

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
MONTEREY COUNTY BOARD OF SUPERVISORS,
THE ECONOMIC DEVELOPMENT DEPARTMENT,
AND THE **MONTEREY COUNTY WORKFORCE INVESTMENT BOARD**

I. Purpose

The purpose of this MOU is to define the relationship of the Monterey County Board of Supervisors (chief local elected official), the Monterey County Workforce Investment Board (MCWIB), and the Monterey County Economic Development Department (EDD) as the designated WIA-funded grant recipient in the one-stop operator consortium. The MOU will identify the roles and responsibilities of the EDD and the MCWIB for the purpose of collaborative operation and management of the local One-Stop Career Center system.

It is understood that in entering into this agreement, the parties agree to continue to manage and integrate funding and resources for workforce development services under the Workforce Investment Act (WIA) of 1998 and the guiding principles of California's One-Stop Career Center delivery system.

II. Authority and Scope

Consistent with the State plan and WIA Section 121, the MCWIB for a local area, with the agreement of the chief elected official for the local area, shall:

- (a) Develop and enter into memorandums of understanding with one-stop partners;
- (b) Designate or certify one-stop operators; and
- (c) Conduct oversight with respect to the one-stop delivery system in the local area.

Each memorandum of understanding shall contain provisions specified in WIA Section 121 describing:

- (a) The services to be provided through the one-stop delivery system;
- (b) How the costs of such services and the operating costs of the system will be funded;
- (c) Methods for referral of individuals between the one-stop operator and the one-stop partners, for the appropriate services and activities; and
- (d) The duration of the memorandum and the procedures for amending the memorandum during the term of the memorandum

Determination of the local grant recipient is done according to the provisions of WIA Section 116:

- (a) The chief local elected official is the local grant recipient and is liable for the use of funds.
- (b) The chief local elected official may designate an entity to serve as local grant sub recipient or fiscal agent but the chief local elected official retains liability.
- (c) The local grant recipient or designated entity is to disburse funds at the discretion of the MCWIB.

The chief local elected official has established that a department/division/branch of county government will be the WIA-funded partner in the local one-stop operator consortium. Additionally, the chief local elected official has designated the Economic Development Department Workforce Investment Board as the local grant sub recipient and fiscal agent, respectively.

III. Services to be Provided Through the One-Stop Delivery System

In Monterey County, the one-stop delivery system consists of a full service center in Salinas and satellite centers located in Seaside and King City. The one-stop career centers focus on Tier 1 and Tier 2 services. Reference: WIB Policy 2008-1

Additionally the system includes a network of affiliated sites, which may be funded through subcontracts for specialized programs to address specific targeted populations or regions. This network is electronically or technologically linked through the Virtual One-Stop (VOS) system. All of these sites participate in mutual referral of individuals seeking workforce development services.

IV. Roles and Responsibilities of the Economic Development Department and Monterey County Workforce Investment Board (MCWIB)

In consultation and close cooperation with each other, the EDD and MCWIB shall

- (a) Develop and submit 5-year local plan;
- (b) Establish the One-Stop system in the local area including supplementing the one-stop centers with electronic access points and networks at affiliated sites;
- (c) Certify the local one-stop operator with agreement from the chief local elected official; the chief local elected official has established that a department/division/branch of county government will be the WIA-funded partner in the local one-stop operator consortium;
- (d) Develop and approve plans and funding levels for additional resources available for workforce development in collaboration with the one-stop operator and other partners;
- (e) Approve an annual budget necessary for the One Stop Career Center portion of the operation of the one-stop centers in concurrence with the chief local elected official;
- (f) Approve funding levels for affiliated sites and develop requests for proposals and contracts for adult, youth for the one-stop delivery system in concurrence with the chief local elected official;
- (g) EDD to act as the sub recipient and fiscal agent for Workforce Investment Act funds and other workforce funds as authorized by the chief local elected official;
- (h) EDD to disburse funds at the discretion of the MCWIB in concurrence with the chief local elected official; and
- (i) Provide MIS and fiscal reports to the full MCWIB as related to both OET WIA-funded activities and services and the one-stop delivery system
- (j) Identify eligible providers of training services, youth activities and intensive services;
- (k) Negotiate local performance measures with chief local elected official & Governor
- (l) Establish reporting formats and timeframes for program and fiscal performance;
- (m) Conduct programmatic and fiscal monitoring and evaluation of WIA-funded programs and services to promote continuous improvement;
- (n) Ensure effective connecting, brokering and coaching activities to assist employers;
- (o) Coordinate activities with economic development entities and employers;
- (p) Oversee the One-Stop system in collaboration with the chief local elected official; and
- (q) Designate the director of the MCWIB as the liaison to the one-stop operator,
- (r) Economic Development Department to act as the sub recipient for the Workforce Investment Act funds.

V. Roles and Responsibilities of the Department of Office for Employment Training – the Comprehensive One Stop delivery system:

- (a) Operate the one-stop career centers as a member of the One-Stop Operator Consortium consisting of California Employment Development Department and the Monterey County Department of Social and Employment Services - CalWORKs Employment Services branch;
- (b) On an annual basis, submit a plan and budget necessary to operate the one-stop career centers in concurrence with the chief local elected official for agreement of the MCWIB;
- (c) Participate fully in referral of individuals within the one-stop system;
- (d) Meet annual performance outcomes as designated by the State.

VI. Referral of Individuals Between the One-Stop Centers and the One-Stop System will be Accomplished through Activities such as:

- (a) Co-location and integration of staff at one-stop centers as well as other mutually agreed upon affiliate sites;
- (b) Electronic linkages, including Internet and VOS connections;
- (c) One-stop center and/or partner orientation prior to referral;
- (d) Universally agreed upon referral form, which includes agreeing to accept information (i.e. demographic, assessment and other information based on the requestor's right and need to know) previously collected on the customer through the One-Stop System and to provide information back to the referring agency on the status of referral; and
- (e) Establishment of a system of follow-up on referrals and case management.

VII. Effective Date and Duration of Agreement

This MOU commences on the day it is signed by all parties and is ongoing. It shall be automatically renewed thereafter on a year-to-year basis, unless any party gives notice of non-renewal to all parties at

least one hundred eighty (180) days prior to an anniversary date. In such a case all terms of the MOU will continue in effect for the remaining parties until such time as a successor MOU is established.

VIII. Modification of the Agreement

Signatories reserve the right to modify the scope, direction, structure and content of this agreement based on the need of management, legislative changes, governing board directives, and funding availability by mutual consent of all parties. Request to amend or modify this MOU must be submitted in writing at least thirty (30) days prior to the effective date of change.

The signatories to this MOU evidence their acceptance of the terms and conditions of this agreement and represent that they are authorized to sign by their organization.

**Monterey County Board of Supervisors
(Chief Local Elected Official)**

Signature

Date

Fernando Armenta, Chair
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Monterey County Economic Development

Signature

Date

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Monterey County Workforce Investment Board

Signature

Date

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