

LASSEN COUNTY Health and Social Services Department

HSS Administration

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□ Grants & Loans Division 1445 Paul Bunyan Road

Susanville, CA 96130 (530) 251-2683

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1400-A & B Chestnut Street Susanville, CA 96130 (530) 251-8112

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 Public Health
 1445 Paul Bunyan Road Susanville, CA 96130

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Community Social Services
 Lassen WORKS

P. O. Box 1359 720 Richmond Road Susanville, CA 96130 (530) 251-8152

Business & Career Network 1616 Chestnut Street

Susanville, CA 96130 (530) 257-5057

Child & Family Services

1445 Paul Bunyan Road Susanville, CA 96130 (530) 251-8277

Adult Services

720 Richmond Road Susanville, CA 96130 (530-251-8158

□ HSS Fiscal

P. O. Box 1180 Susanville, CA 96130 Date: October 27, 2017

To: Aaron Albaugh, Chairman

Lassen County Board of Supervisors

From: Barbara Longo, Director

Health & Social Services

Subject: NoRTEC Memorandum of Understanding

Background:

On June 10, 2016, the Board of Supervisors approved the Memorandum of Understanding (MOU) with the Northern Rural Training and Employment Consortium (NoRTEC) and America's Job Center of California Partners, Phase I. The passage of the Workforce Innovation and Opportunity Act of 2014 (WIOA) has introduced some changes into the County's relationship with NoRTEC. The attached MOU represents the second phase of these changes. This document addresses the cost sharing arrangements designed to functionally and fiscally sustain the partnership.

In Lassen County, Community Social Services, as the TANF partner, has contributed financially to the operation of the Business and Career Network center since its inception in the 1990s. The level of financial commitment by each partner has been determined at the state level with the minimal impact to the County and only affecting the Community Social Services TANF/CalWORKs budget.

Fiscal Impact:

There is no impact to County General Fund.

Action Requested:

(1) Approve the MOU with NoRTEC and America's Job Center of California Partners Phase II of II, and (2) authorize the County Administrative Officer to sign the Agreement.





WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) MEMORANDUM OF UNDERSTANDING BETWEEN NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM (NORTEC) AND AMERICA'S JOB CENTER OF CALIFORNIA PARTNERS PHASE II OF II

I. Purpose

This MOU Phase II builds on the agreements established with America's Job Center of California (AJCC) partners in Phase I and determines how to best support the established service delivery model through the use of resource sharing and joint infrastructure costs

The purpose of this Memorandum of Understanding (MOU) Phase II is to describe the resource sharing agreement between the Comprehensive One-Stop/America's Job Centers of California with each mandated partner agency and to confirm that the agreement in the MOU Phase I addressed the service coordination and collaboration amongst the partners. The cost sharing agreement does not constitute a binding financial commitment, but rather an intention to commit to specific resource as parties' allocations and budgets are known from year to year.

The MOU Phase II describes the cost allocation plan based on known current costs of operating the Comprehensive One-Stop/AJCC, as referenced in the MOU Phase I:

"Mutual infrastructure funding is a critical part of establishing the foundation needed to support integrated services delivery. Section 121(c) of WIOA requires a Memorandum of Understanding (MOU) be developed and entered into by a group of mandatory partners outlined in Section 121(b)(1)(B) of WIOA and listed on page 3-4 of this document, concerning the operation of the one-stop delivery system within the eleven county geographic area of NoRTEC. The MOU shall outline the operation of the one-stop delivery system and includes both the services to be provided through the system, and the how the costs of such services will be funded."

II. Effective Date of the MOU Phase II

This MOU Phase II shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on July 1, 2017 to June 30, 2020. During the term of the agreement, any substantial changes made by individual partner contributions will be updated on an annual basis with each partner separately. These updates will not require renegotiation of the MOU.

III. Process and Development of MOU Phase II

Meetings between AJCC partners took place to discuss the Infrastructure Funding Agreements (IFA) and Other System Costs required to complete Phase II of the MOU. Partners who are physically colocated in the AJCC(s) are considered to receive a direct benefit that is allocable, therefore, they must contribute their proportionate share towards infrastructure costs.

Throughout Phase II MOU development collaboration between partners took place. Most partners attended the California Workforce Association (CWA) Phase II Training Session October 25, 2016 and the WIOA Costs Sharing Webinar February 3, 2017. The meetings

provided guidance, direction and clarification on the Infrastructure and Other System Costs needed to complete Phase II of the MOU.

Additional meetings occurred throughout the development of Phase II with the required partners. The Workforce Services Directive 16-09 was discussed to educate partners on the requirements needed from the State to complete MOU Phase II. The California Department of Social Services (CDSS) issued an All County Letter 16-51, which provided guidance on the partnerships under WIOA with the local America's Job Centers of California (AJCC). The CDSS also issued an All County Information Notice I-93-16, which provided guidance on the costs sharing requirements for CalWORKs partners. Theses directives and meetings helped the partners clarify the information required from the State for MOU Phase II.

IV. Parties to the MOU Infrastructure & Other System Costs

The AJCC partners, Chief Elected Officials (CEO), and Local Board participated in the infrastructure and other system costs funding agreement are:

- Northern Rural Training and Employment Consortium (NoRTEC), the WIOA Title I grant recipient and administrative entity, representing a Local Workforce Development Area comprised of a consortium of eleven counties: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity. NoRTEC is a governmental entity, formed by a Joint Powers Agreement (JPA) between the aforementioned counties, and shall be represented in this agreement by the Chair of the Governing Board (Chief Elected Official), and the Chair of the Workforce Development Board.
- WIOA Title I Adult, Dislocated Worker, and Youth Programs
- WIOA Title IV Vocational Rehabilitation Programs
- Temporary Assistance for Needy Families (TANF)/CalWORKs
 - o Butte County Department of Employment and Social Services
 - Lassen County Health & Social Services Department
 - o Nevada County Department of Social Services

V. <u>Parties to the MOU, not colocated within the AJCC, participating in the Shared Other System</u> <u>Costs Agreement</u>

- WIOA Title I Native American Programs (Section 166)
- WIOA Title I Migrant Seasonal Farmworker Programs (Section 167)
- WIOA Title II Adult Education and Literacy Programs
- Temporary Assistance for Needy Families (TANF)/CalWORKs
 - Modoc County Department of Social Services
 - o Plumas County Department of Social Services
 - Sierra County Department of Social Services

VI. Process for Resource Sharing Agreement Consensus

In order to determine the infrastructure requirements and other system costs needed to complete Phase II of the MOU, the partners of the MOU met to reach a consensus on the methodology for allocating costs among colocated partners.

VII. Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

VIII. Modification and Review Process

This MOU may be modified, altered, or revised, as necessary, by mutual consent of all of the parties, by the issuance of a written amendment, signed and dated by the parties.

The partners listed in the Phase II MOU will work together to address any modifications to the Infrastructure and Other System Costs as needed, but at a minimum of once every year. Such budget updates will not require renegotiation of the Phase II MOU.

IX. Assurances

The State is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. This Phase II MOU includes an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

X. Sharing Infrastructure Costs

NoRTEC and the AJCC partners to this MOU have chosen a consolidated system-wide budget for the network of comprehensive AJCCs. Listed below are the NoRTEC comprehensive AJCCs with Colocated partners.

Comprehensive AJCCs and Colocated Partners

Comprehensive AJCC #1

Chico Community Employment Center 2445 Carmichael Drive Chico, CA 95928

Partners Colocated at This AJCC:

- WIOA Title I Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Butte County Department of Employment and Social Services

Comprehensive AJCC #2

Oroville Employment Center 78 Table Mountain Blvd. Oroville, CA 95965

Partners Colocated at This AJCC:

- WIOA Title I Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Butte County Department of Employment and Social Services

Comprehensive AJCC #3

Del Norte Workforce Center 875 5th Street Crescent City, CA 95531

Partners Colocated at This AJCC:

- WIOA Title I Adult, DW & Youth: Siskiyou Training and Employment Program
- WIOA Title IV Vocational Rehabilitation: California Department of Rehabilitation

Comprehensive AJCC #4

Business and Career Network 1616 Chestnut Street Susanville, CA 96130

Partners Colocated at This AJCC:

- WIQA Title I Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Lassen County Health & Social Services Department

Comprehensive AJCC #5

Business and Career Network 802 North East Street Alturas, CA 96101

Partners Colocated at This AJCC:

• WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Comprehensive AJCC #6

Business and Career Network 988 McCourtney Road Grass Valley, CA 95949

Partners Colocated at This AJCC:

- WIOA Title I Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Nevada County Department of Social Services

Comprehensive AJCC #7

Business & Career Network 10075 Levon Ave. Truckee, CA 96161

Partners Colocated at This AJCC:

- WIOA Title I Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKs: Nevada County Department of Social Services

Comprehensive AJCC #8

Business and Career Network 7 Quincy Junction Road Quincy, CA 95971

Partners Colocated at This AJCC:

• WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Comprehensive AJCC #9

Smart Business Resource Center 1201 Placer Street Redding, CA 96001

Partners Colocated at This AJCC:

WIOA Title I – Adult, DW & Youth: Smart Business Resource Center

Comprehensive AJCC #10

Business & Career Network 305 South Lincoln Street Sierraville, CA 96126

Partners Colocated at This AJCC:

WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Comprehensive AJCC #11

Siskiyou Training and Employment Program (STEP) 190 Boles Street Weed, CA 96094

Partners Colocated at This AJCC:

WIOA Title I – Adult, DW and Youth: Siskiyou Training and Employment Program (STEP)

Comprehensive AJCC #12

Job Training Center of Tehama County (JTC) 718 Main Street Red Bluff, CA 96080

Partners Colocated at This AJCC:

WIOA Title I – Adult, DW & Youth: Job Training Center of Tehama County

Comprehensive AJCC #13

Smart Business Resource Center 790 Main Street, Suite 618 Weaverville, CA 96093

Partners Colocated at This AJCC:

WIOA Title I – Adult, DW & Youth: Smart Business Resource Center

XI. Budget Option and Partners

The annual consolidated infrastructure budget outlining the infrastructure costs were provided by each colocated partner. These amounts serve as a baseline to determine the cost each partner contributed. The consolidated infrastructure budget can be found on Attachment A to this MOU.

XII. Cost Allocation Methodology

The costs allocation methodology agreed on by colocated partners is the proportion of an individual partner program's square footage occupancy as a percentage to the total AJCC.

A. All Proportionate Shares

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed square footage cost allocation methodology will be provided through cash contributions. This initial determination will be periodically reconciled against actual costs incurred and adjusted accordingly. The consolidated proportionate share of infrastructure costs for colocated partners can be found in Attachment B to this MOU.

XIII. Consolidated System for Applicable Career Services

The signed Phase I MOU required identification of the career services that were applicable to each partner program found in Phase I MOU attachments A-K. Applicable Career Services: Basic Career Services and Individual Careers Services are services authorized to be provided under each partners program. The summary of career services applicable to each One-Stop delivery system partner from Phase I MOU can be found in Attachment C to this MOU.

The One-Stop Partners included in the Sharing of Other One-Stop Delivery System Costs are:

- WIOA Title I Adult, Dislocated Worker, and Youth Programs
- WIOA Title I Native American Programs (Section 166)
- WIOA Title I Migrant Seasonal Farmworker Programs (Section 167)
- WIOA Title II Adult Education and Literacy Programs
- WIOA Title IV Vocational Rehabilitation Programs
- Temporary Assistance for Needy Families (TANF)/CalWORKs

A. Sharing Other One-Stop System Costs

While only colocated partners share infrastructure costs, all One-Stop partners must share in Other System Costs Applicable Career Services. All partners that signed the Phase I MOU must also sign the Phase II MOU for the sharing of Other System Costs. The Other System Costs budget is a consolidated budget for Applicable Career Services. The budget found in Attachment D to this MOU includes each of the partner's costs for the service delivery of Applicable Career Services and a consolidated system budget for career services.

XIV. List of Attachments

Attachment A – Consolidated Infrastructure Budget

Attachment B – Consolidated Proportionate Share of Infrastructure Costs

Attachment C – Summary of Career Services

Attachment D – Other System Costs: Basic Career Services and Individual Careers Services budget

(Signature pages follow)

SIGNATURES

In WITNESS THEREOF, the parties to this MOU hereby agree to the terms and execute this MOU Phase II and Attachments A-D.

Signature pages will be separate for each entity

Northern Rural Training and Employment Consortium (NoRTEC) WIOA 2017 MOU Phase II Signature Page

Temporary Assistance for Needy Families (TANF)/CalWORKs: Lassen County Health & Social Services Department

Dated:	By:
Dated:	By: Barbara Longo, Director Health and Social Services
Approved as to form:	Robert M. Burns Lassen County Counsel
Dated: 10/24/17	By: Andrew Haut Attorney for County Counsel

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Cost Category/Line Item	Line Item Cost Detail	Total Cost	WIOA TILLE I:	WIGA Title 1:	3	WIOA TILLE F.	TANF - Butte	TANF - Lacepu	TANF-	Vocational
Rent			AFWD	STEP	SMART	JTC	-	- I	Nevada	Rehabilitation
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	Rental Costs Subtotal:		\$ 170,488.80	100	\$ 150,775,00	100	188	\$ 107,837.44	\$ 117,043.00	5 3,902.40
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Gas			\$ 6,760.00	\$ 9,082.00	\$ 4	\$ 8,094.00	\$ 292,559.00	\$ 8,816.00	s	\$
Water		5 17,914.00			\$ 5,043.00	. \$	\$ 10,061.00		s	
Sewer Connections		-		7	s		\$ 7,250.00	. \$	s	
Internet		1		1	2	\$ 901.00	\$ 4,378.00	\$ 214.00	•	
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Facility Maintenance Contract		1			-1			\$ 5,400.00	-	\$
Janitorial/Supplies/Garbage/Pest Control		5 14 241 00	\$ 9,475.00	5 7,320,00	5 19	\$ 9,537.00		7	-	\$
Insurance			1	4,033.00	۸.				-	s
Alarm/Fire/Burglar Monitoring				756.00	\$ 22,000.00				S	\$
	Utilities and Maintenance Costs Subtotal:	58	\$ 48,371.00	\$ 36.122.00	\$ 113.830.00	S 28 424 PM	5 214 248 ON	9,585.00	-6	
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Committee				\$ 2,341.00	\$ 1,460.00		•		+	\$
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used to serve all center customers, al program partner) ipment	r ts and	\$ 104,786.00	*	\$ 50,800.00	\$ 44,150.00	\$ 9,836.00	()	En Vo		# •
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Technology to Facilitate Access to the AJCC	1	Day Hard'one	36	5 102,510,00	\$ 166,928.00	\$ 27,248.00	5	\$ 9,952.00	,	
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Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		v,	· ·	v	ı, vo	· · ·	\$* \$*	(c)	v.	· ·
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Attachment B

	Consolidated Propo	Consolidated Proportionate Share of Infrastructure Costs	tructure Costs	
Colocated Partner/s	Shared Total Infrastructure Costs	Cost Allocation Methodology	Allocated Share	Amount: Cash
Partner: WIOA Title I - Adult, DW & Youth	\$3,117,557.48	SQ FT	\$1,000,859.88	\$1,000,859.88
Partner: TANF/CalWORKs	\$3,117,557.48	SQ FT	\$2,112,795.20	\$2,112,795.20
Partner: WIOA Title IV - Vocational Rehabilitation	\$3,117,557.48	SQFT	\$3,902.40	\$3,902.40

Attachment C

T-1 Adult	Summary of Career Services A	pplicable to each	ch One-Sto	op Delivery S	vstem Partne	r (Phase I	MOLII		
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arch	Program Eligibility	×	×	×	×	×	×	×	×
arch		×	×	×	×	×	×	×	×
rch	nitial Assessment	×	×	×	×	×	×	×	×
V	abor Exch/Job Search	×	×	×	×			×	×
Info	Referrals to Partners	×	×	×	×	×	×		×
No No No No No No No No	MI	×	×	×	×	×			
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× × × × ×	Support Service Info	×	×	×	×	×			×
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Individual Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANE
Comp Assessment	×	×	×	×	×	×	×	×
IEP	×	×	×	×			×	×
Career Plan/Counsel	×	×	×	×	×	×	×	×
Short-Term Prevoc.	×	×	×	×	×	×	×	×
Internships/Work Experience	×	×	×	×	×		×	×
Out-of-Area Job Search	×	×	×	×				
Financial Literacy	×	×	×	×				
IET/ELA			×		×			×
Workforce Preparation	×	×	×	×		×		×

Attachment D

Basic Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AFI	T.W.VR	TAME
Program Eligibility	AFWD: \$494.826	AFWD: \$492,698	AFWD: \$508 510	California Indian	California Indian California Human	And American III.	. 311-0	Iwwi Circum
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Outleach, Intake, Onent	STEP: \$39,380	STEP: \$63,193	STEP: \$37,493	Manbower	Development	\$5.166	Denartment of	\$1,344,886
Initial Assessment	SMART: \$168.961	SMART: \$162,341	SMART \$171 165	Consortium Inc				TANE Butta Organillo:
			CO+1+ 1+4 - 13111111	Correction, Inc.		Ordville Adult Ed: \$	Kenabilitation	I WILL DUTTE, OI DVIIIC.
Labor Exch/Job Search	JTC: \$55,053	JTC: \$69,590	JTC: \$31.405			58 504		\$896,589
Referrals to Partners						to for		TAME 25500: 6300 333 75
				Total: \$258,505		Corning Union HS:		I MINI LASSEIL 4323,733,73
IMI	Total: \$758,220	Total: \$787.822	Total: \$748 573		Total: ¢19 526	¢12 E01	T. 1.1.1	TANF Modoc: \$238,229
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Ut Info/Assistance								Total: \$3,910,849.75
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individual Career Services	T-I Adult	T-I DW	T-1 Youth	Native Am	MSF	T-B AFI	T-IV VIR	TAME
Comp Assessment	AFWD: \$727,788	AFWD: \$713,207	AFWD: \$764,804	California Indian California Human	California Human		California	TANE Rutta Chico:
IEP	STEP: \$159,318	STEP: \$252,708	STEP: \$149.974	Manbower	Development	Anderson Union HS:	Department of	\$2.212.378
Career Plan/Counsel	SMART: \$394,243	7	SMART: \$399.386	Consortium Inc			Dobahilitation	TANF Butte. Oraville:
Short-Term Prevoc.	JTC: \$123,761	JTC: \$135,683	JTC: \$151.696			- 000		\$1,474,918
Internships/Work Experience			1/2017/01	Total: \$24 502		Oroville Adult Ed:	22	TANF Lassen: \$201,410.55
Out-of-Area Job Search	Total: \$1,405,110	Total: \$1,480,395	Total: \$1.465.860		Total \$29 046		Tabel: 60 000 010 00	TANF Modoc: \$180,643
Financial Literacy						\$61.929	10tal. 30,004,310.00	TANF Nevada: \$620,231
IET/ELA						Nevada Union HS: \$7,725		TANF Plumas: \$236,458 TANF Sierra: \$103,025
Workforce Preparation						Total: \$241,463		Total: \$5,029,063.55
				Consolidated budge	et total of career serv	Consolidated budget total of career services delivered through the One-Stop system:	he One-Stop system:	¢23 884 060 90