

INCUMBENT WORKER PROGRAM PLAN
July 1, 2008 through June 30, 2009
BWT PI 08-03

BUDGET INFORMATION SUMMARY

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA) Southeast Michigan Community Alliance		2. MWA No. 31		
3. Plan/Mod No. 08-00 PI 08-03		4. Plan Period July 1, 2008 – June 30, 2009		
5. Funding Source: WIA Rapid Response Reserve – Incumbent Worker				
Adult	Youth	DW	Statewide Activities	Rapid Response Reserve Funds PY 2008 WIA Rapid Response Reserve Funds - Incumbent

SECTION II – TOTAL FUNDS AVAILABLE

Allocation	Amounts
1. Appropriation Year (AY) Funding	
a. Current AY Funding	\$ 908,779
b. Transfer in from: Adult [] Dislocated Worker []	\$
c. Transfer out to: Adult [] Dislocated Worker []	\$
d. Total Current AY funding	\$ 908,779
2. Carry-In Funding	
a. Carry-in AY _____ Estimated [] Final []	\$
b. State Level Carry-In Funding	\$
c. Total Carry-In Funding	\$
3. Total Funds Available	\$ 908,779

SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Administration	\$ 90,878
2. Program	\$ 817,901
If Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

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SEMCA INCUMBENT WORKER TRAINING PROGRAM NARRATIVE

Coordination with Economic Development Agencies and EDJT Recipients

SEMCA has an excellent working relationship with the Michigan Economic Development Corporation. The SEMCA office is notified of all EDJT grants that come through this region. SEMCA continues to coordinate referrals and business leads with Michigan Economic Development Corporation for incumbent worker training to determine which opportunities meet the new standards for retraining by participating in the “21ST Century Initiative”. SEMCA will continue to use the knowledge base from MEDC as one source to determine what is needed for retraining in this region. Additionally, we will monitor the EDJT applications and see how we can leverage resources in order to meet the need of priority industries in our region.

In addition, SEMCA has also worked to align incumbent worker training with Monroe County IDC and Wayne County Business and Economic Development Division. Efforts are being made to re-train existing members of the workforce of companies that are trying to remain competitive. These companies do not have the capacity or resources to help their employees advance in an ever-changing marketplace.

SEMCA Process for targeting specific employers/industries

SEMCA has purchased a new technological resource mechanism called Employon Labor Market Information Tool. This is a continuously updated jobs portal that categorizes numerous job opportunities from many web sites. Hiring industries can readily be identified and selected according to region. Therefore, this tool not only identifies industry sectors that are hiring but growing trends as well. This data allows SEMCA to align the trends in this region to Michigan State’s priorities of Life Sciences, Homeland Security, and Advanced Manufacturing as they occur in this region. SEMCA anticipates that this data and the follow-up with businesses will lead to incumbent worker opportunities with small and medium size businesses.

Furthermore, SEMCA frequently uses labor market information from the State of Michigan’s web site. Various reports and data about employment industries, demand, levels, trends, wage rates, earnings, projections, training resources and careers are readily identified. SEMCA analyzes this LMI information to determine emerging occupations in our area in order to better meet the needs of employers.

Consistently, SEMCA partners with the MEDC and educational institutions to see if the Incumbent Worker Training program is a good fit for identified businesses. SEMCA specifically works very closely with community colleges such as Schoolcraft Community College, Henry Ford Community College, Wayne County Community College District and Monroe County Community College. SEMCA also works with these schools in order to determine how to leverage resources with EDJT grant companies and regional skill alliance initiatives.

Additionally, SEMCA belongs to and attends regional and local chambers of commerce meetings and has an active presence. SEMCA has a business services group that meets monthly to explore trends and identify where there is a need for more intensive services to assist businesses in our region, and has ‘Celebration of Success’ events that focus on bringing together employers and individuals placed or serviced through our system.

Finally, SEMCA participates in a coalition that is made up of Wayne County Community College District, Henry Ford Community College, Monroe County Community College, Michigan Economic Development Corporation, City of Detroit Workforce Development Department, Wayne County One-Stop Business Resource Center, Michigan Small Business & Technology Development Center, Michigan Human Resources Development, Inc. and Michigan Manufacturing Technology Center. Collectively these organizations work together to meet their long-term objectives of developing a relationship and further understanding of each party's services, business goals and objectives, in order to better serve Michigan employers. The partners co-host symposiums that are designed to bring together Michigan employers in order to better educate them on the many specific services and solutions available through the coalition. The diverse line of services empowers Michigan employers with the information and resources they need to build and grow.

SEMCA also partners with the following intermediary organizations to promote broad-based training programs and continued employment that will strengthen the regional sector: United Way, Michigan Works! Agencies, career services in local universities and various training institutions.

Businesses targeted for the Incumbent Worker Training Program must be willing to enter into a mutually beneficial partnership with SEMCA; be a for profit business operating in Michigan more than two years; have at least ten employees; have recently made capital investments; contribute to the states unemployment insurance system; be current on all state tax obligations; require industry or company specific training; be willing to equip employees with skills to move into occupations that offer career advancement, measurable wage increases and benefits; be a business in a targeted growth industry where there is a documented unmet labor demand; be a business that is willing to link certification to training whenever possible and pursue industry recognized transferable credentials; be a business that is willing to assist in the skill development and retention of existing employees while offering upgrade and back-fill positions created at the entry level utilizing the SEMCA Michigan Works! Service Centers; be willing to contribute a dollar-for-dollar match; be willing to provide basic skills training as well as technical occupational training; be willing to expand apprenticeship opportunities; be ADA compliant; be willing to let workers be trained on the clock; be willing to provide training for employees working at a facility in the SEMCA region; be willing to develop a comprehensive and detailed training plan that justifies the need for training by highlighting learning objectives while including the potential impact on the business, community and economy; be able to define and submit performance outcomes that include increased skill and wage levels of trained workers; be willing to submit a final report assessing actual project results against program outcomes established from the onset; and be willing to submit necessary trainee fiscal information to fulfill reporting requirements.

SEMCA policy on Coordination of Incumbent Worker Program to Regional Skill Alliances

SEMCA is an active participant of the Regional Skill Alliances for Long-term health care, Advanced Manufacturing, Information Technology, and Hospitality. As each MiRSA takes shape SEMCA continues to attend meetings, participate in the process and assist local businesses as they address the issue of testing, training, maintaining or retraining entry-level workers.

The Incumbent Worker Training Program coordination with the local Michigan Works strategic plan

The Incumbent Worker Training Program continues to support the local MWA's strategic plans by helping to reveal and sustain new and existing business opportunities in the community and by encouraging the growth of business and economic development. The Incumbent Worker Training Program strives to promote the knowledge and acceptance of emerging occupations and the economic stability this will bring to the region.

The incumbent worker training program is also striving hard to facilitate high quality training that maintains quality job and career prospects. An aspect of the Michigan Works! Strategic plan is to close the gap between available skills and job opportunities. SEMCA'S incumbent worker training program is working in conjunction with this goal by encouraging the establishment of training programs that will continue to be sustainable within the businesses after the funding period is over.

SEMCA partnership with Community Colleges

SEMCA works in collaboration with Henry Ford Community College including M-Tec, Schoolcraft Community College, Wayne County Community College District, and Monroe County Community College. They are already an integral part of the Workforce Investment Act system and always fulfills the terms and conditions of the incumbent worker training agreement. They are always a first choice for training so that customers are getting quality training and credentialing. The service delivery process and educational cost per participant is very reasonable. The community colleges have been a major source for training for incumbent workers since the inception of the program because they are for WIA Adult and Dislocated Workers. The community college is a valued partner.

SEMCA Policy on Filling Vacancies after Incumbent Worker training

Whenever applicable SEMCA will work with businesses to ensure that any jobs created from providing incumbent worker training will be listed on Michigan's Talent Bank and the new positions filled by available job seeking customers receiving service from Michigan's One Stop Career Centers. Business principals will be required to sign the application and agreement which outlines these expectations and a demonstration will be provided regarding the power of this excellent job-matching tool whenever possible. It has been our experience though, that depending on the industry, that much of our assistance at this stage of economic growth may be lay-off aversion.

Quarterly Narrative Progress Report

The Incumbent Worker Training Coordinator, Margie Le Noir, will provide a quarterly narrative progress report and will provide the following information:

- Description of the coordination between the local RSA and the incumbent worker program.
- Identification of employers who have received incumbent worker funding and the reason for training.
- Industry Sector that each employer represents.
- Description of the types of training provided per employer

- Identification of the funding source used to support the training
- Length of training in hours
- Number of participants receiving Incumbent Worker Training
- Numbers of participants in the incumbent worker program whose job classification changed or whose skills were upgraded as a result of training (quarterly and year-to-date).
- Identification that the participating employer has agreed to post future job openings on the Michigan Talent Bank
- Number of vacancies created as a result of incumbent worker training (quarterly and year-to-date).
- Number of vacancies filled by One Stop program partners and which program the customer originated from (quarterly and year-to-date).

Fiscal Reporting for WIA Statewide Activities Funding

SEMCA will adhere to guidance in DLEG/OWD PI No. 02-19 for quarterly reporting and closeout procedures.