall be appointed for a term of three years, and six (6) members shall be appointed for a term of four years.

C. All subsequent appointments shall be for a term of three years. A vacancy on the board shall be filled in the same manner as the original appointment. Board members may be reappointed to serve multiple terms.

D. The Governor shall designate a chairperson and vice-chairperson for the Governor's Talent Investment Board from among those members described in Section II.A.4.a.i.-iii., who both shall serve at the pleasure of the Governor.

E. The Governor may send a designee to any meeting of the Governor's Talent Investment Board and that designee's attendance shall constitute attendance by the Governor for quorum purposes. A person attending a Board meeting as a designee of the Governor is authorized to vote on behalf of the Governor.

F. In addition to the aforementioned members, the state department directors listed below shall serve in an ex-officio capacity on the board. They shall be non-voting members and their participation shall not count for the purpose of establishing a quorum.

1. Director of the Department of Agriculture and Rural Development;
2. Director of the Department of Health and Human Services;
3. Director of the Department of Licensing and Regulatory Affairs;
4. Director of the Talent Investment Agency; and
5. The Superintendent of Public Instruction.

G. In accordance with regional diversity requirements for state workforce development boards under Section 101(b)(2) of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, the Governor shall consult with representatives of each of Michigan's ten prosperity regions as part of the process of making appointments to the Governor's Talent Investment Board.

### **III. DUTIES AND OPERATIONS OF THE GOVERNOR'S TALENT INVESTMENT BOARD**

A. The Governor's Talent Investment Board is an advisory body charged with advising and assisting the Governor regarding compliance with the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS § 3101 et seq.

B. The Board may promulgate bylaws, not inconsistent with federal law, Michigan law, or this Order, governing its organization, operation, and procedures.

C. Michigan Talent Investment Agency personnel shall staff and assist the Board in performing its functions.

D. The Board shall meet at the call of the Chairperson and as may be provided in procedures adopted by the Board. Meetings of the board shall be held within the state of Michigan.

E. A majority of the members of the Board constitutes a quorum for the transaction of business. The Board's actions shall be constituted by a majority vote of serving members participating in a meeting only when a quorum is present. To the

extent authorized by Michigan law, the Board may authorize members to participate in a Board meeting by the use of telephonic or video equipment. A member participating in a meeting via telephonic or video equipment shall be deemed present at the meeting. Voting shall be conducted in person or by the use of telephonic or video equipment.

F. The Board may, as appropriate, make inquiries, studies, investigations, hold hearings, and receive comments from the public.

G. Members of the Board shall serve without compensation. Members of the Board may receive reimbursement for necessary travel and expenses according to relevant statutes and the rules and procedures of the Civil Service Commission and the Department of Technology, Management and Budget, subject to available appropriations.

H. As required under Section 101(f) of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS § 3101 et seq., a member of the Board may not do any of the following:

1. Vote on a matter under consideration by the Board:
  - a. Regarding the provision of services by the member or by an entity that the member represents; or
  - b. That would provide direct financial benefit to the member or the immediate family of the member; or
2. Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the unified state plan required by Section 102 of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS § 3101 et seq.

I. To assure full compliance with the sunshine requirements under Section 101(g) of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS § 3101 et seq., meetings of the Board shall be held according to procedures established under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

J. To assure full compliance with the sunshine requirements under Section 101(g) of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS § 3101 et seq., the Board is a public body under the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246, and shall comply with provisions of the Act.

K. Members of the board shall refer all legal, legislative, and media contacts to the Michigan Talent Investment Agency.

**IV. MISCELLANEOUS**

A. Any suit, action, or other proceeding lawfully commenced by, against, or before any entity affected by this Order shall not abate by reason of the taking effect of this Order. Any suit, action, or other proceeding may be maintained by, against, or before any appropriate successor of an entity affected by this order.

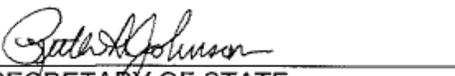
B. The invalidity of any portion of this Order shall not affect the validity of the remainder of the Order, which may be given effect without any invalid portion. Any portion of this Order found invalid by a court or other entity with proper jurisdiction shall be severable from the remaining portions of this Order.

This Order shall become effective April 15, 2015.



Given under my hand and the Great Seal of the state of Michigan this 7th day of April, in the Year of our Lord, Two Thousand Fifteen

  
RICHARD D. SNYDER  
GOVERNOR

  
SECRETARY OF STATE

FILED WITH SECRETARY OF STATE  
ON 4/7/15 AT 2:13 pm

## Section 3 – Federal Programs

Within Michigan’s Talent System, there are many federally-funded services available to job seekers and individuals seeking other employment from basic resume assistance, mock interviewing, writing effective cover letters and resumes, reviewing job postings, and other workshops developed to assist with employment searches. These programs are administered by Michigan Works! Agencies (MWAs) throughout the State of Michigan, and regulated by the Workforce Development Agency (WDA).

### **WAGNER-PEYSER (Employment Services)**

- Provides labor exchange services through an Internet-based system
- Serves a universal population
- Services must be provided by employees of public entities with merit systems
- Services may be accessed at a Michigan Works! Service Center or through <http://www.michiganworks.org/>

The Wagner-Peyser Act establishes the United States Employment Service (ES) to provide a national labor exchange system. In Michigan, the Workforce Development Agency (WDA) administers the labor exchange through local Michigan Works Agencies (MWAs). Each MWA subcontracts with one or more service providers to deliver services. Unemployment insurance claimants are mandatory ES customers. In addition, there is funding targeted for veteran populations and migrant and seasonal farm workers.

### **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) – ADULT, DISLOCATED WORKER, YOUTH**

The Workforce Innovation and Opportunity Act of 2014 replaces the Workforce Investment Act of 1998, which represents a long-awaited reauthorization of federal workforce legislation. WIOA will be in place for at least the next five years (2015-2020). Through the Adult and Dislocated Worker (DW) programs, WIOA emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers. The WIOA Youth Program provides education, training, and employment opportunities for low-income youth.

### **TRADE ADJUSTMENT ASSISTANCE**

The Trade Act, as amended, provides comprehensive reemployment and training services to eligible workers that have been displaced either by the importation of foreign made goods or by the exportation of the work itself to a foreign country. This legislation includes additional bi-weekly income support paid by the Unemployment Insurance Agency to qualifying individuals.

### **ADULT LEARNING SERVICES**

Adult education provides adults the opportunity to increase literacy and basic skills; have equal access for all regardless of skills and abilities; and prepare for jobs, career advancement, and further education and training.

## **WELFARE REFORM**

Individuals receiving public assistance participate in work related activities to move toward economic independence. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 established mandatory work participation requirements for all families (both single and two-parent families). The program is designed to provide workforce development services and ultimately raise a family's standard of living ending the need for public assistance.

Workforce development programs targeting public assistance recipients are primarily supported with Temporary Assistance for Needy Families (TANF) funding. Individuals who are TANF recipients, non-custodial parents, and non-cash public assistance recipients are served in Michigan under the PATH Program- Partnership. Accountability. Training. Hope. Food Assistance-only recipients are served in Michigan in the Food Assistance Employment and Training program (FAE&T).

## **VETERAN'S SERVICES**

Veteran Employment Services programs help identify possible education and training opportunities under the various GI bills to veterans and their eligible spouses. The Disabled Veteran's Outreach Program serves veterans and eligible spouses with barriers to employment. The Local Veterans' Employment Representatives Program promotes the hiring of veterans through direct contact with employers, and serves service members who will soon and veterans who have recently left active military services.

## **MIGRANT, IMMIGRANT, AND SEASONAL WORKER SERVICES**

Migrant, Immigrant, and Seasonal Worker Services is dedicated to supplying the labor needs of jobseekers and employers. The National Farmworker Jobs Program (NFJP) provides funding that assists Migrant Seasonal Farmworkers (MSFWs) and their families in attaining greater economic stability. The program assists farm workers to acquire new job skills in occupations that offer higher wages and a more stable economic outlook. The program also provides supportive services, and facilitates the coordination of services through the Michigan Works! Service Centers for MSFWs so they may access other services in the workforce system. The State Monitor Advocate's Office ensures that the services provided to MSFWs are "qualitatively equivalent and quantitatively proportionate" to the services provided to other jobseekers.

In the following pages additional program information and highlights are provided.

## Employment Services Quick Facts

**PY 2013 (July 1, 2013 – June 30, 2014)**

**- Over 79,000 jobs were filled with MI Works! assistance**

**- Over 860,000 individuals were served through MI Works! Service Centers**

**- Over 40,000 employers were served through MI Works! Service Centers**

**- Visits to MI Works! Service Centers totaled over 1,951,000**

Employment Services focuses on providing a variety of employment related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings. Services are delivered in one of three methods including self-service, facilitated self-help services and staff assisted service delivery approaches. Depending on the needs of the labor market other services such as job seeker assessment of skill levels, abilities and aptitudes, career guidance when appropriate, job search workshops and referral to training may be available.

The services offered to employers, in addition to referral of job seekers to available job openings, include assistance in development of job order requirements, matching job seeker experience with job requirements, skills and other attributes, assisting employers with special recruitment needs, arranging for Job Fairs, assisting employers analyze hard-to-fill job orders, assisting with job restructuring and helping employers deal with layoffs.

Employment Services are delivered through the Michigan Works! Agency offices located statewide. MiTalent.org is the State of Michigan's official labor exchange system, and is designed to be a one-stop website for both job seekers and employers, and career explorers as well.

Job seekers who are Veterans receive priority referral to jobs and training as well as special employment services and assistance. In addition, the system provides specialized attention and service to individuals with disabilities, migrant and seasonal farm-workers, ex-offenders, youth, minorities and older workers.

WIOA amends Wagner-Peyser Employment Services to include as allowable activities eligibility assessments of UI claimants and the provision of referrals to and application assistance for a variety of training and education programs and resources.

## Employment Services in Action: Meet Joanne

Joanne worked in the hospitality industry for 14 years until she relocated from Florida to Holland and was subsequently laid off. She came to Ottawa County Michigan Works! Seeking employment assistance and a new career with a greater work/life balance.

Michigan Works! Helped Joanne develop a resume that highlighted her transferable skills. She also attended workshops and participated in mock interviews to improve her skills. Joanne received continual supports and assistance throughout her job search.

Joanne attended a hiring event and was hired by Dialog Direct the next day.

"I am now employed due to the Ottawa County Michigan Works! Staff," said Joanne. "I thank them enormously."

**Adult and Dislocated Worker Program Quick Facts**

-Services to participants include assessment, development of an individual employment plan, career planning, job search, placement & training

-Training may include occupational skills, OJT, incumbent worker, apprenticeships, entrepreneurial, customized, etc.

-Funding to states is apportioned by formula; in PY 2015 MI receives \$70M of the \$2B allocated

## Adult and Dislocated Worker Programs

To support an American economy that provides opportunity for all, workers must have skills that align with the needs of businesses and must be readily able to adapt as business needs evolve. Through the Adult and Dislocated Worker (DW) programs, WIOA emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers. Although programmatically nearly identical to previous law (Workforce Investment Act of 1998), philosophically the Adult and DW programs are vastly different under WIOA.

WIOA promotes the use of career pathways and sector partnerships to increase employment in in-demand industries and occupations. Unlike its' predecessor, the Act adds flexibility at the local level to provide incumbent worker training and transitional jobs as allowable activities and promotes work-based training as a viable strategy. The law also emphasizes training that leads to industry-recognized post-secondary credentials. The Adult and DW programs support participants through workforce investment activities that increase employment, retention, earnings and occupational skill attainment. The end goal is to improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the economy.

There are eligibility requirements for individuals to qualify for services funded under both programs. Generally, a Dislocated Worker is an unemployed individual with previous attachment to the workforce and an Adult is an individual at least 18 years of age seeking to obtain employment or retain employment that leads to self-sufficiency (full definitions can be found in WIOA Section 3). A major change between WIA and WIOA is a streamlining of how participants' progress towards employment. The process is individualized and eliminates the prescribed "sequence of services" necessary under WIA.

### Programs in Action: Dislocated Worker Finds New Career

Following layoff from a shipping and receiving company, Angela was looking for a more fulfilling and rewarding career. She decided to pursue the health care field and entered the Accelerated Second Degree BSN program at Oakland University. The tuition, supplies and book assistance she received through the Dislocated Worker program helped relieve a heavy financial burden which had increased with the loss of full-time wages.

After earning her degree, Angela began her nursing career with Henry Ford Health System. About her new job, Angela says, "The most rewarding part of my job is being able to help someone when they're in a time of need. I feel appreciated when my patients thank me for making them comfortable and ensuring all their needs are met. I currently work on an orthopedic floor. My patient's are mostly knee and hip replacement surgeries. It feels good to have a hand in their progress. I always love seeing the expression on my patient's face when they walk for the first time after their surgery. They're shocked when they're able to stand on their new knee!"

## Youth Program

### Youth Program Quick Facts

- Target audience: low-income in-school and out-of-school youth under age 24

- \$31 million is allocated to Michigan for PY 2015

-WIOA mandates a minimum of 75% state/local funding to be used for out-of-school youth

-Under WIOA at least 20% must be used for work experiences, pre-apprenticeships, including summer and year-round employment opportunities, OJT, internships, and job shadowing

Title I of the WIOA provides funds to states and local workforce areas to deliver a comprehensive array of youth development services. The goal of the Youth program is to improve the long-term job prospects of young people. WIOA outlines a broad youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other Federal, State, Local, and philanthropic resources to support in-school and out-of-school youth. WIOA provides high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education. WIOA-funded activities for youth encourage the establishment of educational and career goals and facilitate progress toward those goals.

To qualify for services, In-school youth must be aged 14-21, attending school, low income, and meet one or more additional conditions. Out-of-school youth must be aged 16-24, not attending any school, and meet one or more additional conditions (a list of additional conditions can be found in WIOA Sec. 129).

Youth programs are operated on a year-round basis by all local Michigan Works! Agencies (MWAs). To receive funding, MWAs must make available all fourteen program elements outlined by WIOA. Elements are specific activities, such as occupational skills training, supportive services, adult mentoring, and financial literacy (for a complete list of youth program elements go to WIOA Sec. 129).

### Programs in Action: Meet Mervet Sitto

Mervet, a young woman of 20, lost her job of 2 ½ years as a parts supervisor. This was a job that she had depended on to help contribute towards the family home where she lived with her mother, who was unable to work, and her unemployed sister. She had enrolled in Dorsey Schools (Medical Assistant program) and knew her unemployment benefits and limited household income would not be enough. She was provided assistance with funding through the Youth Program that included basic skills enhancement (English was her 2<sup>nd</sup> language), tuition assistance, résumé preparation, job placement services and eventually work experience in a medical office - also paid through the program. Mervet was not only working and getting paid, but also learning the day-to-day operations of a medical center.

Mervet was so valued by her work experience provider they offered her an externship through Dorsey before graduation and hired her on a full-time basis as a Medical Assistant, with benefits, when she completed school. Mervet says she loves her employer and, in addition to her medical training, she can help them with the patients who need her Arabic and Chaldean translating skills.

## Trade Adjustment Assistance

### TAA Quick Facts

(2012-2013)

-Benefits for workers with job loss tied directly to international trade agreements

-Target audience: workers affected by foreign trade

-FY 2014 Entered Employment Rate: 77.9% compared to national goal of 67.5%

-FY 2014 Employment Retention Rate: 94% compared to national goal of 90%

-Average earning for 6 months: \$19,975 compared to national goal of \$19,381

For 40 years, Trade Adjustment Assistance (TAA) for Workers has served as the United States' only workforce program specifically targeting reemployment of workers dislocated from jobs due to the negative effects of increased foreign trade. The TAA program seeks to provide these trade-affected workers with opportunities to obtain the skills, resources, and support they need to become reemployed.

TAA offers a variety of benefits and services to eligible workers including job training, income support, job search and relocation allowances, and a wage supplement to certain reemployed trade-affected workers 50 years of age and older.

To obtain TAA services and benefits, a group of workers must first file a petition with the U.S. Department of Labor's Office of Trade Adjustment Assistance (OTAA) requesting certification as workers adversely affected by foreign trade. After receiving a valid petition, OTAA will initiate an investigation to determine whether the group of workers covered by the petition meets the group eligibility requirements of the Trade Act. This investigation may include contacting the workers' firm to collect data, contacting customers of the workers' firm, the petitioners, unions, the WDA, or other sources of relevant information as needed. The steps required to complete an investigation vary according to the circumstances specific to the worker's firm.

If the workers are found to meet the group eligibility criteria set by the Trade Act, OTAA will issue a certification of group eligibility. OTAA will then notify the petitioners, the workers' firm and the WDA of the determination in writing. The determination will also be posted on the TAA website and published in the Federal Register. Each worker in the group may then apply separately for individual services and benefits through their local Michigan Works Agency! office. Workers age 50 and older who are certified as eligible may choose to participate in the TAA program or an alternate TAA program specifically designed for older workers.

Unless reauthorized by congress, the TAA program will expire on September 30, 2015.

### Trade Act in Action: TAA- A Successful Launch into a New Career in Healthcare

Barbara was working for a successful Grand Rapids company and had a great job with amazing pay. One day she was given notice that her position was being eliminated-this as the start of a new beginning for Barbara. The company was certified under the TAA program. Barbara worked with her Trade Representative and made the choice to go back to school to complete her Masters of Health Administration degree (completely paid for through TAA) at Grand Valley State University.

Barbara started school and sought an internship to help her gain experience; finding one at Mary Free Bed. She was so successful they hired her into a new position before completing her degree. She continued school and completed her degree in 16 months while working full time. The transferrable skills she brought into her new career in healthcare were supported with a solid education in health administration.

## Adult Education Programs

### Adult Education Quick Facts

(2012-2013)

-A total of 35,963 Adults were served

-Almost half, 49% of adults served are in ABE who read below the 8<sup>th</sup> grade level

-26% of adults served have English as their second language.

-65% of unemployed population are in ABE & ESL.

-29% of all the Adult participants in HSC and 27% in ESL were employed, attending classes and working to improve themselves.

Adult Education provides adults the opportunity to increase literacy and basic skills, have equal access of program and services for all, regardless of skills and abilities, and prepare for jobs, career advancements, and further education and training. Adult Education programs include:

- Adult Basic Education (ABE)
- General Education Development (GED)
- High School Completion (HSC)
- English as a Second Language (ESL)
- Literacy Program and Programs for the Homeless
- Workplace Literacy

Many of the participants are unprepared for current career opportunities because of lack of necessary literacy and basic skills. These participants are served in the ABE and ESL programs.

**ABE of Adult Basic Education** provide basic literacy skills instruction in language arts and/or mathematics for adults who function below 9<sup>th</sup> grade level (0-8.9) in reading and mathematics, or both. There are four levels of ABE based on the National Reporting System (NRS) Educational Functional Level: Beginning ABE Literacy, Beginning ABE, Low Intermediate ABE, and High Intermediate ABE.

**General Educational Development (GED)** Preparation is instruction designed to prepare students to pass the GED test of high school equivalency. There were five parts of the test for 2012-13: language arts, mathematics, science, social studies and writing skills.

**HSD or High School Diploma** programs are Local Education Agency (LEA) administered programs that support adults who want to fulfill the requirements for a high school diploma.

**Literacy centers and programs** provide essential services and training in Michigan by helping thousands of people learn to read and improve their English skills.

**Workplace Literacy** offer literacy geared towards employment. The program may be situated at an employer's site and will focus both on General literacy instruction as well as specific literacy skills related to that business.

### Adult Education in Action: Northwest Michigan Works! Learning Labs – ABE, ESL, GED, HSD, and WPL

Located in Traverse City, the labs feature education for employment. During the registration process students are required to complete a Career Planning workshop in addition to the paperwork and testing. The information is used to build an Individual Learning Plan unique to each student.

The teacher and student work together during the planning appointment to select education, employment and computer proficiency lessons that enable them to reach their goal of economic self-sufficiency.



# PATH- Partnership. Accountability. Training. Hope.

## PATH Quick Facts

(2012-2013)

- **PATH is Michigan's TANF work participation program for FIP applicants and recipients.**
- **PATH identifies barriers & helps participants connect to resources needed to obtain employment.**
- **Key metrics for PATH: work participation rates, barrier identification & employment opportunities.**
- **The current work participation rate is over 60%.**
- **# of participants served FY 2012  
72,193**

The PATH program is a results-orientated work participation program required for families receiving cash assistance through the federal Family Independence Program (FIP) administered by the Michigan Department of Human Services (DHS). PATH is a partnership between the Workforce Development Agency (WDA), State of Michigan, the DHS, and the Michigan Works! Agency (MWA). The orientation and job placement program under PATH is administered by the Workforce Development Agency and Michigan Works! Agencies, which hold the contracts for these activities statewide. Twenty-five MWAs operate PATH programs throughout the state.

Many families seeking cash assistance through the FIP program face significant barriers in securing and retaining employment. From child care to transportation and literacy, caseworkers cite a long list of barriers that can keep families from achieving self-sufficiency.

Applicants for cash assistance take part in PATH, which features a 21-day assessment period during which barriers to employment are identified and caseworkers work individually with clients to connect them with resources to address these barriers. Under PATH, significant challenges to employment are identified in the first week of the program. Caseworkers and clients will work together to establish a roadmap to address these challenges.

The extended assessment period helps connect clients to resources ranging from professional clothing to transportation. Additionally, the PATH curriculum prepares clients for both the pursuit of a job and the skills necessary to keep a job. Resume writing and job search skills are included in this curriculum, as well as instruction on acceptable workplace behavior and employer expectations.

PATH started in 2013 as a replacement to the previous state work participation program that was unsuccessful. Under the previous program, Michigan's work participation rate for cash assistance applicants was barely over 20 percent – well short of the federal mandate of 50 percent. The rate is now above 60 percent.

## Welfare Reform Program in Action: PATH

Just a few months ago, Tammy Williams was receiving cash assistance. Ms. Williams entered PATH with a lack of work experience and problems with transportation and childcare. She had worked briefly as a certified nurse aide and was enrolled in a medical assistant program when she became pregnant and gave birth to her daughter. When she attempted to re-enter the workforce, she couldn't find a job.

Through PATH, she learned resume preparation skills from Genessee Shiawassee Michigan Works! Office in Flint. She volunteered to do clerical work and within six months had landed a full-time job. Since then, her cash assistance case has been closed.

# Veteran's Services Programs

**Veterans Services Quick Facts (2015- 2015)**

- Provides intensive services to veterans and spouses who face significant barriers to employment
- 1,503 veterans were served
- 53% of Veterans served entered employment
- 81% Retained employment
- Veteran Average Earnings: \$30,118

Disabled Veterans Outreach Program Specialists provide intensive and individualized employment services to eligible veterans and spouses assisting them with **overcoming significant barriers to employment**. These services include, but are not limited to, guiding the program participant through the process of:

- Increasing resume marketability
- Improving interviewing skills
- Effectively using social networking
- Partnering with other service providers and organizations

In order to be eligible for services through DVOP, veterans must visit their local Michigan Works! Service Center and self-identify their veteran status. MWA staff will determine whether they are eligible for these intensive employment services.

Regardless of eligibility with DVOP, all veterans and spouses meeting eligibility requirements are to **receive access to that program or service either earlier in time or instead of persons who are not eligible** for priority of service.

When hiring veterans, employers tap into a unique pool of employees who have demonstrated integrity, a commitment to excellence, a desire to do the best job possible and give an edge on the competition. Employers looking to hire veterans should contact a Business Solutions Professional (BSP) at their local Michigan Works! Service Center to find out about the wide variety of tools and services available.

## Veteran Services Program in Action: Veteran Overcomes Barriers to Secure Employment

As an honorably discharged Air Force Veteran, with a strong background in aircraft electrical systems, Marlon Kelley should have been able to secure a job without any incident. However, ten years of homelessness resulted in several run-ins with the legal system and before he knew it, he had nine felonies on his record.

Mr. Kelley signed up for services and was assigned to DVOP Specialist who began the process of identifying each barrier to his employment, and worked together with partners, community resources, referrals and prayer to achieve the goal of securing a job. Mr. Kelley was able to secure a temporary job as a snow removal driver. When that contract ended, he engaged the assistance of his DVOP specialist again, and eventually went on to secure a job at Ford Motor Company thanks to the interview coaching and referral he received through DVOP .

# Migrant and Seasonal Farmworker Program

## Migrant Seasonal Farmworker Worker Program Quick Facts

- Michigan produces over 300 commodities on a commercial basis

- Michigan remains only second to California in diversity of crops

- There were 11, 171 MSFWs contacts made in PY 2014

-There were 3,810 employer contacts made in PY 2014

The National Farmworker Jobs Program is a nationally directed, locally administered program of employment and training services and housing assistance for migrant seasonal farmworkers (MSFWs). In Michigan, and across the country, the program seeks to counter the chronic unemployment and underemployment experienced by MSFWs who depend primarily on jobs in agricultural labor. The program helps MSFWs acquire the new skills they need to start careers that offer higher wages and a more stable employment outlook.

In collaboration with partners located at Michigan Works! Service Centers, a full range of employment services are offered to MSFWs and agricultural employers. Full-time, year-round outreach workers, designated as Agricultural Employment Specialists (AES), conduct outreach activities throughout Michigan's Lower Peninsula.

The services provided to MSFWs include referrals to employment, training, and supportive services. Other services, such as the availability of counseling, testing and career guidance are also explained. In addition to employment and training services, supportive services help MSFWs retain and stabilize their current agriculture jobs.

Michigan Works! Service Center staff and AES staff also provide employment services to agricultural employers. These services include assistance writing job orders and job descriptions as well as the referring of workers. Grower shows are held to provide employers with important state and federal regulations. Employers are also trained by AES in the use of Pure Michigan Talent Connect to post their job openings and locate qualified talent.

## MSFW Program in Action: Hiring Assistance Gratitude

I wanted to extend our gratitude for the exceptional work that one of your Employment Specialist's, Rosa Ortiz-Coucke with the Michigan Workforce Development Agency-Fremont, has provided to our growing company. Just a short few weeks ago, we asked Rosa to assist us in seeking and screening applicants for our co-packaging inspection business. Not expecting to need more than 18-20 additional employees at that time. However, it was immediately necessary that our employment count grow to over 60 employee's and still rising. Rosa and her team, have provided to us over 200 applications in a very short amount of time, with applicants ready to work the necessary 6-7 days per week, 10-12 hours each day. Rosa always takes the time to review each applicant with us, as well as, providing her gained interview knowledge of each applicant.

Please know that you have a loyal, dedicated, professional, community driven employee in Rosa and she has worked so very hard to not only find quality employee's for us, but has outstanding relations with each applicant and they greatly respect her. Often coming to our facility to speak with the applicants and making sure they are having their needs met, as well as, observing if the new employee is providing good work ethics to their new employer, us. Her communication with us and her professionalism have proven to be above and beyond. Rosa is so very dedicated that she has made us feel that we are the most important clients that she may have.

Congratulations on placing such a fine representative in our community. We will forever be grateful for her service and we are so very blessed to receive her hiring assistance! *Jon & Karla Gilliland, Owners, MPH Logistics, Fremont MI*

## Section 4 – State Programs and Initiatives

### Pure Michigan Talent Connect



MiTalent.org is the State of Michigan’s official labor exchange system, and is designed to be a one-stop website for job seekers, employers and career explorers. MiTalent.org saw over 3 million employer, job seeker and workforce professional visitors in FY 2014. With a focus on both retaining and attracting talent, many of these visitors were from outside of the state of Michigan (16 percent on average), indicating an interest across the country to live and work in Michigan. Program efforts contributed to more than 11,000 employer account creations, over 230,000 job seeker account creations, and over 1 million job positions posted in FY 2014 alone.

### Michigan Advanced Technician Training (MAT<sup>2</sup>)



The Michigan Advanced Technician Training program, modeled after Germany’s dual-education system, connects employers with graduating high school seniors who will learn and earn how to become skilled in a high demand trade. The pilot – focused on mechatronics – was launched in Southeast Michigan through Henry Ford Community College and Oakland Community College. MAT2 has expanded to include additional mechatronics cohorts through Macomb Community College, Lansing Community College, and Baker College of Cadillac. A new Information Technology occupational program was added in FY 2014 through Oakland

Community College and Lansing Community College as well as a new Technical Product Design occupational program through Macomb Community College and Mott Community College in FY 2015. CNC Manufacturing will be offered in FY 2015 through Kalamazoo Valley Community College, North Central Community College, Delta College, and Henry Ford Community College. To date there have been more than 90 program participants with another 200 targeted for FY 2015. Eighteen employers have committed to the program together with a total of 9 participating community colleges.

### Community Ventures

MEDC Community Ventures is an economic development initiative that promotes employment and social enterprise. The initiative was announced in the Governor’s Public Safety Message on March 7, 2012 to address crime and poverty in Michigan’s most economically distressed communities. This initiative helps structurally unemployed individuals pursue career opportunities at Michigan companies in Detroit, Flint, Saginaw and Pontiac. Launched in FY 2013, the initiative is funded annually with \$10 million of GF/GP funding. The mission of CV is to alleviate poverty and promote safe and vibrant communities. The goal of CV is to place 1,000 “structurally unemployed” residents of those communities into full-time, long-term employment each year. Since its inception in FY 2013, the Community Ventures initiative has connected over 3,000 structurally unemployed persons to employment with over 100 companies. Plans are being considered to expand the program into other areas of Michigan in FY 2015.

### Skilled Trades Training Fund

In its second year, the STTF continues to provide competitive awards for employer responsive-training that enhances the talent, productivity, and employment retention, while increasing the quality and competitiveness of Michigan’s businesses. For Fiscal Year 2015, 248 companies are benefitting from STTF and the average cost of training per participant is \$995. As of December 2014, 2,529 jobs have been created, exceeding the Fiscal Year 2015 goal by 169 percent. So far, more than 6,000 jobs have been retained, exceeding the Fiscal Year 2015 goal of 3,500 jobs by 173 percent. Additionally, leveraging funding from employers and partners exceeds \$99.5 million.

**Community College Skilled Trades Equipment Program**

The State of Michigan is making available \$50 million to community colleges through the Community College Skilled Trades Equipment Program to purchase equipment required to ensure Michigan community colleges can deliver educational programs in high-wage, high-skill, and high-demand occupations. Awards will be made through a competitive process and will require a cash match of 25 percent from the community college. A Joint Evaluation Committee will convene upon receipt of the applications to review individual proposals and determine eligibility.

**Career Jump Start**



In response to concerns raised at Gov. Rick Snyder’s 2013 Economic Summit, the state launched the Career Liaison Jump Start program. One of the most common issues raised was around the lack of knowledge that high school students have about high-demand careers and training programs. While information about high-demand careers that require a bachelor’s degree or higher is available, this program focuses on educating students about shorter term credentials, Associate degree and apprenticeships that are in high-demand by employers. Career liaisons continue working with local school districts and career technical educators to inform students about shorter term education careers - including MAT2.

Additional information on these programs and initiatives are found on the following pages.

## Pure Michigan Talent Connect

### Pure Michigan Talent Connect Quick Facts

(2013-2014)

- MiTalent.org saw over 3 million employer, job seeker and workforce development professional visitors

-16% on average are visitors from out of state

- More than 11,000 employer and over 230,000 job seeker accounts created

-Over 1 million job positions posted

MiTalent.org is the State of Michigan’s official labor exchange system, and is designed to be a one-stop website for job seekers, employers, and career explorers. MiTalent.org website includes a job board, career assessment tools, job seeker and employer newsletters and specialized content geared towards key employer needs and specific job seeker populations.

Job seekers can build an extensive profile that shows off their skills, abilities and career interests and will be seen by Michigan employers. Job seekers also have the ability to create a custom workspace that will keep track of job searches, and create and store documents related to their career search, such as their resume. Information on career events, programs, newsletters and virtual career fair events is available.

Many features are available to employers on MiTalent.org as well. The registration and validation process is easy and user friendly. Employers have the ability to track the traffic around each job posting to easily manage the traffic and can give specific how to apply instructions for their postings. Employers can search for qualified candidates from a pool of top talent, and also email blast job postings to a list of qualified candidates. In addition, employers have the option of receiving assistance through their local Michigan Works! Business Services.

Other key resources include:

**MiVirtualCareerFair**- online career events where job seekers can meet and network with hiring Michigan companies in an interactive, live virtual environment

**Career Investment Tools**- online calculator to determine the value of an education

**Skilled Trades Inspiration**-videos and other resources explaining skilled trades to different age groups K-12 for parents and educators

### MiTalent.org in Action: MiVirtualCareer Fair

“The MiVirtualCareerFair is the most convenient of career fairs. Imagine an entire day of on-the-spot interviews, allowing you to build professional relationships with employers and job seekers, alike, without leaving the comfort of your home or office. What a great concept!” - Ashley Petkus, Director of Recruiting, New York Life Insurance Company

“When seeking candidates we visit the Pure Michigan Talent Connect system first. It is a great tool for identifying qualified talent and is extremely user friendly. In addition to [www.mitalent.org](http://www.mitalent.org), we have found the MiVirtualCareerFairs to be an innovative and efficient way to connect to talent. As a result of participation we have expanded our candidate outreach and have added to our team. We will continue be a supporter of the Pure Michigan Talent Connect system and it’s MiVirtualCareerFairs.” - Reliance One

# Community Ventures

## Community Ventures

### Quick Facts

(2013-2014)

- 12 month retention rate of 69 percent

- Average wage over \$11 per hour

- Over 3,000 structurally unemployed persons have been connected to employment

- CV has a network of over 100 companies

- Established 3 Employer Resource Networks (ERNs)

- Promoted four social enterprise partnerships

- Promoted business development through CV Employer of Choice tools and strategies

- Promoted community engagement through partnership with DHHS Pathways schools, community colleges, homeless shelters, non-profits, faith-based partners and other local partnerships.

**Background** - MEDC Community Ventures (CV) is an economic development initiative that promotes employment and social enterprise. It was launched in FY 2013 (October 1, 2012) and funded annually with \$10 million of GF/GP funding for program implementation.

**Mission** - To promote vibrant communities by connecting structurally unemployed residents to a career pathway out of poverty.

**CV Participants** - Our target population are those who have barriers to employment and are disconnected from resources. We also target the thousands of government program participants who remain unemployed even after connecting to government resources.

**CV Employers** - Our employer eligibility criteria includes those employers who pay a living wage, provide full time, long-term employment into jobs supported through market demand as opposed to purely subsidized employment created through temporary government funding.

**Vision** - In order to achieve program goals, we use performance-based grants and our network of CV partners to form “**community ventures**”- sustainable **public-private partnerships** that:

- Promote job creation in economically distressed communities,
- Promote long-term employment for economically disadvantaged persons,
- Improve job retention rates for businesses,
- Improve employee productivity and engagement,
- Reduce poverty, revitalize communities, strengthening civil society, and
- Reduce the need for social services.

**Tools** - CV promotes local partnerships that move individuals, businesses and communities to greater prosperity, productivity, and connectivity through the application of business and talent development tools and supports. Our initiative ensures all existing local, state and federal resources are exhausted first before using CV funding for wraparound services.

## Community Ventures in Action: Employer Resource Networks

Community Ventures promotes public-private partnerships by building trust with companies and facilitating sustainable local networks. In the Flint area, CV brought together Genesee Packaging, Northgate, TMI Climate Solutions, New Life Enterprises and Corsair Engineering to establish an Employer Resource Network (ERN). CV’s service provider (Mott Community College) is the administrator for the ERN and CV provides success coaching, soft-skills training and wraparound services to CV employees. CV also provides peer to peer company training to help CV companies improve their employee productivity. The ERN allows CV companies to share best practices, leverage an additional success coach through DHHS and other community resources such as financial literacy and low interest loans for their employees through a partnership with local financial institutions.

# MAT<sup>2</sup>- Michigan Advanced Technician Training Program

## MAT<sup>2</sup> Quick Facts

### Training programs:

Mechatronics,  
Technical Product  
Design, Information  
Technology, and  
Computer Numerical  
Control

### Academic Providers:

Baker College-Cadillac,  
Delta College, Henry  
Ford College,  
Kalamazoo Valley  
Community College,  
Lansing Community  
College, Macomb  
Community College,  
Mott Community  
College, and Oakland  
Community College

-27 companies  
sponsoring nearly 100  
students

MAT<sup>2</sup> – the Michigan Advanced Technician Training Program – is an innovative, industry-driven approach to education. Developed in conjunction with global industry technology leaders to combine theory, practice and work to train a globally competitive workforce, MAT<sup>2</sup> addresses two critical issues facing the manufacturing and technology industries: a widening skills gap and an aging workforce. This initiative functions similar to an apprenticeship program, where students alternate between classroom instruction and on-the-job training, gaining the necessary hands-on skills and real-world experiences for them to become a successful and productive member of the workforce.

Manufacturing and technology companies are experiencing a shortage of employees with the knowledge, skills and competencies necessary to operate and maintain new systems-based equipment and technologies. MAT<sup>2</sup> is an educational model that combines theory, practice, and work to train a globally competitive workforce by:

- Allowing companies to **“grow their own”** employees and ensure a future pipeline of qualified talent.
- **Direct employer involvement** in the development and execution of a hands-on, competency-based education and training program, creating highly skilled, capable and readily employable graduates.
- Offering an **economically feasible option to training**, ultimately reducing recruitment, retention, and training costs.
- Establishing Michigan as an **education innovator** and **global competitor**.
- Creating a **nationally accredited program**, in which students receive an associate degree, along with other accreditations where applicable.

## MAT<sup>2</sup> in Action: Success Story

“Our (first year MAT2) student is a bright and intelligent person with a real desire to get involved in our work and learn as much as he can. We are very satisfied with his overall punctuality, appearance, attitude, desire to learn, and his willingness to help our service team. Our Calibration coordinator is also very pleased with his abilities and how well he follows directions. An example of his willingness to learn, and to add value to our organization, was in his recent identification of the lack of calibration on a certain piece of test equipment, which precipitated a corrective action to take place and allowed for prompt containment and permanent corrective actions.”

– Eva Schmidt, Human Resources, Link Engineering

# Skilled Trades Training Fund

## STTF Quick Facts

### FY 2014

- Jobs created: 1,758
- Jobs retained: 9,351
- Trainee completion rate: 98%
- Employment rate following training completion: 80%
- Employment retention rate at 6 months: 91%
- Hourly wage at 6 months: \$22.50
- Average cost of training per participant: \$760
- 210 participating companies
- [-STTF Dashboard](#)

While Michigan’s economy continues to gain momentum, there is still a challenge for companies to find the talent they need. To address this issue, the Governor recommended and the Legislature supported the creation of the Skilled Trades Training Fund (STTF). In its second year, the STTF continues to focus on assisting companies in meeting their talent challenges.

The STTF provides competitive awards for employer responsive training that enhances talent, productivity, and employment retention, while increasing the quality and competitiveness of Michigan’s businesses. The STTF ensures Michigan’s employers have access to the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs. Collaboration between the Michigan Works! Agencies (MWAs), economic development, and educational partners are essential to achieve demand-driven training that addresses talent shortages hampering the growth of Michigan’s priority industries.

Training programs funded by the STTF must fill a demonstrated talent need experienced by an eligible business. The training must lead to a credential for a skill that is transferable between employers within an industry, and lead to permanent full-time employment or continued permanent full-time employment. This means the individual must obtain a credential or skill that will allow them to gain or retain employment, for example, a certificate in welding or on-site training on a specific job, i.e., robotic technician.

The cost of the training maximum is \$1,500 per trainee, with the exception of apprenticeships, which is \$3,000 per trainee. The actual amount for allowable training activities will be determined on a case-by-case basis. Funding will be utilized to provide short-term training (three months or less) to meet current, documented needs of businesses. The exception to the three months is apprenticeship training.

## Skilled Trades Training Fund in Action: Grayling Generating Station Trains 16 Employees to Become Certified Welders

Grayling Generating Station, an independent renewable energy facility that utilizes biomass waste to produce electricity in Grayling, received \$24,000 of Skilled Trade Training Funds to upgrade the skills of 16 employees to become Certified Welders. As a result, Grayling Generating Station no longer outsources their welding needs which reduce company expenses.

Training provider Ernie Adams of Kirkland Community College was impressed by Generating Station’s employees. Adams remarked, “Kirkland Community College is pleased to announce that during the course of training the employees of Generating Station surpassed the expectations of the trainers. Employees received not only the planned certification, but each also received an additional two to four more certifications, from a planned 16 certifications to a total of 45 certifications. The company has employees with additional welding abilities and the employees have highly sought after industry credentials.”

## Section 5- Helpful Materials

This section contains several documents you may find helpful as a GTIB member:

- Instructions for completing the Contract & Payment Express EFT Registration
- State Travel Rates
- Contact Information

Appointed GTIB members may be reimbursed for travel expenses when attending GTIB meetings. A section within Act 533 of 2004 requires these reimbursements to be made via Electronic Fund Transfer (EFT).

To sign up for EFT payments for travel reimbursement, please follow the directions on the attached sheet. This registration must be done online.

Members will receive a password in the mail after registering. Upon receipt of the password, members will need to access the Contract & Payment Express (C&PE) website and complete the registration process by completing and printing off the authorization form and the W-9. These forms should be taken to the GTIB member's bank to complete the lower portion, a copy made to retain for the member's records, and returned to the address noted on the authorization form.

## Contract & Payment Express EFT Registration Instructions

### How to Register on the State Vendor File

1. Log on to Contract & Payment Express (C&PE) at [www.michigan.gov/cpexpress](http://www.michigan.gov/cpexpress). If you have never accessed C&PE before, review the Welcome Page instructions and then click on “continue” at the bottom of the page. On the C&PE Home Page click on “New Users” and complete the easy to follow instructions.
2. Registration will require your social security number, name, and address information.
3. For further instructions, please refer to the State of Michigan Financial Management Guide (FMG), Part VI, Chapter 2, on the Office of Financial Management (OFM) website under “Policies & Procedures.”
4. Many other questions may also be answered by clicking on “FAQ” at the top of the C&PE Welcome Page.
5. If you need assistance, contact the OFM Help Desk at:

Mailing Address:

State of Michigan

DTMB Office of Financial Management

P.O. Box 30710

Lansing, MI 48909

Fax Number:

(517) 373-6458

E-Mail Address:

dmb-vendor@michigan.gov

Once you have registered, a password will be mailed via the U.S. Postal Service the following day. Please refrain from accessing C&PE again until you have received your password in the mail because you could accidentally inactivate your password.

### Upon Receipt of Your Temporary Password (This password is only good for 30 days!):

1. Access C&PE, enter your User ID and the password you received in the mail.
2. You will be prompted to change the password.
3. Click on “View Registration Details” then click on “Sign Up for Electronic Funds Transfer

(Direct Deposit).”

4. Complete and print the Electronic Fund Transfer Authorization for Vendor Payments form along with a W-9 (there is a link to the W-9 form).
5. Sign and date the form.
6. Take the completed form to your bank to sign off on the lower portion of the form.
7. Make copies for your records of both forms.
8. Mail both forms to the DMB address on the authorization form.
9. Inform Sue Ann Searles, GTIB staff that your registration has been completed.

You may reach Sue Ann at (517) 335-9825 or via e-mail at [searless1@michigan.gov](mailto:searless1@michigan.gov).

**NOTE:** When signing up for direct deposit, if you would like to receive e-mail notification when funds are deposited into your bank account, enter your e-mail address.

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,  
VEHICLE AND TRAVEL SERVICES (VTS)  
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES  
Effective January 1, 2015**

**MICHIGAN SELECT CITIES \***

Meals and Lodging	
Lodging**	\$75.00
Breakfast	10.25
Lunch	10.25
Dinner	24.25

**IN-STATE ALL OTHER**

Meals and Lodging	
Lodging **	\$75.00
Breakfast	8.50
Lunch	8.50
Dinner	19.00

**Per Diem**

Total Per Diem	\$81.50
Lodging	45.50
Breakfast	8.50
Lunch	8.50
Dinner	19.00

**Group Meetings**

Group Lunch	11.50
-------------	-------

**OUT-OF-STATE SELECT CITIES \***

Meals and Lodging	
Lodging **	Contact Conlin Travel
Breakfast	13.00
Lunch	13.00
Dinner	25.25

**OUT-OF-STATE ALL OTHER**

Meals and Lodging	
Lodging **	Contact Conlin Travel
Breakfast	10.25
Lunch	10.25
Dinner	23.50

**Per Diem**

Total Per Diem	\$89.50
Lodging	45.50
Breakfast	10.25
Lunch	10.25
Dinner	23.50

Incidental Costs Per Day (with overnight stay) \$5.00

**Mileage Rates**

Premium Rate Approved Private Vehicle	\$ .575 per mile
Standard Rate (State's Mid-Sized Car Cost)	\$.390 per
mile	

\* See Select Cities listing.

\*\* Lodging available at State rate, or call Conlin Travel at 877-654-2179.

**SELECT HIGH COST CITY LIST  
TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES  
EFFECTIVE January 1, 2015**

**Michigan Select Cities/Counties**

<u>Cities</u>	<u>Counties</u>
Ann Arbor, Detroit, Holland, Mackinac Island, Pontiac, Auburn Hills, South Haven	All of Wayne and Oakland

**Out of State Select Cities/Counties**

<u>State</u>	<u>City/County</u>	<u>State</u>	<u>City/County</u>
Arizona	Phoenix/Scottsdale	Massachusetts	Boston (Suffolk), Burlington, Cambridge Woburn, Martha's Vineyard
California	Los Angeles (Los Angeles, Orange & Ventura Counties, and Edwards AFB) Monterey, Palm Springs, San Diego, San Francisco, Santa Monica South Lake Tahoe, Truckee, Yosemite National Park	Minnesota	Minneapolis/St. Paul (Hennepin and Ramsey Counties)
		Nevada	Las Vegas
		New Mexico	Santa Fe
Colorado	Aspen, Telluride, Vail	New York	Manhattan (the borough of Manhattan, Brooklyn, Bronx, Queens and Staten Island, Riverhead, Ronkonkoma, Melville Suffolk County, Tarrytown, White Plains, New Rochelle
Connecticut	Bridgeport/Danbury	Pennsylvania	Bucks County, Pittsburgh
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	Rhode Island	Bristol, Jamestown/Middletown/Newport (Newport County) Providence
Florida	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West	Texas	Austin, Dallas, Houston (L.B. Johnson Space Center)
Idaho	Sun Valley/Ketchum	Utah	Park City (Summit County)
Illinois	Chicago (Cook and Lake counties)	Vermont	Manchester, Stowe (Lamoille County)
Louisiana	New Orleans	Virginia	Alexandria, Falls Church, Fairfax
Maryland	Montgomery & Prince George County Baltimore City, Ocean City	Washington	Seattle

### GTIB MEMBER INFORMATION

Please complete all the information requested on this form (front and back) as soon as possible. This form must be completed and returned for contact information whether or not you elect to receive travel reimbursement.

Name & Title \_\_\_\_\_

Business Name \_\_\_\_\_

Home Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_

Business Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Business Telephone \_\_\_\_\_

Fax Number \_\_\_\_\_

Cell Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Your Secretary or Assistant's Contact Information:

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Should this person be CC'd on e-mails to you?  Yes  No

Preferred Method of Contact:  E-Mail  Cell  Home  Work

*(E-Mail is our default for contact and correspondence)*

Correspondence Sent To:  E-Mail  Home Address  Work Address

If necessary, please list any special accommodations, including special dietary needs:

\_\_\_\_\_

**(INFORMATION REQUEST CONTINUES ON BACK) →**

If you elect to receive travel reimbursement, check the appropriate box, follow the instructions on the attached Travel Reimbursement Requirements memo, and complete the front and back of this GTIB Member Information form and return the completed form via email.

I elect to receive travel reimbursement. I will register on the Contract & Payment Express website per the enclosed instructions.

I elect not to receive travel reimbursement.

If you have any questions, please feel free to contact Sue Ann Searles at (517) 335-9825 or by email at [searless1@michigan.gov](mailto:searless1@michigan.gov).

Thank you and welcome!

## Governors Talent Investment Board Staff

The Governor's Talent Investment Board staff is responsible for providing administrative, operational, and technical support to the Board, delivering a high level of professional events planning, logistics coordination, agenda development, and facilitation.

Michigan Workforce Development Agency

Governor's Talent Investment Board

201 North Washington Square, 5<sup>th</sup> Floor

Lansing, MI 48913

Website <http://www.michigan.gov/wda/0,5303,7-304-64876---,00.html>

### Staff to the Board:

#### **Jacqui Mieksztyn**

Telephone 517-335-4638

Email [mieksztynj1@michigan.gov](mailto:mieksztynj1@michigan.gov)

#### **Sue Ann Searles**

Telephone 517-335-9825

Email [searless1@michigan.gov](mailto:searless1@michigan.gov)

#### **Rick Niedieck**

Telephone 586-263-7896

Email [niedieckr@michigan.gov](mailto:niedieckr@michigan.gov)

## Leadership Directory

**Stephanie Comai, Director, Talent Investment Agency**

[Comais1@michigan.gov](mailto:Comais1@michigan.gov)

517-373-1186

**Christine Quinn, Director, Workforce Development Agency**

[Quinn1@michigan.gov](mailto:Quinn1@michigan.gov)

517-335-6772

Name and Contact Information	Programs/Areas of Responsibility
Mike Pohnl, Director, Strategic Opportunities Bureau <a href="mailto:Pohnlm1@michigan.gov">Pohnlm1@michigan.gov</a> 517-373-6567	Office of Audit and Financial Services Office of IT Services
Stephanie Beckhorn, Director, Office of Talent Policy and Planning <a href="mailto:Beckhorns@michigan.gov">Beckhorns@michigan.gov</a> 517-241-4078	PATH Wagner- Peyser Trade Adjustment Assistance (TAA) Workforce Innovation and Opportunity Act (WIOA) Rapid Response Governor’s Talent Investment Board (GTIB)
Dianne Duthie, Director, Education and Career Success <a href="mailto:Duthied@michigan.gov">Duthied@michigan.gov</a> 517-373-3430	Adult Education Community Colleges Youth and Secondary Services/GED King-Chavez-Parks Initiative
Gary Clark, Director, Office of Field Services <a href="mailto:Clarkg1@michigan.gov">Clarkg1@michigan.gov</a> 517-241-2729	Veterans Services Migrant, Immigrant, and Seasonal Worker Services
Marcia Black-Watson, Director, Office of Michigan Industry Cluster Approach <a href="mailto:Black-watsonm@michigan.gov">Black-watsonm@michigan.gov</a> 517-241-8221	Energy Section
Christopher Knapp, Director, Office of Michigan Industry Cluster Approach <a href="mailto:Knappc@michigan.gov">Knappc@michigan.gov</a> 517-241-4399	Information Technology Section Michigan Advanced Technician Training (MAT2) Community College Skilled Trades Equipment Fund (CCSTEP) Skilled Trades Training Fund (STTF)

## Resources

### **Michigan**

State of Michigan

[www.michigan.gov](http://www.michigan.gov)

Talent Investment Agency

<http://www.michigan.gov/tia>

Workforce Development Agency (WDA)

<http://www.michigan.gov/wda>

Department of Technology, Management and Budget, Labor Market Information

[www.milmi.org/](http://www.milmi.org/)

Michigan Economic Development Corporation

[www.themedc.org](http://www.themedc.org) – organizational information

[www.michiganadvantage.org](http://www.michiganadvantage.org) – business services

[www.michigan.org](http://www.michigan.org) – travelers' information

Pure Michigan Talent Connect

[www.mitalent.org](http://www.mitalent.org)

Michigan Works! Association

[www.michiganworks.org](http://www.michiganworks.org)

Open Meetings Act

[https://www.michigan.gov/documents/ag/OMA\\_handbook\\_287134\\_7.pdf](https://www.michigan.gov/documents/ag/OMA_handbook_287134_7.pdf)

### **National**

National Organization of State Workforce Agencies

[www.naswa.org](http://www.naswa.org)

United States Department of Labor

[www.dol.gov/](http://www.dol.gov/)

National Office of Management and Budget

[www.whitehouse.gov/OMB/](http://www.whitehouse.gov/OMB/)

National Association of Workforce Boards

[www.nawb.org/](http://www.nawb.org/)

National Office of Career One Stop

[www.careeronestop.org/](http://www.careeronestop.org/)

National Governors Association

[www.nga.org](http://www.nga.org)

## Terms & Acronyms

4C – Community Coordinated Child Care

### A

AAA - Area Agency on Aging

AAACE - American Association for Adult and Continuing Education

ABAWD - Able-Bodied Adults Without Dependents

ABE - Adult Basic Education

ABLE - Adult Basic Learning Examination

ACE - American Council on Education

ACP - Administrative Cost Pool

ADA - Americans with Disabilities Act

ADO – Area-wide Development Office

ADP – Automated Data Processing

AE – Adult Education

AEFL - Adult Education and Family Literacy

AES – Agriculture Employment Specialist

AG – Attorney General

ALC – Alien Labor Certification

ALP - Adult Learning/Learner Plan

APIR – Annual Planning Information Report

ASAP – As Soon As Possible

ASE - Adult Secondary Education (also HSC)

ASR – Annual Status Report

ASU – Areas of Substantial Unemployment

AY – Appropriation Year

AYP - Adequate Yearly Progress

## B

BAT – Bureau of Apprenticeship & Training

BCC – Bureau of Construction Codes

BES – Basic Education Skills

BES – Bureau of Employment Standards

BEST - Basic English Skills Test

BIS – Budget Information Summary

BLSD – Basic Literacy Skills Deficient

BOLT – Basic Occupational Literacy Test

BOM – Board of Magistrates

BRAC – Base Realignment and Closure

BSR – Bureau of Safety and Regulation

BSP – Business Solutions Professional

BST – Building Services Technician

BWDC – Bureau of Workers’ Disability Compensation

## C

CAA – Community Action Agency (same as CAP)

CAI - Computer-Assisted Instruction

CAP – Community Action Program (same as CAA) or Cost Allocation Plan

CASAS – Comprehensive Adult Student Assessment System

CBO – Community-Based Organization

CDBG – Community Development Block Grant

CDX - Credential Data Exchange

CEA - Correctional Education Association

CECR – Career Education Consumer Report

CEO – Chief Elected Official (governmental unit) or Chief Executive Officer (private sector)

CEPI - Center for Educational Performance and Information

CFR – Code of Federal Regulations

CGA – Community Growth Alliance

CNA – Certified Nursing Assistant

CNAP - Child Nutrition Application Program

COABE - Commission on Adult Basic Education

COB – Close Of Business

COSSA – Commission on Spanish Speaking Affairs

CP – Career Preparation

CPS – Career Preparation System

CPSC – Career Preparation Standards Council

CQI – Continuous Quality Improvement

CRT – Classroom Training

CSBG – Community Services Block Grant

CSFP – Commodity Supplemental Food Program

CSW – Corporation for a Skilled Workforce

CTBS – Competency Test of Basic Skills

CTE – Career and Technical Education

CTEIS - Career and Technical Education Information System

CVT – Condensed Vocational Training

CWEP – Community Work Experience Program

CY – Calendar Year

## D

DAPCEP – Detroit Area Pre-College Engineering Program

DEPE – Designated Education Planning Entity

DHP – Displaced Homemaker Program

DHHS - Department of Health and Human Services

DOE - Department of Education

DOL - Department of Labor

DOT – Dictionary of Occupational Titles

DPN – Disability Program Navigator

DVOP – Disabled Veteran Outreach Program

DVOW – Disabled Veteran Outreach Worker

## E

EAG – Education Advisory Group (aka TDCC)

ECS – Employability Competency System

EDGE – Education Design for Gainful Employment

EDJT – Economic Development Job Training

EDP – Employability Development Plan or Educational Development Plan

EDS – Employment Development Services

EDWAAA – Economic Dislocation and Worker Adjustment Assistance Act

EEO – Equal Employment Opportunity

EFF - Equipped for the Future

EFL - Educational Functioning Level

EGA – Employment Generating Activity

EL Civics - English Literacy and Civics Education

EO – Equal Opportunity

ERIC - Educational Resources Information Center

ES – Employment Service or Education Service

ESA – Employment Service Agency

ESL – English as a Second Language

ESOL - English for Speakers of Other Languages

ESOP – Employee Stock Ownership Plan

ESS – Employment Skills System or Employment Support Services

ETA – Employment and Training Administration (U.S. Department of Labor)

EUC – End User Computing

EYP – Exemplary Youth Program

## F

FA – Food Assistance

FAE&T – Food Assistance Employment and Training

FFP – Federal Financial Participation

FFY – Federal Fiscal Year

FIA - Family Independence Agency (Current name is DHS)

FICA – Federal Insurance Contributions Act

FID - Financial Information Database

FIFO – First In First Out

FIM – Family Independence Manager

FIP – Family Independence Program

FIS – Family Independence Specialist

FLC – Foreign Labor Certification  
FNS – Food and Nutrition Services  
FOC – Friend of the Court  
FS – Food Stamps (changed to FA)  
FSA – Family Support Act  
FSD – Field Services Division  
FSE&T – Food Stamp Employment and Training (changed to FAE&T)  
FTE – Full Time Equivalency  
FY – Fiscal Year  
FYDP – Foster Youth Demonstration Project  
FYI – For Your Information

## G

GA – General Assistance  
GAN – Grant Action Notice  
GAO – General Accounting Office  
GCMRS - Grants, Cash Management and Reporting System  
GDP – Grant Diversion Program  
GED – General Equivalency Diploma or General Educational Development  
GEDTS - GED Testing Service  
GEPA - General Education Provisions Act  
GF/GP – General Fund/General Purpose  
GJ – Green Jobs  
GLETA – Great Lakes Employment Training Association  
GRAPCEP – Grand Rapids Area Pre-College Engineering Program

## H

HCTC – Health Coverage Tax Credit

HRDI – Michigan State AFL-CIO Human Resources Development, Inc.

HSC - High School Completion

HSD - High School Diploma

## I

ICAE - International Council for Adult Education

ICESA – Interstate Conference of Employment Security Agencies

IDA – Individual Development Account

IEP - Individual Education Plan

IEPC – Individualized Education Planning Committee

INS - Immigration and Naturalization Service

IPP – Initial Program Period

IRA - International Reading Association

IRP – Individual Readjustment Plan

IRT – Industrial Reading Test

ISD – Intermediate School District

ISS – Individual Service Strategy

IT – Information Technology

ITB – Intent to Bid

IW – Incumbent Worker

## J

JAC – Joint Adjustment Committee

JOBS - Job Opportunities and Basic Skills Training Program

JOBST – Job Opportunities and Basic Skills Training

JOLI – Job Opportunities for Low-Income

JOLIF - Job Opportunities for Low-Income Families

JSS – Job Specific Skills

JTP – Job Training Plan

JTPA – Job Training Partnership Act

JWI – Joint Workforce Initiative

## L

LDA Learning Disabilities Association (Michigan)

LEA – Local Education Agency

LEAD – Labor Education and Development

LEO – Local Elected Official

LI – Limited Internships

LLSIL – Lower Living Standard Income Level

LMI – Labor Market Information

LOC – Learning Opportunity Center

LPA – Limited Purpose Agency

LPO – Local Procurement Office

LSN - Local Student Number

LTA – Local Transit Authority

LTC – Less Than Class-size

LVA - Literacy Volunteers of America

LVER – Local Veteran Employment Representative

LWE – Limited Work Experience

## M

MAACE - Michigan Association of Adult and Continuing Education

MAC2 - Michigan Adult Curriculum Connection

MACAE - Michigan Association of Community and Adult Educators

MACUL - Michigan Association of Computer Users in Learning

MAEO - Michigan Alternative Education Organization

MAEPD - Michigan Adult Education Professional Development

MAERS - Michigan Adult Education Reporting System

MAGIC - Michigan Automated Grant Information Connection

MAGM – Michigan Academy for Green Mobility

MALT - Michigan Adult Learning and Technology Center

MAME - Michigan Association for Media in Education

MAT – Michigan Appraisal Test

MBEA - Michigan Business Education Association

MCAAA – Michigan Community Action Agency Association

MCCA- Michigan Community College Association

MCCC – Michigan Civilian Conservation Corps

MCCTE – Michigan Center for Career and Technical Education

MCEA - Middle Cities Education Association

MCIA – Michigan Commission on Indian Affairs

MCOVE – Michigan Council on Vocational Education

MCSS - Michigan Council for the Social Studies

MCSSA – Michigan Council of Social Services Administration

MCTE - Michigan Council of Teachers of English

MDE - Michigan Department of Education

MDE – Michigan Department of Education

MDOC - Michigan Department of Corrections

MDOT – Michigan Department of Transportation

MEA - Michigan Education Association

MEAP – Michigan Educational Assessment Program

MEDC – Michigan Economic Development Corporation

MEEBOC – Michigan Equal Employment and Business Opportunity Council

MEGS - Michigan Electronic Grant System

MELT - Mainstream English Language Training

MEMSA – Michigan Emerging Markets Skill Alliance

MESS – Michigan Employability Skills System

MFLA - Michigan Foreign Language Association

MHOEA - Michigan Health Occupations Educators Association

MICIS - Michigan Compliance Information System

MICTM - Michigan Council of Teachers of Mathematics

MiRSA – Michigan Regional Skills Alliances

MiSA- Michigan Skills Alliances

MIS – Management Information System (or OSMIS)

MITESOL - Michigan Teachers of English to Speakers of Other Languages

MLI - Michigan Literacy Inc.

MOC – Management Operating Committee

MOIS – Michigan Occupational Information System

MOST – Michigan Opportunity and Skills Training Program

MOU – Memorandum of Understanding

MPAAA - Michigan Pupil Accounting and Attendance Association

MPSERS - Michigan Public Schools Employees Retirement System

MRA - Michigan Reading Association

MRS – Michigan Rehabilitation Services

MSHA - Michigan Speech-Language-Hearing Association

MSPRA - Michigan School Public Relations Association

MSTA - Michigan Science Teachers Association

MSW – Migrant Services Worker

MTEC – Michigan Technical Education Center

M-TEP – Michigan Technical Excellence Program

MUIA – Michigan Unemployment Insurance Agency

MWA – Michigan Works! Agency

MWSC – Michigan Works! Service Center

MYEESC – Michigan’s Youth Environmental Education Service Corps

## N

NAASLN - National Association for Adults with Special Learning Needs

NAB – National Alliance of Business

NAEPDC - National Adult Education Professional Development Consortium

NAFTA – North American Free Trade Agreement

NALS - National Adult Literacy Survey

NAWDP – National Association of Workforce Development Professionals

NCAL - National Center on Adult Literacy

NCCE - National Center for Community Education

NCEA - National Community Education Association

NCFL - National Center for Family Literacy

NCLE - National Clearinghouse for ESL Literacy Education

NCP – Non-Custodial Parent

NCR – Non-Cash Recipient

NCTE - National Council of Teachers of English

NCTM - National Council of Teachers of Mathematics

NEI – New Economy Initiative

NGA – National Governors’ Association

NIFL - National Institute for Literacy

NLC - National Literacy Council

NLL - Native Language Literacy

NLT – No Later Than

NOFA – Notice of Funding Availability

NRS - National Reporting System

NVTI – National Veterans Technical Institute

NWD – No Wrong Door

## O

OAG – Office of Auditor General

OAS – Office of Administrative Services

OCS – Office of Community Services

OCSE – Office of Child Support Enforcement

OCTAE- -Office of Career, Technical, and Adult Education

OERI - Office of Educational Research and Improvement (US DOE)

OFB – Operation Fast Break

OHR – Office of Human Resources

OIC – Opportunities Industrialization Center

OIG – Office of Inspector General

OJT – On-the-Job Training

OMB – Office of Management and Budget

OPLR – Office of Personnel and Labor Relations

OR – Occupational Research

OSMIS – One Stop Management Information System

OTR – Office of Technology Resources

OVAE - Office of Vocational and Adult Education

## P

P/PV – Public/Private Ventures

PA – Public Act or Public Assistance

PAC – Policy Advisory Council

PAL – Partnership for Adult Learning

PAST – Post-Active Service Training

PET – Post-Employment Training

PF – Perkins Funds

PI – Policy Issuance

PIC – Private Industry Council

PISP – Parolee and Inmate Services Program

PMIG – Participant Management Information Guide

PPA/EDP – Personal Plan of Action/Employability Development Plan

PPS – Participant Plan Summary

PRS – Participant Reporting Section

PRWORA – Personal Responsibility and Work Opportunity Reconciliation Act

PSR – Project Self-Reliance

PY – Program Year

PZ – Project Zero

## R

RAP – Refugee Assistance Program

REP - Registry of Educational Personnel

RESA - Regional Educational Service Agency

RFA - Request for Application

RFP – Request for Proposal

RFQ – Request for Quotation

RIGI – Regional Inspector General for Investigations

RR – Rapid Response

RRT – Rapid Response Team

RSA – Regional Skills Alliances

RSDI – Retirement, Survivors, Disability Insurance

## S

SAG – State Adjustment Grant

SBC – Small Business Center

SCALE - Student Coalition for Action in Literacy Education

SCANS - Secretary of Labor’s Commission on Achieving the Necessary Skills

SCAO – State Court Administrative Office

SCOT – Security Corrections Officer Training

SDA – Service Delivery Area

SER – State Emergency Relief

SETS – Senior Employment and Training Service

SID - Student Infrastructure Database

SIMS – Service Information Management System

SM – Services Manual

SMART – Southeast Michigan Area Regional Transportation

SORT - Slosson Oral Reading Test

SPL - Student Performance Level

SRSD - Single Record Student Data

SSA – State Supplemental Assistance

SSBG – Social Services Block Grant

SSI – Supplemental Security Income

STRA – School to Registered Apprenticeship

STW – School-To-Work

SUG – Systems User Guide

SVP – Specific Vocational Profile

SYL – State Youth Liaison

## T

T/TA – Training and Technical Assistance

TA – Technical Assistance

TAA – Trade Adjustment Assistance

TABE – Test of Adult Basic Education

TAG – Technical Assistance Guide

TANF – Temporary Assistance for Needy Families

TAP – Transition Assistance Program Training

TA-PMIG – Trade Act – Participant Management Information Guide

TAT – Technical Assistance and Training

TEFAP – Temporary Emergency Food Assistance Program

TEGL – Training and Employment Guidance Letter

TEIN – Training and Employment Information Notice

TEN – Training and Employment Notice

TESOL - Teachers of English to Speakers of Other Languages

TJTC – Targeted Jobs Tax Credit

TLFS – Time-Limited Food/Stamps Replacement

TRA – Trade Readjustment Allowances

TSMF – To Strengthen Michigan Families

TtW – Transportation to Work**U**

UIC - Unique Identifier/Identification Code

USDA – U.S. Department of Agriculture

USDHHS – U.S. Department of Health and Human Services

USDOE – U.S. Department of Energy

USDOE – U.S. Department of Education

USDOL – U.S. Department of Labor

## V

VA – Veterans Administration

VETS – Veterans Employment & Training Services

## W

WARN – Worker Adjustment and Retraining Notification

WASAR – Worker Adjustment Annual Sub-state Report

WCAB – Workers' Compensation Appeal Board

WCAC – Workers' Compensation Appellate Commission

WDB – Workforce Development Board

WE – Work Experience

WEP – Work Experience Program

WIA – Workforce Investment Act

WIA - Workforce Investment Act of 1998

WIASRD – Workforce Investment Act Standardized Record Data

WIB – Workforce Investment Board

WIIA – Worker Incentives Improvement Act

WIN – Work Incentive

WIOA – Workforce Innovation and Opportunity Act

WIRED – Workforce Innovation in Regional Economic Development

WOTC – Work Opportunity Tax Credit

WP – Workforce Programs

WR – Welfare Reform

WRAP – Worker Readjustment Program

WRAT – Wide Range Achievement Test

WRMIG – Welfare Reform Management Information Guide

WtW – Welfare to Work

WUSAE – Water Utility Sector Alliance Employer

## Y

YC – Youth Corps

YEC – Youth Employment Competency

YESP – Youth Employment Services Program

YOG – Youth Opportunity Grant

YOU – Youth Opportunities Unlimited

## Board Engagement Tools

WDA staff will provide a variety of resources to ensure board members have the information needed to successfully achieve their goals. A summary of resources available include:

### Attendance

Regular attendance at full board and committee meetings is the most effective way to stay engaged. If in person attendance is not possible, a call in option will be available.

### Orientation

All new members are encouraged to attend a webinar orientation designed to prepare them for full participation. A recording of the GTIB New Member Orientation is available at:

[http://michigan.gov/wda/0,5303,7-304-64876\\_64881-354405--,00.html](http://michigan.gov/wda/0,5303,7-304-64876_64881-354405--,00.html)

### Resource Book

This resource book will be available on the internal GTIB webpage and updated and maintained by WDA staff to ensure accuracy.

### Internal Webpage

An internal webpage featuring resources specifically for GTIB board members can be accessed at:

[http://michigan.gov/wda/0,5303,7-304-64876\\_64881-354405--,00.html](http://michigan.gov/wda/0,5303,7-304-64876_64881-354405--,00.html) This webpage will be used to house documents and content that will not be viewable by the general public and will help assist you in your new role.

### Public Webpage

Per Open Meetings Act requirements, the GTIB will have a public website available at:

<http://www.michigan.gov/wda/0,5303,7-304-64876---,00.html> . Content will include board meeting dates, draft and approved meeting minutes, roster and other mandated information.

### Communications

WDA staff will periodically send email updates to keep GTIB members informed of upcoming meetings, board progress, legislative and policy changes, and other pertinent information related to the functioning of the board.

### Committees

It is expected that standing committees will be formed to increase the impact of GTIB on **TDB**.

### Ongoing Development

Opportunities to build the knowledge base and expertise of board members will be periodically provided.

Attending conferences and conventions, service learning and volunteer opportunities, tours and other developmental opportunities that are relevant to the GTIB will be identified by staff and communicated to board members via the appropriate communication mechanisms.