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DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
TALENT INVESTMENT AGENCY
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OFFICIAL
Policy Issuance (PI): 17-24

Date: December 21, 2017

To: Michigan Works! Agency (MWA) Directors

From: Wanda M. Stokes **SIGNED**
Director

Subject: Career & Educational Advisory Council (CEAC)

Programs

Affected: All Programs Administered by the MWAs

Rescissions: PI: 15-01 and PI: 15-01 Change 1, Talent District Career Councils (TDCCs)

References: The Workforce Innovation and Opportunity Act (WIOA) of 2014

The State of Michigan Public Act (PA) 108 of 2017, Section 107 State School Aid Act

The State of Michigan PA 491 of 2006 (Michigan Works! One-Stop Service Center System Act)

The State of Michigan PA 267 of 1976 (Open Meetings Act)

PI: 15-04 Change 2, Local Workforce Development Board (WDB) WIOA Membership Recertification, issued June 30, 2017

Background: The WIOA was enacted in 2014 and is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. The WIOA encourages local boards to establish a committee to focus on youth services and to provide a voice and perspective for youth. To be effective, such committees should be composed of key personnel that work directly with youth. In addition, Michigan PA 491 of 2006, states that Educational Advisory Groups (EAGs) are required by state law to serve in an advisory capacity to each of the 16 local WDBs on educational issues.

The CEACs created by this policy will replace all existing EAGs and TDCCs and will advise the 16 WDBs on career and educational issues.

Policy:

This policy will bring education and business together by establishing a formal entity and mechanism to build and maintain a collaborative partnership with local school districts, employers, postsecondary institutions, advocates, and training centers to identify significant talent needs in a community and collectively develop and implement training strategies to effectively meet employers' talent needs. It provides local guidance with respect to the formation of a CEAC in each of the 16 WDBs' Service Delivery Areas (SDAs). Key guidance contained in this policy:

- Requires each WDB to have a CEAC acting as the EAG for the local SDA.
- Certification of all CEACs is required as of April 1, 2018, and will be re-certified on a biannual basis. The initial certification will be until June 30, 2019, to align with the biannual WDB certification.
- Requires CEAC to report on WDB's performance metrics which include, but are not limited to Registered Apprenticeships and promoting career pathway and exploration events.
- The CEAC will collaborate with the local Intermediate School District (ISD) Fiscal Agent in creating a Regional Strategic Plan as detailed in PA 108 of 2017, Section 61(b). The CEAC will approve and present this plan to the WDB for their approval.
- Requires the WDB to maintain the approved local ISD Fiscal Agent's Regional Strategic Plan which The Michigan Talent Investment Agency (TIA) may, upon 24-hour notice, review at the local administrative office.
- The CEAC Lead will submit biannual reports to TIA-CEAC@michigan.gov due by January 15, and July 15, of each year. The biannual reports must, at a minimum, include progress on meeting career and educational metrics (Attachment IV), approved CEAC minutes, and key CEAC activities including a description of the collaborative work on the ISD's Fiscal Agent's Regional Strategic Plan, as detailed in PA 108 of 2017, Section 61(b).

All required CEAC forms and instructions are included as attachments to this policy.

Action:

The MWA officials will ensure the guidance contained in this policy is disseminated to all appropriate staff. For a CEAC to be certified, the WDBs must execute and submit the following documents:

- CEAC Roster (Attachment II).
- CEAC Change in Membership Form (Attachment III), as appropriate.
- Criteria detailing metrics for high performing outcomes on career & educational priorities (Attachment IV), included as part of the biannual narrative report.
- Provide website URL detailing, at a minimum, the three 2018 public meetings.

All required CEAC certification materials must be submitted electronically no later than March 10, 2018, to TIA-CEAC@michigan.gov.

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

Questions regarding this policy should be addressed to Mr. Doug Warner, Departmental Analyst, Michigan Talent Investment Agency, by email at warnerd2@michigan.gov or by telephone at 517-241-3402.

Expiration

Date: June 30, 2019

WMS:DW:ww
Attachments

**Career & Educational Advisory Council (CEAC)
Requirements, Roles, and Responsibilities**

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I. The CEAC Composition Requirements:

A. General Requirements.

- Each WDB is required to have an education advisory group, hereafter known as the “Career and Educational Advisory Council” (CEAC.) Consistent with the State of Michigan PA 491 of 2006, the WDB shall appoint members to the CEAC and shall designate a chairperson. To ensure the CEAC is a robust and actively engaged entity, it is important that members possess the necessary background and skills to effectuate change in their communities.

The local WDB shall appoint members that possess the following attributes:

- Are available for, and have a high interest in, finding creative solutions to employers’ workforce needs and opportunities.
- Are knowledgeable and experienced in workforce skill gap issues that relate to the WDB’s mission and employers’ workforce needs.
- Are familiar with the [Michigan’s Career Pathways Alliance \(MCPA\)](#) and can positively impact the [MCPA recommendations](#).
- Demonstrate an ability to creatively seek solutions to the region’s workforce needs by promoting successful career development programs.
- Have an interest in public policy issues.
- Work for the greater good of employers’ workforce needs and the WDB’s mission.
- Demonstrates an appreciation and understanding of various views on addressing workforce needs.
- When appropriate, will work for win-win solutions while still advocating for their primary career or education development interest.

To assist with the recruitment of CEAC members, the WDB will receive input from the Governor’s Talent Investment Board (GTIB). Michigan Talent Investment Agency (TIA) staff will provide local WDBs with recommendations obtained from GTIB members by January 22, 2018.

- Except for employers, a minimum of one representative from each sector below must be appointed to the CEAC:
 - Local WDB member.
 - At least three employers who represent documented¹, in-demand industries that provide high-wage and high-growth careers, within the Service Delivery Area (SDA).
 - Labor.
 - Local school district offering Career Technical Education (CTE) or Adult Education programs.²
 - Intermediate School District (ISD) offering CTE or Adult Education programs.²

¹ Greatest current, five-year, and ten-year projected region labor force needs using Labor Market Information (LMI) and employer intelligence data.

² Section 107, Workers Innovation and Opportunity Act (WIOA) Title II, Michigan Department of Education’s (MDE) CTE Programs

- Postsecondary institution.
- Career and technical education administrators;
- Public school parent; and
- Academic educator (a teacher at K-12, college, or university).

With the exception of allowing the local WDB member to also be one of the three employer representatives, dual sector representation is not allowed.

- The WDB shall engage representatives from each of the following groups to serve as a resource for the CEAC:
 - Lead Business Service Representative from Michigan Works! Agency;
 - Business Development Manager from the Michigan Economic Development Corporation;
 - Economic Analyst from the Department of Technology, Management and Budget Labor Market Information and Strategic Initiatives; and
 - Industry Engagement representative appointed by the TIA. Names will be provided by the TIA.

The four representatives listed above must be officially invited to each official CEAC meeting and sub-committee meeting, if applicable.

- At the discretion of the WDBs, CEAC members may include representatives of organizations such as:
 - Out-of-School youth programs focusing on entrepreneurship, work-readiness skills, and financial literacy.
 - Carl D. Perkins Postsecondary award recipients
 - Local Proprietary Schools.
 - Michigan Department of Health and Human Services foster youth representative.
 - Workforce Innovation and Opportunity Act (WIOA) Title IV Vocational Rehabilitation staff.
 - Programs that focus on veterans.
 - Programs that focus on prisoner reentry or correctional education.
 - MDE, Office of Career and Technical Education representative.
 - Business/Trade Association (representing business) representative.
 - Industry Cluster Group Convener (Automation Alley, Talent 2025, Workforce Intelligence Network, etc.).
 - Job Corps representative.

The CEAC members, except for the school parent or optional youth member, shall be employed in the sector he or she represents.

- Conflict of interest provisions do not apply to CEAC members. However, CEACs must be mindful of perceived conflict of interests. The CEACs must ensure they have a process in place to address perceived conflicts of interest if they arise.
- The “employer” sector representatives must be from the private sector and must include at least two non-WDB members.
- Representatives from each sector must be professional staff who have the authority to speak for their institutions and who have a clear understanding of the role and capabilities of other educational institutions and organizations in the region. The respective required participants may, on an as needed basis, delegate a designee to act on their behalf if they are not able to participate in scheduled public meetings.

II. The CEAC Roles and Responsibilities

A. Advisement to the WDB.

Federal legislation encourages local WDBs to set forth strategic workforce development WIOA Local Plans and to work closely with schools and colleges to improve the skills of the workforce. The CEAC shall advise the WDB regarding the educational portion of their WIOA Local Plan and programs as specified in Attachment I. As an advisory group to the WDB, the CEAC will also coordinate with other educational entities in guiding career development programs and career pathways, such as high schools, community colleges, career and technical education, adult education programs, prisoner reentry programs, corrections education, veterans’ programs, and college access networks in support of the WDB’s mission and strategic workforce development outlined in their WIOA Local Plans. This requires identifying workforce preparedness programs from P-20 through life-long learning and suggesting education development that addresses regional workforce needs for today, five, and ten years out. Furthermore, consistent with the WIOA of 2014, the CEACs shall also assist the WDB with the development and implementation of career pathways.

In addition, by majority vote, the CEAC may choose to recommend one of the two educational representatives required to sit on the WDB. Chief Elected Officials should give considerable priority to this nomination when selecting local WDB educational representative members who are decision makers (policy makers).

B. The CEAC Metrics.

The WDB will establish metrics with specific targets, to determine progress on their success in implementing career and educational priorities. Metrics for the following priorities are required:

- Establishing Registered Apprenticeships.
- Promoting career pathway and exploration events such as talent tours, MiCareerQuest®, Manufacturing Week, Energy Week, and National Registered Apprenticeship Week.

The WDB may include additional metrics in addition to those listed above. Examples include:

- Developing employer internships.

- Developing Work-Based Learning activities, including internships, mentorships, and service learning programs (experience-based learning through paid employment in practical, curriculum-related work assignments tailored to a student schedule).
- Establishing Registered Apprenticeships for youth.
- Establishing Pre-Apprenticeships.

C. Staffing CEACs.

In addition to appointing members to the CEAC, the WDB has the added responsibility of arranging for and coordinating CEAC staff support. The WDBs will also designate a “lead” point of contact. The lead point of contact shall serve as the point person to the TIA for the CEAC and ensure all required operational documents are submitted to the TIA through established procedures.

D. Subcommittee Assignments.

The CEAC is encouraged, but not required, to consider the use of subcommittees to address specific and potentially complex priorities, with the full advisory council involved in the final review and development of the subcommittee's recommendations. Examples of suggested subcommittees include:

- Talent Pool Development and Management.
- Addressing Talent Skill Gaps.
- Postsecondary Training and Education Programs (Inventory, gap analysis, etc.).
- Veterans' Initiatives.
- Returning Citizens Initiatives.
- Out-of-School Youth Programs.
- Performance Metrics.
- Marketing Communication / Public Relations.

III. Operating Requirements

- A. Roster Submission, New Members, Resignations, Filling Vacancies, and Initial CEAC Roster Submission: The CEAC lead must submit, by March 10, 2018, to the TIA by email at TIA-CEAC@michigan.gov a completed CEAC Roster (Attachment II).

Adding New Members: When a new member is appointed to the CEAC, the Membership Change Form (Attachment III) must be completed and submitted to the TIA by email at TIA-CEAC@michigan.gov within 30 days.

Resignations: When a WDB receives a resignation from one of their representatives on the CEAC, a Membership Change Form (Attachment III) must be completed and submitted to the TIA by email at TIA-CEAC@michigan.gov within 30 days.

MDE Regional Strategic Plan: Consistent with PA 108 of 2017, Section 61(b), the CEAC lead must maintain the approved Michigan Department of Education (MDE) Regional Strategic Plan which the TIA may, upon 24-hour notice, review at the local administrative office.

Filling Vacancies: The CEAC vacancies must be filled within 90 calendar days. Vacancies do not count for the purpose of determining a quorum.

Long-Term Vacancies: The CEACs with long-term (older than 90 days) vacancies will not be certified by the TIA until they are filled. If a position has been eliminated, the TIA must be notified by email at TIA-CEAC@michigan.gov within ten business days.

- B. Collaboration with the State School Aid Act of 1979, 1979 PA 94, MCL 388.1601 – 388.1896.

The CEACs will collaborate with the ISDs serving as a State Section 107 (MCL 388.1707) fiscal agent located in the WDB's SDA as follows:

1. Advise the WDB on a strategy that includes the alignment of adult education programs and services into an efficient and effective delivery system for adult education learners throughout the WDB's SDA.
2. Create a process and criteria to identify eligible adult education providers to receive funds allocated under Section 107 based on location, demand for services, past performance, and cost to provide instructional services.
3. Ensure that adult education services are aligned to the WDB's WIOA Local Plan.

- C. Bylaws.

Each CEAC must develop and adopt bylaws that govern its members and regulate its actions.

- D. Membership Term-Limits.

The CEAC member term-limits must be addressed in the official bylaws.

- E. Meeting Frequency & Schedules.

The CEAC shall meet three times each year, minimum. The schedule of meetings shall be posted on the official WDB website by March 30, 2018, and by January 15, of each successive calendar year. The CEAC lead must submit to the TIA at TIA-CEAC@michigan.gov the website URL that contains these meeting dates within ten days of their posting.

- F. Compliance with Open Meetings Act/Posting of Minutes.

All meetings, including associated subcommittee meetings, must be in compliance with the Michigan Open Meetings Act, 1976 PA 267 (MCL 15.261 *et seq.*), if applicable, including MCL 15.269 regarding the posting of minutes. The CEAC lead must submit to the TIA at TIA-CEAC@michigan.gov meeting minutes within 30 days of the meeting close. As these minutes will not be approved until the next scheduled CEAC meeting, they will not be posted online but will be submitted to the TIA as detailed above. The January 15, and July 15, biannual reports should include all approved minutes taken during that period and be posted online once approval is obtained.

- G. Quorum.

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

- H. Attendance.

Attendance requirements and associated penalties along with other appropriate requirements must be developed and detailed in the CEAC bylaws.

**Workforce Development Board (WDB) and Career & Educational Advisory Council
(CEAC)
Roles & Responsibilities**

PROGRAM / ACTIVITIES	RESPONSIBILITIES	
	WDBs	CEACs
Local Chief Elected Official is the grant recipient.	Administers grants. Decision making authority.	Advises WDB on career & education related items.
Federal Adult Education (WIOA Title II).	Assures alignment with Workforce Development Board's (WDB's) WIOA Local Plan.	Advises WDB on career & education related items.
Adult Education – School Aid Section 107 of PA 108 of 2017.	Assures alignment with WDB's WIOA Local Plan.	Assists State's Section 107 fiscal agent in creating process to select education providers and advises on alignment with the WDB's WIOA Local Plan.
Secondary Perkins Funding – Carl D. Perkins Vocational and Technical Education Act of 1998.	Collaborates with district's fiscal agent to encourage alignment with WDB's WIOA Local Plan.	<ul style="list-style-type: none"> • Reviews and comments on Perkins Long Range Plan. • Collaborates with secondary institutions to ensure skills taught align with industry demand.
Postsecondary Perkins Funding – Carl D. Perkins Vocational and Technical Education Act of 1998.	Collaborates with local community colleges and universities to encourage alignment with WDB's WIOA Local Plan.	<ul style="list-style-type: none"> • Reviews and comments on Perkins Long Range Plan. • Advises postsecondary institutions on new occupational program development. • Participates in the design, implementation, and evaluation of postsecondary Perkins Career Technical Education programs.
Michigan Works! One-Stop Service Center System – State of Michigan PA 491 of 2006.	Decision making authority.	Advises WDB on career & education related items.
Michigan Department of Education (MDE) Regional Strategic Plan – State of Michigan 1979 PA 94, Section 61(b), (MCL 388.1661b).	Based on advisement of the CEAC, reviews and signs-off on the Local Intermediate School District (ISD) Fiscal Agent's Regional Strategic Plan.	<p style="text-align: center;">Per 1979 PA 94, Section 61(b)</p> <ul style="list-style-type: none"> • Collaborates with the eligible fiscal agent of an intermediate district in developing a regional strategic plan. • Reviews regional Labor Market Information projections and documents intermediate district's career cluster rankings of ten-year job opening projections and median wage for each standard occupational code. • Assures that the Michigan Department of Education's (MDE's) regional strategic plan's highest, five career cluster rankings appear in any of the other ISD Fiscal Agent's regional strategic plans. • Recommends modification to the MDE regional strategic plan, if necessary, to accurately reflect employers' demand for talent. • Certifies career cluster rankings are accurate for the region and updates these plans every four years. • Approves the MDE regional strategic plan, following advisement and sign-off by the WDB. • Advises the WDB on career and educational related items.

**Career & Educational Advisory Council (CEAC)
Roster Instructions**

This form must be completed for certification and final approval of the CEAC by the Michigan Talent Investment Agency, in accordance with the following instructions. When duplicating the roster for additional member information, ensure the header is on all duplicate pages. Please provide the heading information, identifying the Workforce Development Board (WDB) and the lead staff person's information. Please note that there is a requirement for non-WDB employer members. Identify official voting members and *ex officio* members.

1. Column A: Name and title of each member. Designate Mr., Ms., Mrs., Dr. and voting or *ex officio*
2. Column B: Name and type of organization.
3. Column C: Address, telephone number, email address.
4. Column D: Designate the chair.
5. Sector/Category(s): Check which category the member is representing. For the Public School Parent category, please footnote the public school district their student(s) attend(s).

CAREER & EDUCATIONAL ADVISORY COUNCIL (CEAC) ROSTER

April 1, 2018 – June 30, 2019

WDB:													
CEAC Lead Contact:													
Name & Title:													
Telephone Number:													
Email Address:													
E. SECTOR / CATEGORY(IES)													
5. EDUCATION													
A. NAME & TITLE OF MEMBER (Indicate Voting or <i>Ex Officio</i>)	B. NAME AND TYPE OF ORGANIZATION (or School District for Public School Parent)	C. MAILING ADDRESS, PHONE, AND EMAIL	D. CHAIR	1. WDB Member	2. Non-WDB Employer	3. Labor	4. Other Member	Local District	Postsecondary Institution	CTE Administrator	Academic Educator	ISD	Parent
		Address: Phone: Email:											
		Address: Phone: Email:											
		Address: Phone: Email:											
		Address: Phone: Email:											
		Address: Phone: Email:											

(Add additional pages as needed)

**Career & Educational Advisory Council (CEAC)
Change in Membership Form Instructions**

The following are instructions for the Change in Membership Form for CEAC members.

Header

Identify the Michigan Works! Agency (MWA).

Section I: Membership Category

Check each category that applies. If this change affects the chair of the board, please check as appropriate.

Purpose of Change

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

Section II: Member Data

Provide all information as required in this section.

Section III: CEAC Sectors

Check all that apply.

Signature of nominating MWA Director and Date.

Please complete all forms and submit to the Michigan Talent Investment Agency by email at TIA-CEAC@michigan.gov.

**CAREER & EDUCATIONAL ADVISORY COUNCIL (CEAC)
CHANGE IN MEMBERSHIP FORM**

MWA:	CEAC Lead Email:
CEAC Lead Name:	CEAC Lead Phone #:
Section I. MEMBERSHIP CATEGORY: <i>Check all that apply.</i>	
<input type="checkbox"/> CEAC Member <i>(Check all applicable sectors in the box(es) below)</i> <input type="checkbox"/> CEAC Chairperson	
<i>Purpose of change:</i>	
<input type="checkbox"/> New Member – Replacing a former member <input type="checkbox"/> Name of member leaving/being replaced: _____	
<input type="checkbox"/> New Member – Added to fulfill expanded requirements/Does not replace a former member	
<input type="checkbox"/> Member Leaving – Will not be replaced. Name of Member: _____	
<input type="checkbox"/> Changes to Member Data Only	
Section II. MEMBER DATA:	
Sector:	
Name of Member: <i>(Title, First, Last):</i>	
Title:	
Company/Organization/Institution:	
Address:	
City:	
State:	
ZIP:	
Phone Number:	
Email Address:	
Term Time frame:	
Section III. CEAC Sector Representing: <input type="checkbox"/> WDB Member <input type="checkbox"/> Non-WDB Employer <input type="checkbox"/> Labor <input type="checkbox"/> Other CEAC Member <input type="checkbox"/> Local District <input type="checkbox"/> Postsecondary Institution <input type="checkbox"/> Career and Technological Education Administrator <input type="checkbox"/> Academic Educator <input type="checkbox"/> Intermediate School District <input type="checkbox"/> Public School Parent	

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

**CAREER & EDUCATIONAL ADVISORY COUNCIL (CEAC)
PRIORITY PERFORMANCE METRICS FORM**

Metrics

A metric is a meaningful measurement taken over a time period to communicate vital information about a process or activity, leading to fact-based decisions. Metrics are usually specialized by a subject area. They are sometimes referred to as key performance indicators. Performance metrics shall be constructed to encourage performance improvement, effectiveness, efficiency, and appropriate levels of internal controls. They should incorporate “best practices” related to the performance being measured.

The WDB required metrics for measuring performance in career and educational success are:

- Establishing Registered Apprenticeships;
- Promoting career pathway and exploration events such as talent tours, MiCareerQuest®, Manufacturing Week, Energy Week, and National Registered Apprenticeship Week.

The Workforce Development Board (WDB) may also include metrics in addition to those listed above. Some examples of other metrics include:

- Developing employer internships.
- Developing Work-Based Learning activities, including internships, mentorships, and service learning programs (experience-based learning through paid employment in practical, curriculum-related work assignments tailored to a student schedule).
- Establishing Registered Apprenticeships for youth.
- Establishing Pre-Apprenticeships.

The CEAC will report on the WDB performance metric levels pertaining to improving career and educational successes. Performance metrics shall be submitted to the Michigan Talent Investment Agency thru email at TIA-CEAC@michigan.gov by January 15, and July 15, of each year as a part of their biannual narrative report:

Michigan Works! Agency:
CEAC Lead Contact:
Name & Title:
Telephone Number:
E-mail Address:

Activity	Performance Metric	Legacy #	Current #