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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

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DIRECTOR

OFFICIAL
Policy Issuance (PI): 21-26

Date: October 4, 2021
To: Michigan Works! Agency (MWA) Directors
From: Krista Johnson, Division Administrator **SIGNED**
Talent Development Division
Workforce Development

Subject: Career and Educational Advisory Councils (CEACs)

Programs Affected: All Programs Administered by the MWAs

Rescissions: None

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

State of Michigan Public Act (PA) 48 of 2021, Section 107 State School Aid Act

State of Michigan PA 48 of 2021, Section 61b(3)(b), 61b(4)(a) and
Section 99s(6)(a and f)

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

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

PI 21-13, Local Workforce Development Board (WDB) WIOA Membership
Recertification, issued April 30, 2021

Background: Michigan Public Act 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. Michigan Public Act 48 of 2021 states the CEAC is an advisory council to the local WDB, located in a workforce development board service delivery area, consisting of educational, employer, labor, and parent representatives.

In addition, 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.

The CEACs will advise the 16 WDBs on career and educational issues.

Policy: This policy brings education and business together by establishing a formal entity and mechanism to build and maintain a collaborative partnership with local school districts, employers, post-secondary 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 for the CEAC in each of the 16 WDBs' Service Delivery Areas (SDAs). Key guidance contained in this policy includes:

- The requirement of each WDB to have a CEAC acting as the EAG for the local SDA.
- Certification of all CEACs is required for the time period of October 1, 2021 to September 30, 2023.
- The CEAC priorities.
- The CEAC will collaborate with the Career Education Planning District (CEPD) Intermediate School District (ISD) Fiscal Agent in creating one Regional Strategic Plan as detailed in PA 48 of 2021, Section 61b. The CEPD will present this plan to the CEAC for approval and will jointly present this plan to the WDB for their approval.
- Requires the WDB to maintain the approved local CEPD ISD Fiscal Agent's Regional Strategic Plan, which the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) may, upon 24-hour notice, review at the local administrative office.
- The CEAC will collaborate with the MiSTEM Network as outlined in PA 48 of 2021, Section 99s(6)(a and f) in creating strategic plans that address employers' need for Science, Technology, Engineering, and Math (STEM) skills, including pathways for STEM careers, etc.
- The CEAC will collaborate with eligible recipients of Carl D. Perkins funds to conduct Comprehensive Local Needs Assessments (CLNAs), as required by the Strengthening Career and Technical Education for the 21st Century Act – Perkins V. The CLNA includes a description of how career and technical education programs offered are sufficient in size, scope, and quality to meet the needs of all students served in alignment with industry's demand for talent.

The following will be submitted to WD annually by July 15 of each year to LEO-CEAC@michigan.gov:

- Approved CEAC minutes.
- Report detailing collaborative efforts with Perkins V and MiSTEM, and work on the ISD Fiscal Agent's Regional Strategic Plan (as detailed in PA 48 of 2021, 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 WDB must execute and submit the following documents:

- CEAC Roster (Attachment II).
- CEAC meeting schedule.

All required CEAC certification materials must be submitted electronically within 30 days of the issuance of this policy to LEO-CEAC@michigan.gov.

Inquiries: Questions regarding this policy should be directed to LEO-CEAC@michigan.gov.

This policy is available for downloading from [LEO-WD's website](#).

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Expiration

Date: September 30, 2023

KJ:ED:ph
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 Public Act (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.
- Can positively impact the Governor's post-secondary credential attainment goal of 60 percent by 2030.
- 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.
- Demonstrate 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.
- Except for employers, a minimum of one representative from each sector below must be appointed to the CEAC:
 - Local WDB member.
 - At least two 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 and Technical Education (CTE) or Adult Education programs.²
 - Intermediate School District (ISD) offering CTE or Adult Education programs.²
 - Post-secondary institution.
 - CTE administrators (non-instructional).

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

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

- Public school parent.
- 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 two 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 the 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.
 - Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) Talent Development Liaison for the Prosperity Region.
 - Perkins V Secondary and Post-secondary staff.
 - Regional MiSTEM representative.

The six representatives listed above must be officially invited to each CEAC meeting; and, if applicable, sub-committee meeting. Additionally, all required invitees must be notified of changes to meeting schedule.

- 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.
 - Perkins V secondary and post-secondary award recipients.
 - Local Proprietary Schools.
 - Michigan Department of Health and Human Services foster youth.
 - 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.
 - Business/Industry Association.
 - Industry Cluster Group Convener (Automation Alley, Talent 2025, Workforce Intelligence Network, etc.).
 - Job Corps.
 - LEO-WD State Apprenticeship Expansion.

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 conflicts of interest. The CEACs should adhere to the WDB policy and address perceived conflicts of interest if they arise.
- The “employer” sector representatives must be from the private sector and must include at least one non-WDB member.
- 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 Local 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, universities, community colleges, CTE, 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. The CEAC shall also advise the WDB on ways to positively impact the state’s educational attainment goal of 60 percent of Michigan’s citizens attaining a post-secondary credential by 2030, in alignment with Governor Whitmer’s Sixty by 30 initiative. 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. CEAC Priorities.

- Engage apprenticeship success coordinators to establish and grow pre-apprenticeship and registered apprenticeship opportunities for adults and youth.
- Engage local education and economic partners to encourage establishment of career pathway and exploration events (e.g. Talent Tours, MiCareerQuest®, Manufacturing Week, Energy Week, and National Registered Apprenticeship Week).

- By partnering to support initiatives such as Futures for Frontliners and Reconnect, promote and positively impact the Governor’s post-secondary credential attainment goal of 60 percent by 2030.

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

- 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).

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 WD for the CEAC and ensure all required operational documents are submitted to WD 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 to the WDB. Examples of suggested subcommittees include:

- Talent Pool Development and Management.
- Addressing Talent Skill Gaps.
- Post-secondary 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: The CEAC lead must submit a completed CEAC Roster (Attachment II) to WD by email at LEO-CEAC@michigan.gov within 30 days of the issuance of this policy.

- i. Adding New Members and Resignations: When a new member is appointed to the CEAC or a member resigns, an updated Membership Roster (Attachment II) must be completed and submitted to WD by email at LEO-CEAC@michigan.gov within 30 days. The change to the roster must be highlighted.
- ii. Filling Vacancies: The CEAC vacancies must be filled within 90 calendar days. Vacancies do not count for the purpose of determining a quorum.
- iii. Long-term Vacancies: The CEACs with long-term (older than 90 days) vacancies will not be certified by WD until they are filled. If a position has been eliminated, WD must be notified by email at LEO-CEAC@michigan.gov within ten business days.

- B. Michigan Department of Education (MDE) Regional Strategic Plan: Consistent with PA 48 of 2021, Section 61(b), the CEAC lead must maintain the approved MDE Regional Strategic Plan which WD may, upon 24-hour notice, review at the local administrative office.
- C. MiSTEM Regional Strategic Plan: The CEAC shall have a copy of the MiSTEM Regional Strategic Plan available for reference.
- D. Section 107 Requirements: Collaboration with the State School Aid Act of 1979, 1979 PA 94, Michigan Compiled Law (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:

- i. 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.
 - ii. 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.
 - iii. Ensure that adult education services are aligned to the WDB's WIOA Local Plan.
- E. Bylaws: Each CEAC must develop and adopt bylaws that govern its members and regulate its actions.
 - i. Membership Term Limits: The CEAC member term limits must be addressed in the official bylaws.
- F. Meeting Frequency and Schedules: **The CEAC shall meet three times each calendar year, at a minimum.** The schedule of meetings shall be posted on the official WDB website **by January 25th** of each calendar year.
 - i. The CEAC lead must submit to the meeting schedule to WD at LEO-CEAC@michigan.gov.
 - ii. Changes to the meeting schedule (including cancellations and reschedules) must be submitted to WD at LEO-CEAC@michigan.gov. Additionally, all required invitees must be notified of changes to the meeting schedule.
- G. 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 WD at LEO-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 WD as detailed above. The annual report due July 15 of each year should include all approved minutes taken during that period and be posted online once approval is obtained.

H. 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.

To aid in meeting quorum requirements, the CEAC may establish within their bylaws the use of a teleconference line to conduct CEAC meetings. If established, include the following:

- When disseminating the meeting date, information on how to participate in the teleconference will be made available.
- A physical meeting place must be available to CEAC members in addition to the teleconference line, and at least three CEAC members must be physically present at this meeting site.
- At the physical meeting site, a speakerphone must be used to allow all members to hear each other to comply with open meeting rules. Those members participating via the teleconference line must identify themselves before addressing the council. The CEAC lead will take role of the meeting participants and note who was physically present and who was participating via the teleconference line.

I. Attendance.

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

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

INDIVIDUAL/PROGRAM	WDB's RESPONSIBILITIES	CEAC's RESPONSIBILITIES
Local Chief Elected Official is the grant recipient	Administers grants. Decision making authority.	Advise WDB on career and education related items.
Federal Adult Education (Workforce Innovation and Opportunity Act [WIOA] Title II)	Assures alignment with WDB's WIOA Local Plan.	Advise WDB on career and education related items.
Adult Education – School Aid Section 107 of Public Act (PA) 48 of 2021	Assures alignment with WDB's WIOA Local Plan.	Assist Section 107 fiscal agent in creating a process to select education providers and encourage alignment with the WDB's WIOA Local Plan.
Secondary Perkins Funding – Strengthening Career and Technical Education for the 21 st Century Act – Perkins V (effective July 1, 2019)	Collaborate with district's fiscal agent to encourage alignment with WDB's WIOA Local Plan.	<ul style="list-style-type: none"> • Review and comment on the Comprehensive Local Needs Assessment. • Collaborate with secondary institutions to ensure skills taught are appropriate with industry demand.
Post-secondary Perkins Funding - Strengthening Career and Technical Education for the 21 st Century Act – Perkins V (effective July 1, 2019)	Collaborate with local post-secondary recipients of Perkins V funds to encourage alignment with WDB's WIOA Local Plan.	<ul style="list-style-type: none"> • Review Perkins V Long Range Plan and provide public comment. • Inform Michigan's Perkins V strategic vision and goals for preparing an educated and skilled workforce. • Encourage stakeholders to participate on industry specific advisory committees at post-secondary institutions. • Inform post-secondary institutions about current and emerging in-demand careers. • Advise post-secondary institutions on work-based learning opportunities, including internships, mentorships, apprenticeships, and service-learning programs. • Share research related to occupational trends, skill attainment, and program completion. • Advise post-secondary institutions on opportunities to develop new occupational programs. • Coordinate professional development opportunities for faculty and administrators in industry specific sectors. • Participate in the design, implementation and evaluation of post-secondary Perkins Career and Technical Education programs.

Michigan Works! One-Stop Service Center System- State of Michigan Public Act 491 of 2006	Decision making authority.	Advise WDB on career and education related items.
Michigan Department of Education (MDE) Regional Strategic Plan – State of Michigan PA 48 of 2021, Section 61b(3)(b) and 61b(4)(a)	Based on advisement of the CEAC, reviews and signs-off on the Local Intermediate School District Fiscal Agent’s Regional Strategic Plan.	<p>Per PA 48 of 2021, Section 61b(3)(b) (4)(a)</p> <ul style="list-style-type: none"> • Collaborate with eligible fiscal agent of an intermediate district in developing a regional strategic plan. • Approve the MDE regional strategic plan. • Review regional Labor Market Information projections and document intermediate district’s career cluster rankings of 10-year job opening projections and median wage for each standard occupational code. <ul style="list-style-type: none"> ○ The rankings shall be reviewed and modified, if necessary, to accurately reflect employer demand for talent. ○ Review shall be documented and occur every four (4) years with updates as determined.
Michigan Department of Labor and Economic Opportunity MiSTEM Network – State of Michigan PA 48 of 2021, Section 99s(6)(a and f)	Based on advisement of the CEAC, reviews and signs-off on the MiSTEM Network Regional Strategic Plan.	<ul style="list-style-type: none"> • Collaborate with MiSTEM Network located in the CEAC prosperity region to develop a regional strategic plan for Science, Technology, Engineering, and Math (STEM) education that creates a robust regional STEM culture to: <ul style="list-style-type: none"> ○ Identify regional employer need for STEM. ○ Identify processes to create guided pathways for STEM careers, such as internships, externships, apprenticeships, etc. for students. ○ Identify educator professional development opportunities, such as internships, externships, and apprenticeships that integrate content standards into STEM experiences. • Coordinate with the MiSTEM Network to ensure best practices are being shared, including but not limited to funding, program, professional learning opportunities, and regional strategic plans.

Career & Educational Advisory Council (CEAC) Roster Instructions

This form must be completed for certification and final approval of the CEAC by the Michigan Department of Labor and Economic Opportunity, Workforce Development, 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. Column E: Check which category the member is representing. Note: For the Public School Parent category, please footnote the public school district his/her student(s) attend(s).

CAREER & EDUCATIONAL ADVISORY COUNCIL (CEAC) ROSTER
October 1, 2021 – September 30, 2023

WDB:
CEAC Lead Contact:
Name & Title:
Telephone Number:
Email Address:
Meeting Schedule Website URL:

E. CATEGORY													
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	WDB Member	Non-WDB Employer	Labor	Other Member	Local District	Post-secondary Institution	CTE Administrator	Academic Educator	ISD	Parent
		Address: Phone: Email:											
		Address: Phone: Email:											
		Address: Phone: Email:											
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(Add additional pages as needed.)