

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 12-25, Change 2

E-mailed 12/13/13 (pv)

Date: December 13, 2013

To: Michigan Works! Agency (MWA) Directors

From: Dianne Duthie, Director
Education and Career Success

Subject: Workforce Development Agency (WDA) Policy Regarding Local
Education Advisory Groups (EAGs).

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

Rescissions: WDA PI 12-25, Change 1

References: The Workforce Investment Act (WIA) of 1998
Public Act 491 of 2006 (Michigan Works! One-Stop Service
Center System Act)
PI 11-13, issued November 23, 2011
WDA PI 12-22, issued December 11, 2012
Public Act 267 of 1976 (Open Meetings Act)

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

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



Workforce Development Agency, State of Michigan

Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913
michigan.gov/bwt | 517.335.5858 | TTY 888.605.6722

The WDASOM is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

- Provides instructions for submission of membership forms required for recertification of the EAGs for the period January 1, 2014 to December 31, 2014
- Encourages representation from Veterans Services, Prisoner Reentry Initiative, and corrections education
- Amends the meeting frequency requirement from four times a year to three times each year
- Requires that meeting minutes be e-mailed to the WDA
- Allows dual sector representation

Action: MWA officials will follow the policies contained in this policy issuance.

EAG recertification materials shall be submitted electronically no later than 90 days from issuance of the policy, to Kate Wolinski at wolinskik@michigan.gov.

EAG meeting schedules for calendar year 2014 should be submitted via e-mail when they are approved by the board, but no later than 30 days from the issuance of this policy.

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

Questions regarding this policy should be addressed to Dianne Duthie at 517-373-3430 or duthied@michigan.gov.

**Expiration
Date:**

December 31, 2014

DD:KW:pv
Attachments

TABLE OF CONTENTS

Section		Page #
I.	EAG Composition Requirements	1
	A. State Law	1
	B. Additional Requirement	1
II.	Roles and Responsibilities; Coordination with WDBs	2
III.	Operating Requirements	2
	A. New Members, Resignations, & Filling Vacancies	2
	B. Meeting Frequency & Schedules	3
	C. Minutes	3
	D. Quorum	3
	E. Attendance	3
Attachment I	Roles and Responsibilities of the Local Boards	
Attachment II	EAG Roster and Instructions	
Attachment III	Change in Membership Form and Instructions	

I. EAG Composition Requirements:

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

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

B. Additional Requirements

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

II. Roles and Responsibilities; Coordination with WDBs

The WIA encourages local WDBs to work closely with local schools and colleges to improve the skills of the workforce. The EAG will advise the WDB regarding the educational portion of local plans and programs. In addition, the EAG will coordinate with other educational entities in guiding career development programs, such as high schools, community colleges, career and technical education, adult education programs, prisoner reentry programs, corrections education, veteran's programs, and college access networks.

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

Specific roles & responsibilities of the Local Boards for selected programs and activities within the Michigan Workforce Investment System are outlined in Attachment I.

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

In addition, the local EAG may be designated as the local WIA Youth Council, with the addition of voting or non-voting members that represent all of the required YC members under the WIA. If the EAG is also functioning as the Youth Council, then Youth Council statutory requirements must also be met.

III. Operating Requirements

A. New Members, Resignations, & Filling Vacancies

Adding New Members: When a new member is appointed to the EAG, the Membership Change Form (Attachment III) must be completed and kept on file.

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

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

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

B. Meeting Frequency & Schedules

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

C. Compliance with Open Meetings Act/ Posting of Minutes

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

D. Quorum

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

E. Attendance

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

Roles & Responsibilities of the Local Boards

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

EDUCATION ADVISORY GROUP ROSTER

INSTRUCTIONS

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

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

CHANGE IN MEMBERSHIP FORM

INSTRUCTIONS

The following are instructions for the Change in Membership Form for Education Advisory Group (EAG) members.

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

Section I: Membership Category

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

Purpose of Change

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

Section II: Member Data

Provide all information as required in this section.

Section III: EAG Sectors

Check all that apply.

Signature of MWA Director and Date.

Please complete all forms and keep on file.

CHANGE IN MEMBERSHIP FORM

Education Advisory Group (EAG)

Michigan Works! Agency (MWA) _____ MWA Letter _____

Contact Name _____ Phone # _____

Section I. MEMBERSHIP CATEGORY:

Check all that apply:

____ **EAG Member** (*Check all applicable sectors in the box(es) below*)
 ____ **Chairperson** ____ **Alternate** for _____

Purpose of change:

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

Section II. MEMBER DATA:

Sector: _____

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

Job Title: _____

Company/Organization/Institution: _____

Address: _____

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

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

Email Address: _____

Term Time frame: _____

Section III. EAG

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

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

Completed form must be kept on file.