

TO: Workforce Investment Board

DATE: 11/13/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Amendments to Memorandums of Understanding between Merced County Workforce Investment Board and Partners of Worknet

PROPOSED MOTION(S): Ratify the Amendments to the MOUs between the WIB and the One-Stop Partners and forward to Board of Supervisors for approval.

DISCUSSION: Section 121 of the Workforce Investment Act requires that MOUs be developed between the Merced County Workforce Investment Board and the Partners of the Worknet system. The law further requires that all Partners contribute their “fair share” to the cost of operating the One-Stops. For most Partners, that cost has been shared through in-kind contributions. In the original cost sharing / allocations, the Partners were given credit for the time their employees were physically located at the One-Stop. They were also credited for any equipment or supplies they contributed.

A recent monitoring finding by the State of California Employment Development Department (EDD) concerning cost sharing/allocations has resulted in a corrective action plan which delineates each Worknet Partner’s annual costs to the One-Stop. It also resulted in the Partners’ in-kind contributions being re-calculated. EDD and the Department of Labor define *in-kind* as services and resources which support the infrastructure and core services offered at the One-Stop. If a Partner is located at the One-Stop and is performing services which benefit only their organization, it is no longer considered an in-kind contribution. The amendments incorporate this definition.

The following Partner MOUs are amended: (1) Action Business Center, (2) CA State Department of Rehabilitation, (3) Central Valley Opportunity Center, (4) Experience Works, (5) Human Services Agency, (6) Merced Adult School, (7) Merced County Office of Education, (8) Merced County Housing Authority, (9) Merced County Department of Workforce Investment, (10) Merced County Community Action Agency, (11) Merced College, (12) Employment Development Department.

All Partners in-kind contributions exceed the calculated fair share costs of operating the One-Stop.

ATTACHMENT(S): Amendments to MOUs

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY: Action Business Center
AMENDMENT NUMBER: 1
MOU AGREEMENT NUMBER: 2001210**

THIS AMENDMENT to the Memorandum of Understanding between Action Business Center and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on September 18, 2001, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Page 11, VII. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect:
VII. Cost Sharing / Allocation: ABC agrees to share the costs associated with providing shared services at the One-Stop Center; ABC's partner cost of \$796.28 annually. Until further negotiations, ABC will share the costs through in-kind contributions as follows:

1 staff at Merced, 4 hours per week, of which 30% of time will be spent in the delivery of core services to One-Stop customers.	\$1,371
1 staff at Los Banos, 6 hours per week, 2 times per month, of which 30% of time will be spent in the delivery of core services to One-Stop customers.	<u>\$1,028</u>
Total	\$2,399

Except as herein modified, all terms and conditions is said MOU (#2001210) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Action Business Center

_____ Date _____
John F. Fowler, Director, Dept of Business-Economic Opportunities,
Action Business Center

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

PARTNER AGENCY: Experience Works, California Area 4
AMENDMENT NUMBER: 1
MOU AGREEMENT NUMBER: 200284

THIS AMENDMENT to the Memorandum of Understanding between Experience Works and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on August 13, 2002, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Page 11, VII. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect:
VII. Cost Sharing / Allocation: Experience Works agrees to share the costs associated with providing shared services at the One-Stop Center; Experience Works partner cost of \$3,981.39 annually. Until further negotiations, Experience Works will share the costs through in-kind contributions as follows:

1 staff, 20 hrs per wk, of which 70% of the time will be spent in the delivery of core services to One-Stop customers.	\$4,914
Total	\$4,914

Except as herein modified, all terms and conditions is said MOU (#200284) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Experience Works

_____ Date _____
Barbara Brown, Experience Works

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY: Human Services Agency
AMENDMENT NUMBER: 1
MOU AGREEMENT NUMBER: 200040**

THIS AMENDMENT to the Memorandum of Understanding between Human Services Agency and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on February 15, 2000, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Change all references to Private Industry Training Department (PITD) to Department of Workforce Investment (WI).

Page 11, VII. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect: VII. Cost Sharing / Allocation: Human Services Agency agrees to share the costs associated with providing shared services at the One-Stop Center; Human Services Agency partner cost of \$1,592.56 annually. Until further negotiations, Human Services Agency will share the costs through in-kind contributions as follows:

1 Older Worker, Senior Community Employment Program Reports to Senior Community Employment Program Worker. 100% of duties include delivery of core services to One-Stop customers \$6.75 per hr x 20 hrs per wk x 52 weeks.	\$7,020
Total	\$7,020

Attachment C: Resource Sharing Agreement, IV. Add, Human Services Agency will provide an Older Worker from the Senior Community Employment Program to the One-Stop, 20 hrs per week (5 days x 4 hrs per day). Said representative will provide core services as needed to One-Stop customers.

Except as herein modified, all terms and conditions is said MOU (#200040) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Human Services Agency

_____ Date _____
Ana Pagan, Director, Human Services Agency

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY: Merced Adult School
AMENDMENT NUMBER: 2
MOU AGREEMENT NUMBER: 200036**

THIS AMENDMENT to the Memorandum of Understanding between Merced Adult School and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on February 15, 2000, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Page 11, VII. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect: VII. Cost Sharing / Allocation: Merced Adult School agrees to share the costs associated with providing shared services at the One-Stop Center; Merced Adult School partner cost of \$1,592.56 annually. Until further negotiations, Merced Adult School will share the costs through in-kind contributions as follows:

2 staff, a minimum of 4 hours per week each of which 100% of time will be spent in the delivery of core services to One-Stop customers.	\$6,392
Total	\$6,392

Except as herein modified, all terms and conditions is said MOU (#200036) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Merced Adult School

_____ Date _____
Carole Roberds, Principal, Merced Adult school

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY: California State Department of Rehabilitation
AMENDMENT NUMBER: 2
MOU AGREEMENT NUMBER: 2001103**

THIS AMENDMENT to the Memorandum of Understanding between CA State Department of Rehabilitation and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on May 15, 2001, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Page 8, I. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect: I. Cost Sharing / Allocation: CA State Department of Rehabilitation agrees to share the costs associated with providing shared services at the One-Stop Center; CA State Department of Rehabilitation partner cost of \$1,592.56 annually. Until further negotiations, CA State Department of Rehabilitation will share the costs through in-kind contributions as follows:

1 staff , a minimum of 8 hrs per wk, of which 10% of the time will be spent in the delivery of core services to One-Stop customers.	\$2,000
Total	\$2,000

Except as herein modified, all terms and conditions is said MOU (#2001103) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: CA State Department of Rehabilitation

_____ Date _____
Terry Nichols, Rehabilitation Supervisor, CA State Department of Rehabilitation

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY: Merced County Department of Workforce Investment
AMENDMENT NUMBER: 2
MOU AGREEMENT NUMBER: 200039**

THIS AMENDMENT to the Memorandum of Understanding between Merced County Department of Workforce Investment and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on February 15, 2000, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Change all references to Private Industry Training Department to Department of Workforce Investment.

Except as herein modified, all terms and conditions is said MOU (#200039) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Merced County Department of Workforce Investment

_____ Date _____
Andrea T. Baker, Director, Merced County Department of Workforce Investment

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY: Employment Development Department
AMENDMENT NUMBER: 2
MOU AGREEMENT NUMBER: 2000155**

THIS AMENDMENT to the Memorandum of Understanding between Employment Development Department and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on July 11, 2000, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Page 11, VII. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect:
VII. Cost Sharing / Allocation: Employment Development Department agrees to share the costs associated with providing shared services at the One-Stop Center; Employment Development Department partner cost of \$7962.78 annually. Until further negotiations, Employment Development Department will share the costs through in-kind contributions as follows:

EDD will share the costs monetarily per Contract # 200088 between Merced Job Services Employment Development Department and Merced County Department of Workforce Investment, sublease of office space, \$17,027 per year.

Except as herein modified, all terms and conditions is said MOU (#2000155) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Employment Development Department (EDD)

_____ Date _____
Rosemary Mendoza, Division Chief, Employment Development Department

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
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PARTNER AGENCY: Merced County Housing Authority
AMENDMENT NUMBER: 2
MOU AGREEMENT NUMBER: 200061

THIS AMENDMENT to the Memorandum of Understanding between Merced County Housing Authority and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on March 14, 2000, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Page 11, VII. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect: VII. Cost Sharing / Allocation: Merced County Housing Authority agrees to share the costs associated with providing shared services at the One-Stop Center; Merced County Housing Authority partner cost of \$796.28 annually. Until further negotiations, Merced County Housing Authority will share the costs through in-kind contributions as follows:

1 staff, a minimum of 1 hour per week, of which 75% of the time will be spent in the delivery of core services to One-Stop customers.	\$1,170
Total	\$1,170

Except as herein modified, all terms and conditions is said MOU (#200061) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Merced County Housing Authority

_____ Date _____
Nicolas Benjamin, Executive Director, Merced County Housing Authority

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY: Merced County Office of Education
AMENDMENT NUMBER: 2
MOU AGREEMENT NUMBER: 200035**

THIS AMENDMENT to the Memorandum of Understanding between Merced County Office of Education and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on February 15, 2000, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Page 11, VII. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect:
VII. Cost Sharing / Allocation: Merced County Office of Education agrees to share the costs associated with providing shared services at the One-Stop Center; Merced County Office of Education partner cost of \$796.28 annually. Until further negotiations, Merced County Office of Education will share the costs through in-kind contributions as follows:

1 staff, a minimum of 4 hours per week, of which 80% of the time will be spent in the delivery of core services to One-Stop customers. Duties also include career exploration workshops as scheduled.	\$5,426
Total	\$5,426

Except as herein modified, all terms and conditions is said MOU (#200035) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Merced County Office of Education

_____ Date _____
Lee Andersen, Superintendent, Merced County Office of Education

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY: Central Valley Opportunity Center
AMENDMENT NUMBER: 3
MOU AGREEMENT NUMBER: 200037**

THIS AMENDMENT to the Memorandum of Understanding between Central Valley Opportunity Center (CVOC) and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on March 14, 2000, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Page 11, VII. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect: VII. Cost Sharing / Allocation: Central Valley Opportunity Center agrees to share the costs associated with providing shared services at the One-Stop Center; Central Valley Opportunity Center partner cost of \$3,185 annually. Until further negotiations, CVOC will share the costs through in-kind contributions as follows:

1 staff, a minimum of 16 hours per week, of which 33% of the time will be spent in the delivery of core services to One-Stop customers.	\$3,432
Total	\$3,432

Except as herein modified, all terms and conditions is said MOU (#200037) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Central Valley Opportunity Center

_____ Date _____
Ernie Flores, Executive Director, Central Valley Opportunity Center

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD
AND MANDATED ONE-STOP PARTNERS
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

PARTNER AGENCY: Merced College
AMENDMENT NUMBER: 3
MOU AGREEMENT NUMBER: 200041

THIS AMENDMENT to the Memorandum of Understanding between Merced College and the Workforce Investment Board is executed this _____ day of _____, 2003.

WHEREAS, the parties entered into an agreement for said services on February 15, 2000, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

Page 11, VII. Cost Sharing / Allocation: Delete present verbiage. Amend to reflect:
VII. Cost Sharing / Allocation: Merced College agrees to share the costs associated with providing shared services at the One-Stop Center; Merced College partner cost of \$1,592.56 annually. Until further negotiations, Merced College will share the costs through in-kind contributions as follows:

Certificated Staff

1 Director, Employee-focused Training, \$85,562 per yr x 4 hrs month.
Conducts Financial Aid Workshops offered to all One-Stop customers. \$1,975

Classified Staff

1 VSSS Student Services Coordinator, \$56,049 per yr x 2.8 hrs month.
Available at One-Stop 3.5 hrs per month. Approximately 80% of
the time is spent delivering core services to One-Stop customers. \$905

Total \$2,880

Except as herein modified, all terms and conditions is said MOU (#200041) as heretofore approved, remain unchanged and in full force.

AUTHORITY AND SIGNATURES: The individuals signing below have the authority to commit the partner they represent to the terms of this MOU, and do so commit by signing.

Merced County Workforce Investment Board

_____ Date _____
John Heading, Chair, Merced County Workforce Investment Board

Merced County Board of Supervisors

_____ Date _____
Kathleen Crookham, Chair, Merced County Board of Supervisors

One-Stop Partner: Merced College

_____ Date _____
Benjamin Duran, Superintendent/President, Merced College

APPROVED AS TO LEGALITY AND FORM
RUBEN CASTILLO, COUNTY COUNSEL

By _____ Date _____
Deputy