

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

E-mailed 1/14/2015

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-01

Date: January 14, 2015

To: Michigan Works! Agency (MWA) Directors

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

Subject: Talent District Career Council (TDCC)

Programs Affected: All Programs Administered by the MWAs

Rescissions: None

References: The Workforce Innovation and Opportunity Act (WIOA) of 2014
The State of Michigan Public Act 196 of 2014, Section 107 State School Aid Act
The State of Michigan Public Act 491 of 2006 (Michigan Works! One-Stop Service Center System Act)
The State of Michigan Public Act 267 of 1976 (Open Meetings Act)
The Workforce Development Agency (WDA) PI 13-18, Local Workforce Development Board (WDB) Membership Recertification for Calendar Years (CYs) 2014 and 2015, issued January 9, 2014, or any policy that replaces or rescinds PI 13-18
The WDA PI 14-14, Michigan Works! System Plan (MWSP) Instructions for Calendar Year 2015, the period of January 1, 2015 through December 31, 2015; issued December 11, 2014, or any policy that replaces or rescinds PI 14-14

Background: The Regional Prosperity Initiative (RPI) empowers local governments within a region to better identify and impact the factors that drive economic prosperity. This initiative recognizes that local partners, who are well-informed and well-resourced, are in a better position to make those decisions and creates the opportunity for them to do so. This formal regional collaboration also provides opportunity for shared service delivery and technical assistance for local



Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913
517.335.5858 | TTY 888.605.6722

communities from their regions. In addition, by creating a strong regional strategy for economic prosperity, local partners will be better able to compete locally in an increasingly global economy. Furthermore, employers in local regions will benefit from a comprehensive “Talent Team” that assists with global competitiveness. The RPI is the system’s opportunity to assemble teams to meet regional demand. Individually, talent system partners have unique strengths, partnerships, and resources. By bringing key partners together, collectively regions will have the knowledge, skills, and abilities to meet the demands of today and tomorrow. This regional approach also aligns with the WIOA of 2014.

Per Public Act 491 of 2006, educational advisory groups are required by state law to serve in an advisory capacity to the local Workforce Development Boards (WDBs) on educational issues. The TDCCs, made up of local educational advisory group members consistent with Public Act 491 of 2006, will serve as the regional equivalent of educational advisory groups and collaborate within the ten (10) Prosperity Regions to address educational issues.

Policy:

This policy issuance provides local guidance with respect to the formation of a TDCC in each of the ten (10) Prosperity Regions. The guidance contained in this policy deviates from previously published guidance on this topic as follows:

- Removes the requirement that each local WDB have an educational advisory group. Rather the decision regarding maintaining an educational advisory group is a local decision.
- Each Prosperity Region is required to have a designated TDCC, serving as the regional equivalent to the local educational advisory group.
- TDCC will be required as of April 1, 2015, and will be certified on a bi-annual basis. The initial certification will be until December 31, 2017, to align with the bi-annual WDB certification.

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

Action:

The MWA officials will ensure the guidance contained in this policy issuance is disseminated to all appropriate staff.

In order for a TDCC to be certified, MWAs must execute and submit the following documents:

- TDCC Roster (Attachment II)
- TDCC Change in Membership Form (Attachment III), as appropriate

All required TDCC certification materials must be submitted electronically via e-mail within 60 days from the issuance of this policy to wda-tdcc@michigan.gov.

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 Ms. Dianne Duthie, Division Director, Education and Career Success, WDA at 517-373-3430 or e-mailed to duthied@michigan.gov.

Expiration**Date:**

December 31, 2017

DD:KK:tk

Attachments

TABLE OF CONTENTS

Section	Page Number
I. Regional TDCC Composition Requirements	2
A. General Requirements	2
B. Alignment with State of Michigan Public Act 491 of 2006	3
II. TDCC Roles and Responsibilities	3
A. Coordination with local WDBs	3
B. Staffing TDCCs	3
C. Collaboration with Public Act 196 of 2014, Section 107	3
III. Operating Requirements	4
A. Roster Submission, New Members, Resignations, & Filling Vacancies	4
B. Bylaws	5
C. Meeting Frequency & Schedules	5
D. Minutes	5
E. Quorum	5
F. Attendance	5
Attachment I	WDB and TDCC Roles and Responsibilities
Attachment II	TDCC Roster and Instructions
Attachment III	TDCC Change in Membership Form and Instructions

I. Regional Talent District Career Council Composition Requirements:

A. General Requirements:

- Each Prosperity Region is required to have a regional education advisory group hereafter known as the “Talent District Career Council” (TDCC). The TDCC members shall be appointed jointly by all WDBs that exist within the Prosperity Region. If a local area continues to maintain a local education advisory group, in addition to the regional TDCC, their portion of TDCC members will be appointed from existing educational advisory group members. If an education advisory group does not exist in the local service delivery area, the TDCC representatives shall be appointed by the regional WDBs and the regional WDBs shall jointly appoint the chairperson of the TDCC, consistent with the State of Michigan Public Act 491 of 2006, Section 23(1).
- The TDCC shall serve in an advisory capacity to all WDBs within the region on educational issues.
- At the discretion of the WDBs, TDCCs 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. Additionally, representation from veterans, prisoner reentry and correction education may also be included.
- TDCC members, except for the public school parent sector, shall be employed in the sector he or she represents.
- Consistent with the State of Michigan Public Act 491 of 2006, conflict of interest provisions do not apply to TDCC members. However, TDCCs must be mindful of perceived conflict of interests, particularly in regards to Section II(C), Collaboration with the State of Michigan Public Act 196 of 2014, Section 107. The TDCCs must ensure they have a process in place to address perceived conflict of interests, if they arise.
- The “employer” sector representative(s) must be from the private sector and must include at least one non-WDB member.
- At a minimum, there must be at least one representative for each sector detailed in the State of Michigan Public Act 491 of 2006, Section 23(2), which states:

“An education advisory group appointed under this section shall include local workforce development board 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. An education advisory group member shall be employed in the sector he or she represents.”

Dual sector representation is allowed.

- Representatives from each sector must be professional, 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.

B. Alignment with the State of Michigan Public Act 491 of 2006

In order to comply with the State of Michigan Public Act 491 of 2006, TDCCs will serve as the regional equivalent to local educational advisory groups. If a local area chooses, they may concurrently convene an educational advisory group, consistent with the State of Michigan Public Act 491 of 2006, in addition to the regional TDCC. However, a local educational advisory group is not mandated.

II. TDCC Roles and Responsibilities

A. Coordination with local WDBs

Federal legislation encourages local WDBs to set forth strategic workforce development plans and to work closely with schools and colleges to improve the skills of the workforce. The regional TDCC shall advise the local WDBs regarding the educational portion of plans and programs as specified under *Attachment 1*. In addition, as an advisory group to the local WDBs, the regional TDCC will 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, veteran's programs, and college access networks in support of the WDBs' mission and strategic workforce development plans. Furthermore, consistent with the WIOA of 2014, TDCCs shall also assist the local WDBs with the development and implementation of career pathways.

In addition, by majority vote, the regional TDCC may choose to nominate one of the two educational representatives required to sit on each local WDB within the region. Chief Elected Officials should give considerable priority to this nomination when selecting local WDB educational representative members.

B. Staffing TDCCs

All WDBs within the Prosperity Region will jointly arrange and coordinate TDCC staff support, including the designation of a "lead" point of contact. The "lead" point of contact shall serve as the point person to the WDA for the regional TDCC and ensure all required operational documents are submitted to the WDA through established procedures.

In addition to appointing members to the TDCC, the local WDBs have the added responsibility of arranging for and coordinating TDCC staff support.

C. Collaboration with the State of Michigan Public Act 196 of 2014, Section 107

Regional TDCCs will collaborate with the Intermediate School Districts (ISDs) serving as a State Section 107 fiscal agent located in each of the Prosperity Regions as follows:

1. Develop a regional strategy that includes the alignment of adult education programs and services into an efficient and effective delivery system for adult education learners throughout the region.
2. Create a local 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 regional workforce development strategic plans.

Per State of Michigan Public Act 196 of 2014, Section 107, the ISD serving as the State Section 107 fiscal agent located in the Prosperity Region is responsible for notifying the WDA of all local processes, criteria and provider determinations within the region, in a form and manner determined by the WDA. The aforementioned information must be approved by the WDA before any Section 107 funds are distributed to the ISD fiscal agent.

D. Youth Councils

With the enactment of the WIOA of 2014, Youth Councils as prescribed under the Workforce Investment Act (WIA), are no longer required.

III. Operating Requirements

A. Roster Submission, New Members, Resignations, & Filling Vacancies

Initial Talent District Career Council Roster Submission:

The regional TDCC “lead”, must submit within 60 days from the issuance of this policy a completed TDCC Roster (Attachment II).

Adding New Members: When a new member is appointed to the TDCC, the Membership Change Form (Attachment III) must be completed and submitted to the WDA within 30 days.

Resignations: When a local MWA receives a resignation from one of their representatives on the TDCC, a Membership Change Form (Attachment III) must be completed and submitted to the WDA within 30 days.

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

Long-Term Vacancies: TDCCs with long-term (older than 90 days) vacancies will not be certified by the WDA until they are filled. If a position has been eliminated, the WDA must be notified at wda-tdcc@michigan.gov within ten (10) business days.

B. Bylaws

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

C. Meeting Frequency & Schedules

The Regional TDCC shall, at minimum, meet three times each year. The schedule of meetings shall be posted on the websites for all MWAs within the Talent District by January 15th of each calendar year.

D. Compliance with Open Meetings Act/ Posting of Minutes

All meetings, including associated subcommittee meetings must be in compliance with the Michigan Open Meetings Act (MCLA 15.261 ET, Seq., P.A. 267 of 1976), if applicable, including Section 15.269 regarding the posting of minutes.

E. Quorum

No official TDCC 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.

F. Attendance

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

WDB and TDCC Roles & Responsibilities

PROGRAMS/ACTIVITIES	RESPONSIBILITIES	
	WDBs	TDCC
Local Elected Official is the grant recipient and WDB administers.	Decision making authority.	Advise local WDBs.
Federal Adult Education	Encourage alignment with local and regional strategic plan.	Advise local WDBs.
Adult Education – School Aid Section 107 of Public Act 196 of 2014	Encourage alignment with local and regional strategic plan.	Assist State Section 107 fiscal agent in creating process and selection of providers and encourage alignment with local and regional strategic plan.
Secondary Perkins	Encourage alignment with local and regional strategic plan.	Review and Comment on Plans.
Postsecondary Perkins	Encourage alignment with local and regional strategic plan.	Review and Comment on Plans.
Michigan Works! One-Stop Service Center System	Decision making authority.	Advise local WDBs on education related items.
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.	<p>Overall management of the process.</p> <p>Submit “Strategic Plan” to the WDA.</p> <p>Programs for which Board/LEO is responsible – decision making authority.</p>	<p>Advise the local WDBs on education related items.</p> <p>Initiatives/programs for which TDCC members are responsible – decision making authority.</p>

Talent District Career Council (TDCC) Roster Instructions

This form must be completed for certification and final approval of the TDCC, 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 Prosperity Region and the “lead” staff person’s information. Please note that there is a requirement for a non-WDB member. Present only official voting members.

- 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, E-mail address.
- d. Column D: Designate the chair.
- 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(s) attend.

Talent District Career Council (TDCC) Change in Membership Form Instructions

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

Header: Identify the Prosperity Region and MWA(s).

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: TDCC Sectors

Check all that apply.

Signature of nominating MWA Director and Date.

Please complete all forms and submit to the WDA at wda-tdcc@michigan.gov.

TALENT DISTRICT CAREER COUNCIL CHANGE IN MEMBERSHIP FORM

Prosperity Region:	MWA:
TDCC Point of Contact:	TDCC Point of Contact Phone Number:

Section I. MEMBERSHIP CATEGORY:

Check all that apply:

- TDCC Member** (Check all applicable sectors in the box(es) below)
 TDCC Chairperson

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):

Title:

Company/Organization/Institution:

Address:

City:

State:

Zip:

Phone Number:

Email Address:

Term Time frame:

Section III. TDCC Sectors Representing:

- WDB Member**
- Non-WDB Employer**
- Labor**
- Other TDCC Member**
- Local District**
- Post-Secondary Institution**
- CTE Administrator**
- Academic Educator**
- ISD**
- Public School Parent**

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

Completed form must be submitted to the WDA at wda-tdcc@michigan.gov.