

## Board Meeting

Monday, April 4, 2022

Martin Petersen Event Center  
720 12th Street, Modesto, CA 95354  
12:00 p.m. – 2:00 p.m.

The Workforce Development Board complies with all provisions of the Brown Act and the Conflict of Interest Code on file with the Stanislaus County Department of Workforce Development. See links below.

<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>

<http://stanworkforce.com/board>

The Agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at [www.stanworkforce.com](http://www.stanworkforce.com).

All meetings are conducted in English.

If you require assistance per the Americans with Disabilities Act, please notify Stanislaus County Workforce Development at (209) 558-2114, 72 hours in advance of the meeting. Public notice of all Workforce Development Board meetings are posted 72 hours in advance of the meeting on the webpage at <http://stanworkforce.com/board>.

- I. Call to Order and Roll Call
- II. Conflict of Interest
- III. Public Comment Period
- IV. Presentation
  - A. Gary Beaudette, Stanislaus AJCC One-Stop Operator
- V. Committee Reports
  - A. Youth Development Committee – Jennifer Shipman
  - B. Veterans' Development Committee – Charles Dossett
  - C. Business Development Committee – Kris Helton
- VI. Department Report
  - A. Director's Update
  - B. Update on Business Services and Client Services
  - C. Regional Organizer/Regional Training Coordinator
- VII. Consent Items
  - A. Approve the Minutes of the January 10, 2022 Workforce Development Board Meeting
  - B. Approval to Request Authorization from Stanislaus County Board of Supervisors for the Director of Workforce Development, or Designee, to Sign All Workforce Innovation and Opportunity Act-Related Grants, Sub-grant Agreements, Contracts and Any Modifications or Adjustments as Required for Program Year 2022-2023
- VIII. Discussion and Action Items
  - A. Authorize the Workforce Development Board Chair to sign the Memorandum

of Understanding for America's Job Center of California prior to submission to the State.

- B. Approve contract renewals for existing service providers for Workforce Innovation and Opportunity Act Services to Underserved Businesses, Formerly Incarcerated and Other Justice Involved Individuals, and Youth Services for the 2022-2023 Program Year.

IX. Future Topic and Discussion

Next Meeting:	Date:	Monday, July 11, 2022
	Location:	Martin Petersen Events Center 720 12 <sup>th</sup> Street, Modesto, CA 95354
	Time:	12:00 p.m. – 2:00 p.m.
Future Meeting:	Date:	Monday, October 3, 2022
	Location:	Martin Petersen Events Center 720 12 <sup>th</sup> Street, Modesto, CA 95354
	Time:	12:00 p.m. – 2:00 p.m.

## Board Meeting Minutes

Monday, January 10, 2022  
Zoom Meeting

251 E Hackett Road  
Modesto, CA 95353  
12:00 p.m. – 2:00 p.m.

### Members in attendance:

Bill O'Brien, Chair  
Josh Bridegroom  
Margarita Cabalbag  
Lynis Chaffey  
Charles Dossett  
Dean Fadeff  
Supervisor Grewal  
Kris Helton  
Mary Machado

Doug Murdock  
Maryn Pitt  
Tim Robertson  
Cecil Russell  
Jennifer Shipman  
Tim Robertson  
Greg Vincelet  
Ardria Weston

### Members excused:

Ross Briles

Scott Kuykendall

### Staff in attendance:

Andy Fiskum  
Cheryl Fondse  
Doris Foster  
Eugene Garcia

Adolph Lopez  
Nghi Nguyen  
Sara Redd  
Kristen Velarde

Additional guests were present on the call.

- I. Call to Order and Roll Call  
Bill O'Brien, Workforce Development Board (WDB) Chair, called the meeting to order at 12:02 p.m., thanked everyone for attending and invited the individuals on the call to type their name into the Zoom chat to record attendance.
- II. Conflict of Interest  
Chairman O'Brien outlined the Conflict of Interest Policy.
- III. Public Comment Period  
Chairman O'Brien gave information on the Public Comment Period. There were no public comments on non-agenda items.
- IV. Board Report
  - A. Resignation of Board Member Raul Mendez

Workforce Development Director, Doris Foster informed the Board that Board Member Raul Mendez has resigned from his position with Stanislaus County and the Workforce Development Board. He has accepted a new position with the County of Merced.

V. Presentation

A. Program Results and Next Steps – Bay Valley Tech

Dallas Plaa, Stanislaus County Office of Education (SCOE) Director, and Phillip Lam, Bay Valley Tech provided an overview of the Bay Valley Tech program, SCOE and the WD partnership. An overview of the paid internship program was highlighted along with its outcomes.

VI. Board Committee Reports

A. Youth Development Committee

Jennifer Shipman, Youth Development Committee (YDC) Chair, reported the success and highlights of the Youth Committee's first STAND OUT! Youth Conference, held on July 23, 2021 at the Martin Petersen Center in Modesto, CA. The Committee received feedback from the attendees – 89 percent of attendees would attend next year's event and 91 percent would tell a friend about the event. Partner agency's – Community Services Agency, Childcare and Youth Navigation Center of Stanislaus YOU(TH) MATTER had vendor booths with their agency's information and services provided.

B. Veterans' Development Committee

Sara Redd, Workforce Development Assistant Director, reported for Charles Dossett, Veterans' Development Committee (VDC) Chairman. The VDC did not meet on December 16, 2021. The next meeting is scheduled for March 17, 2022 at the Veterans Foundation located at 3500 Coffee Road in Modesto, CA. The Department is actively marketing the Veterans' Reconnect Grant (VEAP).

C. Business Development Committee

Kris Helton, Business Development Committee (BDC) Chairman, reported that the BDC met on December 10, 2021. Committee Members had a robust discussion on business sectors and the current market place. The Committee will focus on community needs and how to support businesses, learning businesses current interaction with Workforce Development. Recommendations from the Business Development Committee to the Workforce Development Board are included in today's Agenda Items.

K. Helton shared that he is on the Stanislaus 2030 Leadership Council. The goal is to build the workforce pipeline by bringing communities together and identifying what is going well. Additionally, they are looking at ways to support current initiatives and activities to improve economic conditions.

D. Apprenticeship Program

Doris Foster, Workforce Development Director, reported for Doug Murdock, Workforce Development Board Member. The summer apprenticeship program had 5 to 8 youth that participated all of which were in the manufacturing field.

## VII. Department Report

### A. Director's Update

Director Foster reported on the Community Economic Resilience Fund (CERF) Grant which is a State Grant that is coming out which includes Merced, San Joaquin, & Stanislaus County regions. The grant will include \$5M per county, \$500M for the entire state.

Stanislaus 2030 has been working with Brookings on labor market information. Director Foster will request information from the Brookings report to be presented at a future Board meeting.

### B. Update on Programs

Sara Redd, Workforce Development Assistant Director, provided an update on the Client Services and Business Services departments.

Client Services: Valley Build – The lead local area in the region is the Fresno Board to development highway construction careers through the SB1 grant. 8 clients have gone through the program with all 8 graduating. Currently there are 42 clients interested in enrolling in training programs, up from 26 interested YTD for 2021.

Business Services: The Department is focusing on reaching out more to employers within the community with a specific focus on On-The-Job training (OJT) and paid internships. They are also working with Modesto Junior College on a pre-apprenticeship program.

### C. Update of Regional Organizer/Regional Training Coordinator

Adolph Lopez, Contract & Planning Manager, provided an update on the Economic Development Agency Grant application. He also informed the Board regarding the HR Hotline Project which is a free service to businesses throughout the region. The HR hotline program is facilitated by the California Employers Association. A Spanish hotline is provided as well.

### D. Website Design

Kristen Velarde, Workforce Development Marketing Coordinator guided the Board on the newly enhanced Department Website. She provided an overview of new features. Feedback was provided and adjustments will be made accordingly.

Doug Murdock, Workforce Development Board Member, gave an overview and update on the Apprenticeship program. D. Murdock explained that students went through a boot camp and then did an On-The-Job Training. Good feedback was received from employers and participants in the program.

VIII. Consent Items

Consent items adopted. M. Grewal / D. Murdock

- A. Approved the Minutes of the October 4, 2021 Workforce Development Board Meeting
- B. Approval of a Resolution Authorizing Remote Teleconference Meetings Pursuant to Assembly Bill 361. It was noted that Section IV. "Staff Recommendation" the word "commending" should read "commencing" and will be revised accordingly.

IX. Discussion and Action Items

- A. Nominations and Elections of Workforce Development Board Officers.

**Chairman:** J. Shipman nominated B. O'Brien, K. Helton seconded, all members in favor, A. Weston abstained, motion passed. Bill O' Brien is re-elected as Chairman of the Board.

**Vice Chairman:** K. Helton nominated C. Russell, B. O'Brien seconded, all members in favor, A. Weston abstained, motion passed. Cecil Russell is re-elected as Vice Chairman of the Board.

**Secretary:** C. Russell nominated J. Shipman, K. Helton seconded, all members in favor, A. Weston abstained, motion passed. Jennifer Shipman was re-elected as Secretary of the Board.

- B. Approval of the Recommendation made by the Business Development Committee to Engage with Established Business Organizations and Advisory Groups for Sector Strategy Services. Director Foster presented the Business Development Committees recommendations for the delivery of Sector Strategies Services. C. Russell / M. Grewal, unan. Motion passed.
- C. Approval of the 2022 Stanislaus County Workforce Development Board Strategic Planning Session. Date to be determined. C. Russell / K. Helton, unan. Motion passed.

X. Future Topic and Discussion

Chairman O'Brien encouraged Board members to contact Doris with any future topics.

Chairman O'Brien gave his closing remarks.

Meeting adjourned: 2:03 p.m.

Next Meeting: Monday, April 4, 2022  
Location: Martin Petersen Events Center  
720 12<sup>th</sup> Street, Modesto CA 95354  
Time: 12:00 p.m. – 2:00 p.m.

Future Meeting: Monday, July 11, 2022  
Location: Martin Petersen Events Center  
720 12<sup>th</sup> Street, Modesto CA 95354  
Time: 12:00 p.m. – 2:00 p.m.

**April 4, 2022**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

**I. SUBJECT:**

Approval to Request Authorization From Stanislaus County Board of Supervisors for the Director of Workforce Development, or Designee, to Sign All Workforce Innovation and Opportunity Act-Related Grants, Sub-grant Agreements, Request for Proposals, Contracts and Any Modifications or Adjustments as Required for Program Year 2022-2023

**II. ITEM NUMBER: VII.B**

**III. ITEM TYPE: Consent**

**IV. STAFF RECOMMENDATION:**

Approve the request to seek authorization from Stanislaus County Board of Supervisors for the Director of Workforce Development, or designee, to seek requests for proposals and sign all Workforce Innovation and Opportunity Act (WIOA) - related grants, sub-grant agreements, contracts and any modifications or adjustments as required for Program Year 2022-2023.

**V. POLICY ISSUE:**

Workforce Innovation and Opportunity Act (WIOA) regulations 679.420 allow the Chief Local Elected Official or the Governor to appoint a fiscal agent to assist in administrative duties on behalf of the local workforce development area. The fiscal agent fulfills many functions including receiving funds, ensuring fiscal integrity, and procuring contracts or obtaining written agreements in support of the Local Board's objectives. This item is informational for the Workforce Development Board and to share that an Agenda Item, as it was done for prior Fiscal Years, will be taken to the Board of Supervisors for authorization.

**VI. DISCUSSION:**

The Chief Local Elected Official has designated Stanislaus County Workforce Development to be the fiscal agent on behalf of the local workforce development area. Approval of staff recommendations will allow the Director of Workforce Development to enter into and sign contracts to expend the Program Year 2022-2023 WIOA funds in the general administration of the program. The signatory authority approval will need to be approved by the Stanislaus County Board of Supervisors.

Individual contract amounts for the provision of WIOA services will vary, and are expected to exceed \$100,000 in some instances. Approval to enter into contracts will be requested from the Stanislaus County Workforce Development Board and will follow the Board of

Supervisors, State and Federal approved policies regarding procuring and the reporting of contracts and agreements. These contracts are reported to the Board of Supervisors as part of the Proposed and Final Budget, as well as the First, Mid-Year and Third Quarter Agenda Items.

Once approved by the Workforce Development Board, Staff will take an Agenda Item to the Stanislaus County Board of Supervisors seeking authorization for the Director to have signatory authority for all WIOA operations.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no fiscal impact associated with this item.

  
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Doris Foster, Director



**April 4, 2022**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

**I. SUBJECT:**

Authorization for the Workforce Development Board Chair to Sign the Memorandum of Understanding for America's Job Center of California Prior to Submission to the State

**II. ITEM NUMBER: VIII.A**

**III. ITEM TYPE: Discussion and Action**

**IV. STAFF RECOMMENDATION:**

Authorize the Workforce Development Board Chair to sign the Memorandum of Understanding for America's Job Center of California prior to submission to the State.

**V. POLICY ISSUE:**

The Workforce Innovation and Opportunity Act (WIOA) Section 121(c) requires the Workforce Development Board (WDB), with the agreement of the Chief Local Elected Official (CLEO), to develop Memorandum of Understanding (MOU) agreements with all required partners present in the local workforce development area. The Workforce Innovation and Opportunity Act mandates the makeup of the required partners in the local area. MOU's must be updated every three years per statute.

**VI. DISCUSSION:**

The initial America's Job Center of California (AJCC) MOU development process was split in two phases. Phase I was service coordination and collaboration amongst the partners and was submitted to the State by the June 30, 2016 deadline and subsequently approved. Phase II addressed resource sharing and joint infrastructure cost funding and was in place at the local level by September 1, 2017.

The MOU must be updated every three years per the statute, and the California Employment Development Department (EDD) released draft guidance regarding the required update on March 5, 2019. The guidance required the combining of service coordination, resource sharing and infrastructure funding into a single MOU document rather than separate documents.

SCWD was notified by the State on March 7<sup>th</sup> 2022 that there would be no additional guidance for the 2022-2025 AJCC MOU, and no updated forms were issued.

Essentially the terms of the MOU must be updated, cost-sharing reviewed, and the new MOU signed by the partner agencies. The final updated MOU is due to the State on June 30, 2022.

AJCC MOU Partners have previously shared the vision and ideas on how resources can be readily made available to clients in the Local Area and were given the opportunity to do so at this update stage. In addition, cost sharing amongst the partners that will be co-located at 629 12<sup>th</sup> street, which is the comprehensive America's Job Center of California for Stanislaus County are in process of being reviewed and updated. Not all partners are required to be co-located. As such, clients are referred to the non co-located partners as needed by AJCC staff.

The updated MOU contains the agreed upon strategy for client services, and the per-organization breakdown of the Infrastructure Cost Sharing Agreement. This document fulfils the intent of the Workforce Innovation and Opportunity Act in relation to building a sense of community throughout the America's Job Centers of California system.

The fourteen required partners are listed in the table below:

<b>Entity</b>	<b>Service Programs</b>
Stanislaus County Workforce Development	WIOA Title I Adult, Dislocated Worker, and Youth
Employment Development Department	WIOA Title III-Wagner-Peyser Veteran's Employment Services, Trade Adjustment Assistance Act, Unemployment Insurance, Migrant Seasonal Farmworkers
Ceres Unified School District	WIOA Title II-Adult Education and Literacy
Learning Quest-Stanislaus Literacy Centers	WIOA Title II-Adult Education and Literacy
Modesto City Schools	WIOA Title II-Adult Education and Literacy
Turlock Unified School District	WIOA Title II-Adult Education and Literacy
California State Department of Vocational Rehabilitation	WIOA Title IV-Rehabilitation Services
Housing Authority of the County of Stanislaus	Housing and Urban Development Employment and Training, Family Self-Sufficiency
Central Valley Opportunity Center	Community Services Block Grant, Migrant Seasonal Farmworkers
Stanislaus County Community Services Agency	Temporary Aid to Needy Families (CalWORKs)
Yosemite Community College District	Carl Perkins Career Technical Education
Job Corps	Educational and Vocational Training
Senior Community Service Employment Program	Title V Older Americans Act
California Indian Manpower Consortium, Inc.	Native American Programs

All partner organizations must agree with and sign the final MOU agreement. The Workforce Development Board Chair and the Chief Local Elected Official (CLEO) must also sign the MOU prior to submission to the California Workforce Development Board on June 30, 2022. Staff are requesting authorization for the Board Chair to sign the MOU once all the partner organization signatures are obtained.

Attachment 1 is an initial DRAFT copy of the AJCC MOU for reference. Staff expect revisions to be minimal on the final draft, and mandatory attachments will be included in the final submission. Once the WDB Chair signs the completed AJCC MOU, an Agenda Item will be taken to the Board of Supervisors to obtain the signature of the CLEO.

VII. ADMINISTRATIVE BUDGET IMPACT:

Due to partners sharing space, it is anticipated that the Department's revenue will increase by approximately \$12,000 annually.

  
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Doris Foster, Director

# **Workforce Innovation and Opportunity Act America's Job Center of California Partnership Memorandum of Understanding Stanislaus County**

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## **Purpose of Memorandum of Understanding (MOU)**

The Workforce Innovation and Opportunity Act (WIOA) requires that a MOU be developed and executed between Stanislaus County Workforce Development's Local Board and the America's Job Center of California<sup>SM</sup> (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job
- Building basic educational or occupational skills
- Earning a postsecondary certificate or degree
- Obtaining guidance on how to make career choices
- Seeking to identify and hire skilled workers

The one-stop delivery system partnership will engage in activities designed to meet the outcome objectives established in the California Workforce Development Strategic Plan:

- Sector strategies
- Career pathways
- Regional partnerships
- "Earn and Learn"
- Supportive services
- Creating cross-system data capacity
- Integrated service delivery: Braiding resources and coordinating services at the local level to meet client's needs

## **Local/Regional Vision Statement, Mission Statement, and Goals**

The Local Board is dedicated to developing a skilled workforce that strengthens business and contributes to the economic success of our community. It is with this primary focus that we strive for effective coordination of all services with our partners. Employment services and training services will be provided in an enhanced manner to better serve mutual and common customers (job seekers, training and education seekers, and employers) in Stanislaus County. It is understood that the development and implementation of this collaborative system will require a collective trust and teamwork amongst the agencies with all parties working in unison to accomplish shared goals. As such, this agreement is entered into with a spirit of cooperation by the designated parties as listed in the preceding section. The prevailing principal of this accord is based on service integration, comprehensiveness of service, individual need, and customer satisfaction. The guiding principles of this cooperative partnership are further detailed below:

- Offer as many tangible employment, training and ancillary services as possible for employers and individuals seeking jobs or wishing to enhance their skills, and allowing universal access to the system in its entirety to the customer. Services will be integrated.
- Offer a vast array of beneficial education and training service information with easy access and facilitation to needed services. Services will be comprehensive.
- Provide the means for customers to judge the quality of services and make informed choices about those services, which will meet their distinct individual needs. Services will be customer-centric.
- Identify clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction. Services will be performance based.

### **Program Goals:**

- AJCC Services will be treated as an access point for education and training services to be received by: job seekers; employers; UI claimants; youth; seniors; veterans; businesses; StanWORKs clients; WIOA clients; the general public and others as specified in the individual partner agreements.
- Services will be delivered through co-location, cross information sharing and by direct access through real-time technology. By working together with their common customers, various staff will integrate functions and cross train one another. From the customer viewpoint, services will be seamless. Information and services will be provided which will most directly meet the needs of each customer, with referral to additional services as necessary.
- The AJCC delivery system will be evaluated on the basis of performance and customer satisfaction with an emphasis on continuous improvement.

## **Parties to the MOU**

Two primary groups are parties to this agreement:

- **Stanislaus County Workforce Development**, also known as the Local Board with legal

authority under the Workforce Innovation and Opportunity Act (WIOA), with the agreement of the Stanislaus County Board of Supervisors (CLEO);

AND

- **The Local Partner Agencies**, which will be responsible for delivering services in the countywide Stanislaus County Workforce Development AJCC throughout Stanislaus County, known as the Service Delivery Partners.

The following programs are included as parties to this MOU:

Stanislaus County Workforce Development (SCWD)

Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth

Employment Development Department (EDD)

Job Services (Wagner-Peyser)

Veterans' Employment Services

Trade Adjustment Assistance Act

Unemployment Insurance (UI)

Migrant Seasonal Farmworkers

Adult Education and Literacy

Ceres Unified School District (CUSD)

Learning Quest Stanislaus Literacy Centers (LQ-SLC)

Modesto City Schools

Turlock Unified School District (TUSD)

California State Department of Vocational Rehabilitation (DOR)

Rehabilitation Act of 1973, as amended by WIOA

Housing Authority of the County of Stanislaus (HACS)

Family Self-Sufficiency Program (FSS)

Central Valley Opportunity Center (CVOC)

Community Services Block Grant

Migrant Seasonal Farmworkers (Section 167)

Stanislaus County Community Services Agency (CSA)

StanWORKs (CalWORKs-TANF)

Yosemite Community College District (YCCD)

Carl Perkins Career Technical Education

Job Corps

Educational and Vocational Training Program

## **One-Stop System, Services**

### **Partner Services Matrix-Attachment A**

Includes a description of the local system, the customers served, and the services provided by each AJCC partner. This includes the three types of “career services” authorized under WIOA (as well as training services and services provided to employers.

In consideration of mutual aims and shared desires of the AJCC System and in recognition of the public benefit to be derived from effective collaboration of the programs involved, the partner agrees to support, as authorized by applicable law, the following services through the AJCC Centers:

1. Basic Career Services as specified under the Workforce Innovation and Opportunity Act, Title I-Subtitle B, including eligibility determination for multiple programs; outreach, intake and orientation; initial assessment of skill levels, job search, placement assistance and career counseling; business services including recruitment; activity referral and coordination with other programs; provision of workforce and labor market statistical information relating to local, regional and national labor markets;
2. Individualized Career Services as specified under the Workforce Innovation and Opportunity Act (WIOA Section 134(c)(2)(A)(i)-(xi) and the Workforce Innovation and Opportunity Act Final Rule 20 CFR part 680.150), including comprehensive and specialized assessment, development of an individual employment plan, group and individual counseling, case management for participants seeking training services, and short-term and pre-vocational services.
3. Follow-up Services will be made available to participants for twelve months after exit. A participant will receive follow-up services necessary to enable them to progress further in their occupation or retain their employment. Follow-up services can include additional career planning, counseling, mentoring, assistance securing a better paying job, career development, and further education. Agency staff is required to contact the participant and determine a participant’s employment and educational status after exiting WIOA program during four quarters.
4. Access to training services (WIOA Section 134 (c)(3)(D) and WIOA Final Rule 20 CFR part 680.200) which may include, but are not limited to, occupational skills training, on-the job-training, private sector training programs, skill upgrading and retraining, job readiness training, adult basic education and literacy programs, and customized training.
5. Access to EDD Labor Market Information, Veterans Services, Unemployment Insurance, Trade Adjustment Assistance Act and Wagner-Peyser services including job search,

placement, recruitment, and CalJOBS.

6. Access to **AJCC** Programs and activities, including virtual access when face-to face interaction may endanger the health and safety of system users and staff.
7. Services for employers including, but not limited to, job listings, meeting facilities, referral of job seekers, pre-screening of applicants, labor market information, tax credit, and small business development assistance.

## **America's Job Center of California Service Descriptions -Attachment B**

### **Responsibility of AJCC Partners**

- The AJCC partner agrees to participate in joint planning, plan development, and modification of activities to accomplish the following:
  - Continuous partnership building
  - Continuous planning in response to state and federal requirements
  - Responsiveness to local and economic conditions, including employer needs
  - Adherence to common data collection and reporting needs
- Make the applicable service(s) related/relevant to the partner program available to customers through the one-stop delivery system.
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

### **Infrastructure Funding Agreement & Other Shared System Costs**

**Attachment C** describes the Infrastructure Funding Agreement (IFA) and Other Shared System costs related to this MOU. Parties to this MOU have reviewed and agreed to the terms set forth in Attachment C.

### **Methods for Referring Customers**

Parties to this MOU agree to develop jointly and mutually implement processes acceptable to all for referral among the **AJCC** partners. Parties agree to cross-train staff on the services of each participating partner and the spectrum of related services available through respective agencies. As appropriate, site visits, field trips, and joint training shall be available to staff conducting referrals. Partners will adopt a common agreed upon assessment tool and referral process, including the referral form.

**Assessment Tool-** The Referral form (**Attachment F**) will be used as an initial assessment tool for all customers being referred from partner agencies to the AJCC. The CalJOBS Adult Basic Application will be used as a tool to assess customers' needs and direct customer to appropriate partner.

### **AJCC Service Delivery Flow and Delivery Overview- Attachment D and E**



## **Referral Form- Attachment F**

Referrals will be done by phone, fax or other process as agreed upon by the partner agencies. Stanislaus County Workforce Development staff and partners will continuously evaluate and refine the process as needed. Partner agrees to refer its applicants and clients to other **AJCC** Partner agencies, when such individuals may be appropriate and eligible for the Partner Agency's services.

## **Equity and Inclusion Statement**

Stanislaus County AJCC Partners recognize and understand the diverse nature of the residents of the central valley. As services are provided, the partnerships will be working towards increasing equity and inclusion of underrepresented groups. Underrepresented groups may include low-income individuals, immigrants, the unhoused or housing insecure, minority populations, Veterans, English language learners, people with disabilities, justice involved individuals and residents of disadvantaged communities.

## **Access for Individuals with Barriers to Employment**

The term "individual with a barrier to employment" means a member of one or more of the following populations:

- A. Displaced homemakers
- B. Low-income individuals
- C. Indians, Alaska Natives, and Native Hawaiians
- D. Individuals with disabilities, including youth who are individuals with disabilities
- E. Older individuals
- F. Justice Involved
- G. Homeless individuals (as defined in section 41403(6) of the Violence against Women Act of 1994 (42 U.S.C 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a (2))).
- H. Youth who are in or have aged out of the foster care system
- I. Individuals who are English Language Learners, individuals who have low levels of literacy and individuals facing substantial cultural barriers
- J. Eligible migrant and seasonal farmworkers, as defined in section 167 (i)
- K. Individuals within 2 years of exhausting lifted eligibility under part A of Title IV of the Social Security Act (42 U.S.C 601 et. Seq)
- L. Single parents (including single pregnant women)
- M. Long-term unemployed individuals
- N. Such other groups as the Governor involved determines to have barriers to employment. (WIOA Section 3(24))

Each party is committed to offer priority for services to veterans, recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

Each party will promote capacity building and professional development of its staff in order to

increase awareness and understanding of services to individuals with barriers to employment and individuals with disabilities. Pursuant to 29 CFR Part 37.7-10 all one-stop partners must prove:

1. Facilities that are both programmatically and architecturally accessible;
2. Reasonable accommodations for individuals with disabilities;
3. Shared costs for reasonable accommodations.

The attached system map identifies the location of the comprehensive AJCC site within the local area. **(Attachment G)**

### **Shared Technology and System Security**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

### **Confidentiality**

The AJCC Partner agrees to comply with the provisions of WIOA Section 10850 as well as the applicable sections of the Welfare and Institutions Code, Family Educational Rights and Privacy Act (FERPA), the California Education Code, the Rehabilitation Act, HIPPA: 45 CFR 164.500-164.534, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or

customers overall unless a specific release is voluntarily signed by the participant or customer.

- The AJCC partner agrees to abide by the current confidentiality and release of information provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

### **Non-Discrimination and Equal Opportunity**

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to race, religious creed, color, national origin, ancestry, physical or mental disability including perception of a disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military and veteran status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

Each party assures its compliance with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services, as well as applicable regulations and guidelines issued pursuant to the ADA.

### **Grievances and Complaints Procedure**

The AJCC partner agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

### **American's with Disabilities Act and Amendments Compliance**

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act of 1990 and its amendments which prohibit discrimination on the basis of disability, as well as applicable

regulations and guidelines issued pursuant to the ADA. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

### **Effective Dates and Term of MOU**

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall begin on **July 1, 2022**, and shall end on **June 30, 2025**, not less than three years unless previously terminated by one of the parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

### **Modifications and Revisions**

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Each service delivery partner reserves the right to modify the scope, direction, structure and content of this agreement based upon legislative changes, Local Board directives, availability of funding, or other circumstances as warranted and agreed upon by Local Workforce Development Board and partner agencies.

### **Termination**

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

### **Administrative and Operations Management Sections**

#### **License for Use**

During the term of this MOU, all partners to this MOU shall have a license to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

#### **Supervision/Day to Day Operations**

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.\

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the original employer. All staff will comply with the holiday schedule of their original employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of

each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action. Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Service Delivery is allowed on a virtual basis, especially in times of emergency when physical interaction may endanger the health and safety of AJCC clients and staff members. The AJCC Comprehensive Center may be closed if local or state government deems such an action to be necessary for public safety.

### **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.

### **Press Releases and Communications**

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The service delivery partners agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

### **Hold Harmless/Indemnification/Liability**

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

**MEMORANDUM OF UNDERSTANDING FOR  
Stanislaus County Workforce Development Service Delivery Partners for AJCC**

**Signature Page**

**By signing below, all parties mutually agree to the terms prescribed herein.**

**Stanislaus County Board of Supervisors**

**Terrance Withrow, Chairman of the Board**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Stanislaus County Workforce Development Board**

**Bill O'Brien, Workforce Development Board Chair**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Stanislaus County Workforce Development**

**Doris Foster, Director**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Ceres Unified School District**

**Jay Simmonds, Asst. Superintendent of Student Support Svcs.**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Learning Quest Stanislaus Literacy Centers**

**Karen Williams, Executive Director**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Modesto City Schools**

**Tim Zearley, Assoc. Superintendent CBO Business Services**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Turlock Unified School District**

**Dana Salles Trevenhan, Superintendent**

Printed Name & Title

Date

Signature

**Employment Development Department**

**Chukwudi Nnebe, Deputy Division Chief**

Printed Name & Title

Date

Signature

**California Department of Rehabilitation**

**Shayn Anderson, Regional Director San Joaquin Valley District**

Printed Name & Title

Date

Signature

**SER-Jobs for Progress, Inc. Senior Community Service SCSEP (T-V OAA)**

**Sandra Leon-Alfaro, SCSEP North Program Director**

Printed Name & Title

Date

Signature

**Stanislaus County Community Services Agency**

**Amanda Sharp, Director**

Printed Name & Title

Date

Signature

**Yosemite Community College District**

**Trevor Stewart, Vice Chancellor of District Administrative Services**

Printed Name & Title

Date

Signature

**Job Corps**

**Davina Hernandez, Center Director**

Printed Name & Title

Date

Signature

**California Indian Manpower Consortium, Inc.**

**Lorenda Sanchez, Executive Director**

Printed Name & Title

Date

Signature

**Central Valley Opportunity Center**

**Jorge De Nava, Executive Director**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Stanislaus Regional Housing Authority**

**Barbara Kauss, Executive Director**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Employment Development Department Unemployment Insurance**

**David Rangel, Employment Development Administrator**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## WIOA Partners & Signatory Information

Count	Partner Name	Business Address	Signatory Name & Title	Phone/E-Mail	Fax Number
01	Stanislaus County Workforce Development (SCWD)	251 E. Hackett Road C2 P.O Box 3389 Modesto, CA 95353	<b>Doris Foster</b> <i>Director</i>	(209) 558-2100 <a href="mailto:FosterD@Stanworkforce.com">FosterD@Stanworkforce.com</a>	(209) 558-2164
02	Ceres Unified School District	2503 Lawrence Street Ceres, Ca 95307	<b>Jay Simmonds</b> <i>Assistant Superintendent of Student Support Services</i>	(209) 556-1500 <a href="mailto:jsimmonds@ceres.k12.ca.us">jsimmonds@ceres.k12.ca.us</a>	(209) 541-0947
03	Learning Quest Stanislaus Literacy Centers	1032 11 <sup>th</sup> Street Modesto, CA 95354	<b>Karen Williams</b> <i>Executive Director</i>	(209) 522-0656 Ext. 113 <a href="mailto:kwilliams@lqslc.com">kwilliams@lqslc.com</a>	(209) 522-0658
04	Modesto City Schools District Office	426 Locust Street Modesto, CA 95351	<b>Tim Zearley</b> <i>Associate Superintendent CBO Business Services</i>	(209) 574-1594 <a href="mailto:Zearley.T@monet.k12.ca.us">Zearley.T@monet.k12.ca.us</a>	(209) 576-4581
05	Turlock Unified School District	1574 E. Canal Drive Turlock, CA 95380	<b>Dana Salles Trevenethan</b> <i>Superintendent</i>	(209) 667-0632 <a href="mailto:dtrevethan@turlock.k12.ca.us">dtrevethan@turlock.k12.ca.us</a>	(209) 667-6520
06	Employment Development Department (EDD)	629 12 <sup>th</sup> Street Modesto, CA 95354 P.O. Box 3227 Modesto, CA 95353	<b>Chukwudi Nnebe</b> <i>Deputy Division Chief</i>	(415) 885-1696 <a href="mailto:Chukwudi.Nnebe@edd.ca.gov">Chukwudi.Nnebe@edd.ca.gov</a>	N/A
07	California Department of Rehabilitation	1209 Woodrow Ave. Ste. B1 Modesto, CA 95350	<b>Shayn Anderson</b> <i>Regional Director San Joaquin Valley District</i>	(559) 580-4103 <a href="mailto:Shayn.Anderson@dor.ca.gov">Shayn.Anderson@dor.ca.gov</a>	(559) 445-6017
08	SER-Jobs For Progress, Inc. Senior Community Service SCSEP (T-V OAA)	255 N. Fulton St., Suite 106 Fresno, CA 93701	<b>Sandra Leon-Alfaro,</b> <i>SCSEP North Program Director</i>	(559) 452-0881 ext. 222 <a href="mailto:Sandra@sercalifornia.org">Sandra@sercalifornia.org</a>	(559) 803-6154
09	Stanislaus County Community Services Agency (CSA)	251 E. Hackett Road P.O.Box 42 Modesto, CA 95353	<b>Amanda Sharp</b> <i>Director</i>	(209) 558-2500 <a href="mailto:SharAm@stancounty.com">SharAm@stancounty.com</a>	(209) 558-2937
10	Yosemite Community College District	435 College Avenue Modesto, CA 95350	<b>Trevor Stewart</b> <i>Vice Chancellor of District Administrative Services</i>	(209) 575-6530 <a href="mailto:StewartT@yosemite.edu">StewartT@yosemite.edu</a>	(209) 575-6922

11	Job Corps	3485 E. Hills Drive San Jose, CA 95127	<b>Davina Hernandez</b> <b>Center Director</b>	(408) 937-3201 <a href="mailto:Hernandez.Davina@jobcorps.org">Hernandez.Davina@jobcorps.org</a>	N/A
12	California Indian Manpower Consortium, Inc.	738 North Market Blvd Sacramento, CA 95834	<b>Lorenda Sanchez</b> <b>Executive Director</b>	(916) 920-0285 <a href="mailto:lorendaS@cimcinc.com">lorendaS@cimcinc.com</a>	(916) 641-6338
13	Central Valley Opportunity Center (CVOC)	6838 W. Bridget Court P.O. Box 1389 Winton, CA 95388	<b>Jorge De Nava</b> <b>Executive Director</b>	(209) 357-0062 <a href="mailto:idenava@cvoc.org">idenava@cvoc.org</a>	(209) 357-0071
14	Stanislaus Regional Housing Authority	1701 Robertson Road P.O. Box 581918 Modesto, CA 95358	<b>Barbara Kauss</b> <b>Executive Director</b>	(209) 557-2000 <a href="mailto:bkauss@stancoha.org">bkauss@stancoha.org</a>	(209) 577-2011
15	Employment Development Department Unemployment Insurance	PO Box 419132, Rancho Cordova, CA 95741-9132	<b>David Rangel</b> <b>Employment Development Administrator</b>	(916) 490-5843 <a href="mailto:David.Rangel@edd.ca.gov">David.Rangel@edd.ca.gov</a>	(916) 449-2166

# One-Stop Partner Planning Grid:

ATTACHMENT A

## Partner Services Matrix

Program Name	Partner Name	Services (Service Descriptions-Attachment B)			Service Delivery Method
		Career (1-17)	Training (1-9)	Employer (1-8)	
WIOA Title I Adult, Dislocated Workers, Youth	Stanislaus County Workforce Development	1,2,3,4,5,6,8, 11,12,13,14,15, 16,17	1,2,5,7,8,9	1,2,3,4,5,6,7,8	FT, C/Off
WIOA Title II: Adult Education and Literacy	Ceres Unified School District	2,3,4,8,15,12, 17	4,5,6,8	2,7	PT T
	Learning Quest Stanislaus Literacy Centers	N/A	8,9	N/A	T, A PT
	Turlock Unified School District	1,2,3,4,14,15	1,8	N/A	PT, O T ,A
	Modesto City Schools	N/A	8	N/A	T
WIOA Title III: Wagner-Peyser	Employment Development Department	2,4,5,9,10,11	N/A	1,2,3,4,6,7,8	C/PT, C T
WIOA Title IV: Vocational Rehabilitation	California Department of Rehabilitation (DOR)	1,2,3,4,12,13, 15,16,17	1,2,4,6,7	2,4,5	PT T
Title V Older Americans Act	SER-Jobs For Progress, Inc. Senior Community Service SCSEP (T-V OAA)	1,2,3,4,5,6,7,8, 10,11,	2,5	N/A	P/T T
TANF / CalWORKs	Stanislaus County Community Services Agency (CSA)				
	CalWORKs	1,8,9	N/A	N/A	FT A
	CalFresh	1	N/A	N/A	FT, A, C/Off
	Welfare to Work	1,2,3,4,5,6,8, 10,11,12,13, 15,16,17	1,2,3,4	N/A	FT T
	Child Care	1,8	N/A	N/A	T
	General Assistance	1,2,3,4,10,12, 13,15,16,17	1	N/A	FT
	Refugee Assistance	1,2,3,4,6,8,10, 13,15,16	1	N/A	T
	Homeless Assistance	8	N/A	N/A	FT T

# One-Stop Partner Planning Grid:

ATTACHMENT A

## Partner Services Matrix

	Tribal TANF	1,2,3,4,6,8,10, 13,15,16	1	N/A	T
Career/Tech Ed	Yosemite Community College District (YCCD)	1,2,3,4,5,6,10, 12,15,17	1,2,3,4,5,7,8,9	1,2,4,5	T, A
Job Corps	Job Corps	1,2,3,4,5,6,11, 13,15,16,17	1,2,3,4,5,7,8	1,3,6	PT
					T
Native American Program	Ca Indian Manpower Consortium, Inc.	1,2,3,4,5,8, 10,11,12,13,14, 15,16,17	1,2,6,7	1,2,3,4,5,6,7	T, A
Migrant/Seasonal Farmworkers	Central Valley Opportunity Center	1,2,3,4,5,6,8, 10,11,12,13, 15,16,17	1,2,5,7,8,9	1,2,3,5,7,8	T,A
	Employment Development Department	1,2,3,4,5,13,16	N/A	2,3,4,6,7,8	FT
Veterans	Employment Development Department	1,2,3,4,5,13,16	N/A	2,3,4,6,7,8	FT
Trade Act	Employment Development Department	1,3,4,5,6,7,8,9, 10,11,12,13,15, 16,17	N/A	N/A	FT
Community Action (E/T Programs)	Central Valley Opportunity Center	1,2,4,8	1,2,5,7,8,9	1,2,3,5,7,8	FT, T, A
Housing Authority	Stanislaus Regional Housing Authority	1,2,3,8,16	N/A	N/A	T
Unemployment Insurance	Employment Development Department	1,2,9	N/A	8	T,A

## Partner Services Matrix

Code	Service Delivery Method Description Codes:
FT	On-Site Staff Full Time
PT	On-Site Staff Part Time
C	Contracted Service On-Site Full Time
C/PT	Contracted Service On-Site Part Time
C/Off	Contracted Service Off-Site
T	Access Via Telephone-Direct Line to designated staff member
A	Access Via Automated System-Can include internet auto communication system
O	Other

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**AMERICA'S JOB CENTER OF CALIFORNIA SERVICE DESCRIPTIONS**

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**CAREER SERVICES:** Career services include self-help services, services requiring minimal staff assistance and services requiring more staff involvement, generally provided to individuals unable to find employment through basic career services, and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

1. **Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation.
2. **Outreach, Intake, and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and other resources at the America's Job Center of California (AJCC), affiliate, or self-service location.
3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.
4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications, experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.

5. **Employment Statistics-Labor Market Information:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers; see California LMI, <http://www.labormarketinfo.edd.ca.gov/>.
6. **Eligible Provider Performance and Program Cost Information:** Collect and provide information on:
  - A. Eligible training service providers (described in WIOA Section 122).
  - B. Eligible youth activity providers (described in WIOA Section 123).
  - C. Eligible adult education providers (described in WIOA Title II).
  - D. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 2301).
  - E. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).
7. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.
8. **Supportive Services' Information:** Collect and provide information on services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.
9. **Unemployment Insurance:** Collect and provide information on filing claims for state benefit payments that protect individuals from economic insecurity while they look for work. Claims may be filed on-line or via telephone available in the AJCC.
10. **Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.
11. **Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment.

12. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
  - A. Diagnostic Testing and use of other assessment tools; and
  - B. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
13. **Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.
14. **Group Counseling:** Counseling individuals in a group setting to help the individual achieve employment goals and make decisions about employment and training opportunities.
15. **Individual Counseling and Career Planning:** Counseling, career planning and vocational guidance to an individual in a one-on-one setting to help the individual achieve employment goals and make decisions about employment and training opportunities based on the participant's assessment.
16. **Case Management:** For participants who receive training services under WIOA Section 134(d)(4).
17. **Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

## **TRAINING SERVICES:**

Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

1. **Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.
2. **On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages.
3. **Workplace and Cooperative Education:** Programs that combine workplace training with related instruction which may include cooperative education programs.



4. **Training Programs Operated by the Private Sector**
5. **Skills Upgrading and Retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.
6. **Entrepreneurial Training:** Training that includes starting and operating a business, developing business plans, budgeting and forecasting, accumulating capital, and identifying business development resources.
7. **Job-Readiness Training:** Pending State definition.
8. **Adult Education and Literacy (ABLE) Programs:** Services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law and lack basic educational skills to enable the individuals to function effectively in society and on a job. Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job.
9. **Customized Training:** Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training.

**EMPLOYER  
SERVICES:**

AJCC services offered to employers include:

1. **Employer Needs Assessment:** Evaluation of employer needs, particularly future hiring and talent needs.
2. **Job Posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool.
3. **Applicant Pre-Screening:** Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.

4. **Recruitment Assistance:** Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitments.
5. **Training Assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.
6. **Labor Market Information:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.
7. **Employer Information and Referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, Federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as Work Opportunity Tax Credit (WOTC) or the Federal bonding program, etc.
8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor management committees, peer counseling, etc.

*Workforce Innovation and Opportunity Act*  
*Stanislaus County 2022-2025 MOU Partnership Agreement*  
**Infrastructure Funding Agreement and Other Shared System Costs Budget**

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## Process and Development

Local Workforce Development Area (Local Area): Stanislaus County

Date Submitted: June 30, 2022

1. The period of time this agreement is effective: July 1, 2022- June 30, 2025
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: Terrance Withrow, Chairman of the Stanislaus County Board of Supervisors

Local Board/s: Stanislaus County Workforce Development Board

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- Stanislaus County Workforce Development
- Employment Development Department (EDD): *Job Services (Wagner-Peyser)* , *Veterans' Employment Services*, *Trade Adjustment Assistance Act*
- Ceres Unified School District (CUSD)
- Central Valley Opportunity Center (CVOC)
- California Department of Rehabilitation (DOR)
- SER-Jobs For Progress, Inc. Senior Community Service Employment Program (SCSEP)
- Learning Quest- Stanislaus Literacy Center (LQ-SLC)

AJCC Partners Participating in the Shared Other System Costs Agreement:

- Stanislaus County Workforce Development (SCWD)
- Employment Development Department (EDD)
- Ceres Unified School District (CUSD)
- California Department of Rehabilitation (DOR)
- Modesto City Schools (MCS)
- Turlock Unified School District (TUSD)
- Stanislaus County Community Services Agency (CSA)
- Yosemite Community College District (YCCD)
- Job Corps
- SER-Jobs For Progress, Inc. Senior Community Service Employment Program (SCSEP)
- Stanislaus Regional Housing Authority (SRHA)
- Central Valley Opportunity Center (CVOC)

- Learning Quest Stanislaus Literacy Centers (LQ-SLC)
- CA Indian Manpower Consortium, Inc

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.
  - a. On behalf of Stanislaus County Workforce Development Board, Stanislaus County Workforce Development coordinated an MOU Partnership meeting on **March 22, 2022** and discussed the MOU and the infrastructure Funding Agreement with partner agencies. Organizations that were invited to attend, but were unable to, were contacted via phone and e-mail to establish any updated information called for in the MOU and to verify their engagement and agreement with the MOU.
4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.
  - a. For purposes of this MOU, each party expressly agreed to participate in good faith negotiations to reach a consensus. All partners agreed to use the prescribed process in the Governor's Guidelines to achieve integration of program and service goals of WIOA. Active involvement and equal opportunity to provide input by required partners was demonstrated in the MOU negotiation process and is reflected in the MOU.
5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.
  - a. The specific contributions for Program Year **2019** are shown in table 3, and these contributions have been agreed to by the colocated partners. The colocated partners agree that these amounts are the contributions that the partners will make to the One-Stop costs for Program Year **2019-2020** only, and that this portion of the MOU covers the first year of the three-year MOU period. The colocated partners agree and recognize that the One-Stop costs and the partner contributions to these costs are to be renegotiated on an annual basis. Further, the colocated partners acknowledge that the ability of any partner to contribute its agreed contribution to the One-Stop costs is contingent on the availability of Federal funding for its respective program(s).

On an annual basis, the colocated partners will collaborate to compile actual infrastructure and shared system costs for the prior year as was conducted between Stanislaus County Workforce Development and the State EDD for the first year. Stanislaus County Workforce Development will convene the annual meeting during the third quarter of the program year along with data on actual contributions to the operation of the One-Stop, and to prepare a report for use by all of the partners that compares the actual and budgeted values. This will be done to support the proper allocation of costs in a

manner that fully complies with the applicable cost principles, and to assist in preparation of negotiations for the following year. Stanislaus County Workforce Development collaborated with the State EDD on infrastructure costs this year and this process is expected to continue annually.

Assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners.

## Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

### MOU Content Requirements:

A budget outlining the infrastructure costs for each AJCC in the Local Area with a detailed description of what specific costs are included in each line item.

When establishing the infrastructure cost budget, Local Boards have two options:

Option 1: Develop a separate budget for each AJCC.

Option 2: Develop a consolidated system-wide budget for its network of AJCCs.

Option 3: A mixture of separate and consolidated budgets.

If the Local Board chooses to negotiate infrastructure costs based on their network of AJCCs, rather than center by center, then the budgets for all the AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology. Consolidations might allow the “financing” of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.

If using Option 3, multiple budgets will need to be included with clear identification of which AJCCs belong to which budget.

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

☒ Option 1: A separate budget for each AJCC.

☐ Option 2: A consolidated system-wide budget for the network of AJCCs

☐ Option 3: A mixture of separate and consolidated budgets for the Local Area’s AJCCs.



## AJCC(s) and Colocated Partners

- Include all AJCCs Identified in the MOU
- Include if the AJCC is a comprehensive, affiliate, or specialized center.
- Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time.

<b>Modesto Comprehensive AJCC and Colocated Partners</b> 629 12th Street, Modesto, CA	
<b><i>Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time, part time, or intermittent.</i></b>	
• Stanislaus County Workforce Development (SCWD)	• Ceres Unified School District (CUSD)
• California Department of Rehabilitation (DOR)	• Central Valley Opportunity Center (CVOC)
• Employment Development Department (EDD): <i>Job Services (Wagner-Peyser) , Veterans' Employment Services, Trade Adjustment Assistance Act</i>	• SER-Jobs For Progress, Inc. Senior Community Service Employment Program (SCSEP)
• Learning Quest-Stanislaus Literacy Center (LQ-SLC)	• Job Corps

The building layout and tables below reflect the infrastructure cost methodology found on pages 10-11.

# STANISLAUS COUNTY WORKFORCE DEVELOPMENT LEASE AREA CALCULATIONS

GROSS BUILDING FLOOR AREA: 25007 S.F. DATE: 11/1/2017  
GROSS AREA MULTIPLIER: 1.08

ROOM #	ROOM NAME	A REA (S.F. - NET)	A REA (S.F. - GROSS)	COMMON	% WORKFORCE DEVELOPMENT OCCUPIED (common area excluded)	WORKFORCE DEVELOPMENT A REA (S.F.) (common area excluded)	WORKFORCE DEVELOPMENT TARE (S.F.)
	WORKFORCE DEVELOPMENT EXCLUSIVE						
122	PARTNER OFFICE	160 S.F.	169 S.F.		100%	169 S.F.	169 S.F.
125	CONFERENCE ROOM	883 S.F.	913 S.F.		100%	913 S.F.	913 S.F.
127	TESTING	259 S.F.	274 S.F.		100%	274 S.F.	274 S.F.
	E.D.D. & ALLIANCE WORKNET SHARED						
100	RESOURCE AREA	2168 S.F.	2292 S.F.		50%	1146 S.F.	1146 S.F.
101	RECEPTION LOBBY	804 S.F.	851 S.F.		50%	425 S.F.	425 S.F.
102	LOBBY	2070 S.F.	2191 S.F.		15%	329 S.F.	329 S.F.
106	OPEN WORK AREA	11111 S.F.	11758 S.F.		54%	6349 S.F.	6349 S.F.
	COMMON AREA						
103	MEN (PUBLIC)	134 S.F.	142 S.F.	X	0%	0 S.F.	60 S.F.
104	WOMEN (PUBLIC)	137 S.F.	145 S.F.	X	0%	0 S.F.	61 S.F.
107	EMPLOYEE ROOM	707 S.F.	748 S.F.	X	0%	0 S.F.	317 S.F.
110	TELEPHONE ROOM	220 S.F.	233 S.F.	X	0%	0 S.F.	99 S.F.
114	TELEPHONE ROOM	261 S.F.	276 S.F.	X	0%	0 S.F.	117 S.F.
118	MEN (EMPLOYEE)	151 S.F.	160 S.F.	X	0%	0 S.F.	68 S.F.
119	WOMEN (EMPLOYEE)	204 S.F.	216 S.F.	X	0%	0 S.F.	92 S.F.
120	JANITOR	138 S.F.	146 S.F.	X	0%	0 S.F.	62 S.F.
121	HALLWAY	320 S.F.	339 S.F.	X	0%	0 S.F.	144 S.F.
	E.D.D. EXCLUSIVE AREA						
105	TESTING / HEARING	494 S.F.	523 S.F.		0%	0 S.F.	0 S.F.
112	STORAGE	255 S.F.	270 S.F.		0%	0 S.F.	0 S.F.
113	OFFICE	138 S.F.	146 S.F.		0%	0 S.F.	0 S.F.
115	EDD MANAGER OFFICE	222 S.F.	235 S.F.		0%	0 S.F.	0 S.F.
116	STORAGE	105 S.F.	111 S.F.		0%	0 S.F.	0 S.F.
117	MAIL ROOM	128 S.F.	135 S.F.		0%	0 S.F.	0 S.F.
123	JANITOR	123 S.F.	130 S.F.		0%	0 S.F.	0 S.F.
124	INTERVIEW ROOM	118 S.F.	125 S.F.		0%	0 S.F.	0 S.F.
126	WORKSHOP	590 S.F.	624 S.F.		0%	0 S.F.	0 S.F.
128	CONFERENCE ROOM	315 S.F.	333 S.F.		0%	0 S.F.	0 S.F.
	TARE						
108	MECHANICAL ROOM	659 S.F.	697 S.F.		0%	0 S.F.	0 S.F.
109	TRANSFORMER ROOM	133 S.F.	141 S.F.		0%	0 S.F.	0 S.F.
111	MECHANICAL ROOM	703 S.F.	744 S.F.		0%	0 S.F.	0 S.F.
SUBTOTAL		23888 S.F.	25007 S.F.	2434 S.F.		9608 S.F.	10025 S.F.

EXCLUSIVE PARTNER AREA:

SHARED PARTNER AREA:

PARTNER COMMON AREA SHARE:

TOTAL PARTNER LEASED AREA:

TARE:

1357 S.F.

8249 S.F.

1019 S.F. (42%)

10625 S.F.

0 S.F.

# AJCC Building Layout - 629 12th ST., MODESTO



Table I

Space Utilization Table - 629 12th Street. Modesto, CA					
Total Square Footage				25,067	
Minus Common Square Footage				5,334	
Total Dedicated Square Footage				19,733	
Monthly Payment				\$	-
Cost Per Square Footage				\$	-
Occupancy	Quantity	Square Footage	Total Square Footage	Percent Occupied	
<b>STANISALUS COUNTY WORKFORCE DEVELOPMENT</b>					
CONFERENCE ROOM (125)	1	913			
CUBICLES (106)	Open Area	5,939			
TESTING ROOM (127)	1	274			
OFFICE (122)	1	169			
SCWD COMMON (103,104,107,110,114,118,119,120,121)	9	1,203	8,498		43.06%
SCSEP	1	64	64		0.32%
CUSD - CUBICLE	1	64	64		0.32%
DOR Office	1	90	90		0.46%
<b>EDD AJCC</b>					
EDD Exclusive (105,112,113,115-117,123,124,126,128)	9	2,632			
OPEN AREA (106)	1	5,409			
EDD (TARE)(108,109,111)	3	1,582			
EDD COMMON	9	1,203	10,826		54.86%
Job Corps	1	64	64		0.32%
Central Valley Opportunity Center	1	64	64		0.32%
Learning Quest	1	64	64		0.32%
TOTAL:			19,733	100%	
COMMON AREAS:		Percentage Occupied Space		78.7%	
AJCC Resouce Center		2,292			
Reception Lobby		851			
Lobby		2,191		5,334	
		Percentage Common Space		21.3%	

## Operating Costs for Modesto Workforce Services April 2019

Facility: *Modesto*  
 Building ID: *0508*  
 Facility Address: *629 12th Street*  
 Facility Square Footage: *25,067*  
 Monthly Rent: *\$0.00*

	Monthly, \$/sq. ft.	Annual, \$/sq. ft.	Total Annual Cost
Base Rent	\$0.00	\$0.00	\$0.00
Utilities (FY 2017/2018)	\$0.19	\$2.34	\$58,576.90
Garbage (FY 2017/2018)	\$0.01	\$0.11	\$2,851.62
Janitorial (1 EDD Custodian)	\$0.37	\$4.42	\$110,733.60
<i>Contracts</i>			
Alarm Monitoring (N9111308, 7/1/18 - 6/30/21)	\$0.00	\$0.01	\$300.00
HVAC Maintenance (DGS Maintained)	\$0.00	\$0.00	\$0.00
Landscaping (M8108816, 2/1/18 - 1/31/20)	\$0.03	\$0.35	\$8,754.00
Pest Control (N7106153, 4/7/17 - 3/31/19)	\$0.01	\$0.06	\$1,620.00
Power Sweeping (M8108768, 2/1/18 - 1/31/20)	\$0.02	\$0.19	\$4,860.00
*Security Guard (M6102209, Am #4, 3/1/16 - 3/31/19 and M9112553, 3/1/19 - 7/31/19)	\$0.43	\$5.12	\$128,225.32
Chemical Replacement (N9112101, 10/2/18 - 6/30/19)	\$0.01	\$0.12	\$3,000.00
***Chiller Replacement (M972432)	\$0.03	\$0.31	\$7,848.90
<b>TOTAL:</b>	<b>\$1.09</b>	<b>\$13.04</b>	<b>\$326,770.34</b>

Total Operating Cost per square foot, per month 1.09

\* Security Guards (2): (1) 9-hr shift (\$58,576.18), (1) 10-hr shift (\$69,649.14).

\*\*\* Chiller Replacement in 2009 at a cost of \$78,489.00 prorated over 10-year period. CY 2019 is year #10 of 10 years.



Table 2

MODESTO AJCC 2019-2020 COST SHARING SCHEDULE						
	629 12th ST., MODESTO			Monthly Building Cost \$ 27,231		Sq. Ft. Cost
	% Occupied and Common Space: 78.7%			21.3%		\$ 1.09
	Cost applied to % above: \$ 21,436			\$ 5,794		
Current Tenant Occupancy	Occupied Space (Sq. FT)	% of Occupied space	Occupied Area Cost	Common Area Cost	Agency MONTHLY Cost	Agency Annual Cost
SCWD	8497.5	43.06%	\$ 9,231.03	\$ 2,495.23	\$ 11,726.26	\$ 140,715
SER/SCSEP	64.0	0.32%	\$ 69.52	\$ 18.79	\$ 88.32	\$ 1,060
CUSD	64.0	0.32%	\$ 69.52	\$ 18.79	\$ 88.32	\$ 1,060
DOR	90.0	0.46%	\$ 97.77	\$ 26.43	\$ 124.20	\$ 1,490
EDD	10825.5	54.86%	\$ 11,759.99	\$ 3,178.83	\$ 14,938.82	\$ 179,266
Job Corps	64.0	0.32%	\$ 69.52	\$ 18.79	\$ 88.32	\$ 1,060
CVOC	64.0	0.32%	\$ 69.52	\$ 18.79	\$ 88.32	\$ 1,060
Learning Quest	64.0	0.32%	\$ 69.52	\$ 18.79	\$ 88.32	\$ 1,060
	19733.0	100.00%	\$ 21,436	\$ 5,794	\$ 27,231	\$ 326,770
					verify total	\$ 326,770

Table 3

2019-2020 Cost Estimates for AJCC Modesto									
Cost Component	FY Total	SCWD	SCSEP	CUSD	DOR	Job Corps	EDD	CVOC	LQ
Sq Ft Occupied	12 Months	Fund 1320							
Occupancy Ratio	25,067.0	43.06%	0.32%	0.32%	0.46%	0.32%	54.86%	0.32%	0.32%
Applied Partner % (Excluding EDD-Exclusive)	100.00%	43.06%	0.32%	0.32%	0.46%	0.32%	54.86%	0.32%	0.32%
Building Costs	\$ 326,770.34	\$ 140,715.09	\$ 1,059.81	\$ 1,059.81	\$ 1,490.36	\$ 1,059.81	\$ 179,265.81	\$ 1,059.81	\$ 1,059.81
Access and Accomodation	\$ 1,000.00	\$ 430.62	\$ 3.24	\$ 3.24	\$ 4.56	\$ 3.24	\$ 548.60	\$ 3.24	\$ 3.24
Common Identifier	\$ 1,500.00	\$ 645.94	\$ 4.86	\$ 4.86	\$ 6.84	\$ 4.86	\$ 822.90	\$ 4.86	\$ 4.86
One Stop Operator	\$ 15,000.00	\$ 6,459.36	\$ 48.65	\$ 48.65	\$ 68.41	\$ 48.65	\$ 8,228.98	\$ 48.65	\$ 48.65
<b>PARTNER TOTAL SHARE</b>	<b>\$ 329,270.34</b>	<b>\$ 141,791.65</b>	<b>\$ 1,067.92</b>	<b>\$ 1,067.92</b>	<b>\$ 1,501.77</b>	<b>\$ 1,067.92</b>	<b>\$ 180,637.31</b>	<b>\$ 1,067.92</b>	<b>\$ 1,067.92</b>

### **Infrastructure Cost Allocation Methodology**

Stanislaus County Workforce Development coordinates the delivery of services at the Modesto AJCC Comprehensive Center (see AJCC Space Use Plan for building layout) with its colocated partners: Ceres Unified School District (CUSD), SER-Jobs For Progress, Inc. Senior Community Service Employment Program (SCSEP), California Department of Rehabilitation (DOR), Job Corps, Employment Development Department (EDD), Learning Quest-Stanislaus Learning Center (LQ-SLC), and Central Valley Opportunity Center (CVOC). The agreement is based on building costs from April 2019 annualized expenditures.

#### **Space Utilization - Tables 1, 2 & 3:**

The basis for calculating and distributing costs to partner agencies is as follows:

- A. Square footage of space used will be the basis to distribute infrastructure costs.
- B. The total space of Modesto Comprehensive Center is 25,067 square feet (sq. ft.)
  - I. Cubicle space was distributed to the co-located partners based on their need.
  - II. Total monthly payment was calculated by taking the yearly total operating cost of \$329,270.34, and dividing it by 12 months which calculated to \$27,439.
  - III. Total cost per sq. ft. was calculated by dividing \$27,439 by the total sq. ft. of 25,067, calculating to \$ 1.09.
  - IV. Common area sq. ft. of 5,344 was subtracted from the total sq. ft. of 25,067 to determine the total dedicated partner sq. ft. of 19,733.
  - V. Percent occupied space was calculated by dividing the total partner sq. ft. of 19,733 by the total building space of 25,067 sq. ft.
  - VI. Percent common space was calculated by dividing the Common area sq. ft. 5,334 total by the total building space of 25,067 sq. ft.
  - VII. The ratio of occupied to common space is 78.7% to 21.3 %.

#### **AJCC Infrastructure Budget - Table 2**

The ratio of occupied space was applied to common space and used to calculate total monthly costs for each partner.

- A. Costs will be distributed to partners on a monthly basis.
- B. The cost allocation methodology selected adheres to the following:
  - i. Is consistent with the Federal laws authorizing each partner's program including any local administrative cost requirements.
  - ii. Complies with Federal cost principles in the Uniform Guidance.
  - iii. Includes only costs that are allowable, reasonable, necessary, and allocable to each program partner.
  - iv. Is based on the proportionate use and benefit received by each colocated partner in the AJCC.

Initial Proportionate Share Allocated - **Table 3** includes the budget outlining the infrastructure costs for the comprehensive AJCC. Included in the budget are the following cost items and detail for each line item:

- Building Costs:
  - Includes fully equipped usable cubicle space with computer
  - Utilities-electric, gas, sewer, water, internet access
  - Janitorial
  - Maintenance and building repair
  - Security
  - Alarm and telecom
- Access and Accommodation:
  - Technology or equipment needed for physical and programmatic access to the AJCC by individuals with disabilities.
- Common Identifier:
  - Creating new AJCC signage
  - Updating templates and materials
  - Updating Electronic Resources
- One Stop Operator:
  - Annual Cost of basic services provided by contracted One Stop Operator.



**Initial Proportionate Share of Infrastructure Costs**

Table 2 shows the initial proportionate share of infrastructure costs allocated to each colocated partner based on the agreed upon cost allocation methodology and costs reflected in the Operating Costs for Modesto Workforce Services table. Table 3 identifies the cost estimates for the AJCC and total partners' costs share to be distributed among the colocated partners and will serve as the method for distributing costs for the duration of MOU. Table 3 also includes budgeted costs for access and accommodation and common identifier, if necessary. Some year-to-year adjustments are anticipated. Adjustments of greater than 5% by category will warrant a revision of the table, but will not require an amendment to the agreement. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly. Non-cash or in-kind contributions will be fairly evaluated, in accordance with Uniform Guidance Section 200.306.

**Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs**

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

Stanislaus County Board of Supervisors

Stanislaus County Workforce Development

Terrance Withrow, Chairman of the Board

Printed Name and Title

Doris Foster, Director

Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

Stanislaus County Workforce Development Board

Ceres Unified School District

Bill O'Brien, Chair

Printed Name and Title

Jay Simmonds, Assistant Superintendent

Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

Central Valley Opportunity Center

Jorge DeNava, Executive Director

Printed Name and Title

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Signature and Date

Learning Quest – Stanislaus Literacy Center

Karen Williams, Executive Director

Printed Name and Title

---

Signature and Date

EDD Workforce Services

Chukwudi Nnebe, Deputy Division Chief

Printed Name and Title

---

Signature and Date

California Department of Rehabilitation

Shayn Anderson, Regional Director San Joaquin Valley District

Printed Name and Title

---

Signature and Date

Job Corps

Davina Hernandez, Center Director

Printed Name and Title

---

Signature and Date

SER-Jobs For Progress

Sandra Leon-Alfaro, SCSEP North Program Director

Printed Name and Title

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Signature and Date

**Signature Page: Non-Colocated Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available**

MOU Content Requirement:

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. Consequently, the MOU must include 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.

By signing below, all parties agree that when data is available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

Modesto City Schools

Yosemite Community College District

Tim Zearley, Associate Superintendent

Trevor Stewart, Vice Chancellor of District Administrative Services

Printed Name and Title

Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

Turlock Unified School District

California Indian Manpower Consortium, Inc

Dana Salles Trevenhan, Superintendent

Lorenda Sanchez, Executive Director

Printed Name and Title

Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

Stanislaus Regional Housing Authority

Barbara Kauss, Executive Director

Printed Name and Title

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Signature and Date

Stanislaus County Community Services Agency

Amanda Sharp, Director

Printed Name and Title

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Signature and Date

Employment Development Department Unemployment  
Insurance

David Rangel, Employment Development Administrator

Printed Name and Title

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Signature and Date

### Sharing Other One-Stop System Costs

MOU Content Requirement:

A budget outlining other system costs relating to the operation of the local One-Stop delivery system and a description of what specific costs are included in each line item. The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners and Local Board.

While only colocated partners share infrastructure costs, all partners must share in other system costs, including applicable career services.

### The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

☒ Title I Adult, Dislocated Worker,  
and Youth

☒ Title V Older Americans Act

☐ Trade Adjustment Assistance Act

☒ Title II Adult Education and  
Literacy

☒ Job Corps

☐ Community Services Block Grant

☐ Native American Programs

☐ Housing and Urban Development

☒ Title III Wagner-Peyser

☒ Migrant Seasonal Farmworkers

☒ Unemployment Compensation

☒ Title IV Vocational Rehabilitation

☒ Veterans

☐ Second Chance

☐ Carl Perkins Career Technical  
Education

☐ YouthBuild

☐ Other:

☐ TANF/CalWORKS

### Required Consolidated System Budget for “Applicable Career Services”

The agreed upon budget for other system costs must align with the outlined shared customers and services.

The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identification of the applicable career services for each partner program. Accordingly, this budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner.

Applicable Career Services are services authorized to be provide under each partner’s program.

#### Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)

Basic Career Services	T-I Adult/DW/Youth Stanislaus County Workforce Development	CUSD	T-II AEL LQSLC	TUSD	MCS	T-III WP EDD	T-IV VR DOR	T-V OAA SER-SCSEP	TANF CSA
T-I Program Eligibility	✓		✓			✓	✓	✓	✓
Outreach, Intake, Orient	✓	✓	✓	✓		✓	✓	✓	✓
Initial Assessment	✓	✓	✓	✓		✓	✓	✓	✓
Labor Exch/Job Search	✓					✓		✓	✓
Referrals to Partners	✓	✓	✓	✓	✓	✓	✓	✓	✓
LMI	✓	✓				✓		✓	
Performance/Cost Info	✓								✓
Support Service Info	✓	✓	✓					✓	✓
UI Info/Assistance	✓					✓			
Financial Aid Info	✓					✓			✓

Basic Career Services	Tech Ed <i>MJC YCCD</i>	Job Corps	Native American Program <i>CA Indian Manpower Consortium, Inc</i>				MSF CVOC	Veterans EDD	Trade Act EDD	Community Action/E/T CVOC	Housing SRHA	UI EDD
T-I Program Eligibility		✓	✓				✓	✓	✓	✓	✓	✓
Outreach, Intake, Orient	✓	✓	✓				✓	✓	✓	✓	✓	✓
Initial Assessment	✓	✓	✓				✓	✓	✓	✓	✓	
Labor Exchange/Job Search								✓	✓			
Referrals to Partners	✓	✓	✓				✓	✓	✓	✓	✓	
LMI			✓				✓	✓	✓	✓		
Performance/Cost Info		✓					✓	✓	✓			
Support Service Info	✓						✓	✓	✓	✓	✓	
UI Info/Assistance								✓	✓			✓
Financial Aid Info	✓		✓				✓		✓			
Individual Career Services	T-I Adult/DW/ Youth <i>Stanislaus County Workforce Development</i>	T-II AEL <i>CUSD LQSLC TUSD MCS</i>				T-III WP EDD	T-IV VR DOR	T-V OAA SER-SCSEP	TANF CSA			
Comp Assessment	✓						✓	✓	✓			
IEP	✓		✓				✓	✓	✓			
Career Plan/Counsel	✓	✓	✓	✓		✓	✓	✓	✓			
Short-Term Prevoc.	✓		✓				✓		✓			
Internships/Work Experience							✓	✓	✓			
Out-of-Area Job Search	✓	✓				✓	✓		✓			
Financial Literacy		✓							✓			



IET/ELA			✓	✓							
Workforce Preparation			✓	✓							
Individual Career Services	Tech Ed MJC YCCD	Job Corps	Native American Program CA Indian Manpower Consortium, Inc			MSF CVOC	Veterans EDD	Trade Act EDD	Community Action/E/T CVOC	Housing SRHA	UI EDD
Comp Assessment			✓			✓	✓	✓			
IEP	✓	✓	✓			✓	✓	✓			
Career Plan/Counsel	✓	✓	✓			✓	✓	✓	✓		
Short-Term Prevoc.	✓	✓	✓			✓	✓	✓	✓		
Internships/Work Experience											
Out-of-Area Job Search	✓	✓	✓			✓	✓	✓	✓		
Financial Literacy											
*Integrated Education Training (ETL), English Language Acquisition (ELA)						✓					
*Workforce Preparation	✓										

### Required Consolidated Budget for the Delivery of Applicable Career Services

This budget includes each of the partner's costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. This budget includes all costs, including personnel, related to the administration and delivery of those services.

Applicable Career Services	T-I Adult/DW/Youth Stanislaus County Workforce Development	T-II AEL				T-III WP EDD	T-IV VR DOR	T-V OAA SER-SCSEP	TANF CSA
		CUSD	LQSLC	TUSD	MCS				
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$3,280,874	\$0	\$27,500	\$0	\$0	\$766,861	\$1,707,808	\$11,041	\$25,798,719
Applicable Career Services	Tech Ed MJC YCCD	Job Corps	Native American Program CA Indian Manpower Consortium, Inc	MSF CVOC	Veterans EDD	Trade Act EDD	Community Action/E/T CVOC	Housing SRHA	UI EDD
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$0	\$	\$65,311	\$26,845	\$273,858	\$14,157	\$31,155	\$0	\$32,173

Applicable Career Services	T-I Adult/DW/Youth Stanislaus County Workforce Development	T-II AEL				T-III WP EDD	T-IV VR DOR	T-V OAA SER-SCSEP	TANF CSA
		CUSD	LQSLC	TUSD	MCS				
<b>Individual Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$ 2,066,513	\$22,810	\$27,500	\$0	\$0	\$135,328	\$6,831,232	\$115,515	\$6,645,000
Applicable Career Services	Tech Ed YCCD	Job Corps	Native American Program CA Indian Manpower Consortium, Inc	MSF CVOC	Veterans EDD	Trade Act EDD	Community Action/E/T CVOC	Housing SRHA	UI EDD
<b>Individual Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$ 620,000	\$	\$4,891	\$26,845	\$48,280	\$2,498	\$31,155	\$0	\$0
<b>Consolidated budget total of career services delivered through the One-Stop system: \$48,613,869</b>									

#### **Partner Agreement to Share Other One-Stop System Costs**

The other system costs budget may include any other shared services that are authorized for and commonly provided through the AJCC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other One-Stop partners, and business services. Shared operating costs may also include shared costs related to the Local Board's functions.

As with infrastructure costs, other system costs must be allocable according to the proportion of benefit received by each of the AJCC partner programs, consistent with the partner's authorizing Federal statute and Uniform Guidance. The MOU must also include an agreed upon budget for these other costs along with the agreed upon cost sharing methodology. These costs may be shared through cash, non-cash, or third-party in-kind contributions

All AJCC partners must agree to the other system costs budget. There is no State funding mechanism for other system costs that will be triggered due to lack of agreement at the local level for these costs.

#### **Options for Local Agreement for Partners to Share Other System Costs**

- **One-Stop Operator.** This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the MOU.

**Optional Partner Agreement to Share Other One-Stop System Costs: One-Stop Operator**

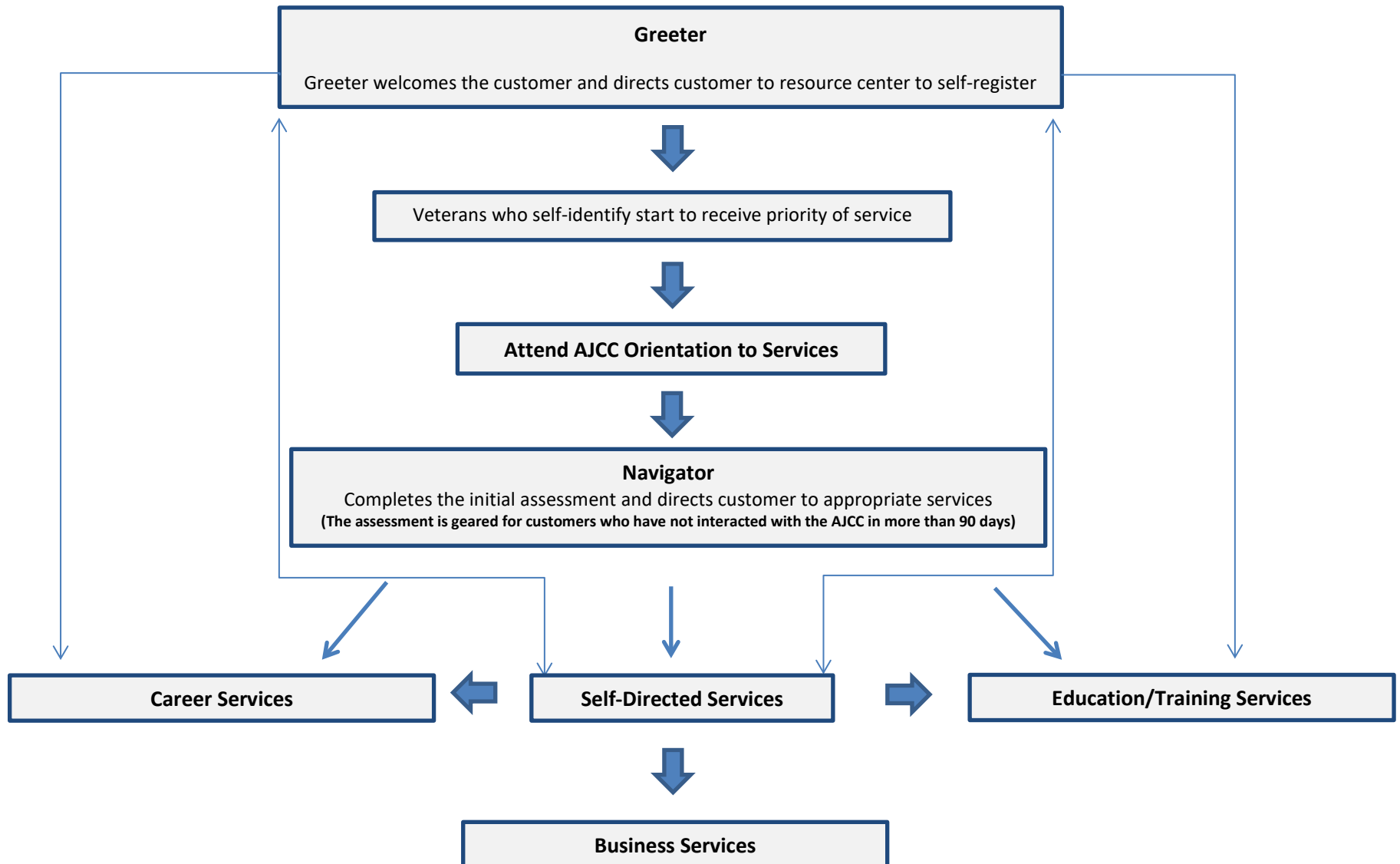
This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners.

**Description of the One-Stop Operator's System Role Not Specific to Operation of AJCC/s**

1. Identify, schedule, and facilitate necessary cross-training opportunities for AJCC partner staff including but not limited to
  - a. CalJOBS, relevant State Directives,
  - b. Partner programs,
  - c. Referral procedures,
  - d. Mutual benefits of the AJCC,
  - e. Aligning programs with State and Local plan,
  - f. Implementation of policies established by Federal and State law and the Workforce Development Board, and
  - g. All other training as deemed necessary by Stanislaus County.
2. One-Stop Operator will be responsible for the content of training provided.
3. Coordinate and implement the continuous improvement plan for the AJCC including an action plan for each goal, convening stakeholders on goals needing their input, and recording progress on goals.
4. Maintain a physical presence in the comprehensive AJCC 1-2 days per month.
5. Gather, compile, and report data from Partner Satisfaction Surveys on a quarterly basis.

<b>One-Stop System Budget: One-Stop System Operator</b>		
<b>Line Item</b>	<b>Budget Detail</b>	<b>Cost</b>
One-Stop Operator	Table 3	\$15,000
<b>Total Budget:</b>		<b>\$ 15,000</b>
<b>Agreed Upon Cost Allocation Methodology to Share These Costs</b>		
Methodology based on Square Footage for space used in Comprehensive One-Stop Center. See Table 3 Cost Estimates.		

Proportionate Share: One-Stop Operator				
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult / T-I Dislocated Worker/ T-I Youth	Square Footage-43.06%	\$6,459.36	\$6,459.36	\$
T-II Adult Ed/Literacy	Square Footage- .32%	\$48.65	\$48.65	
T-II Adult Ed/Literacy	Square Footage- .32%	\$48.65	\$48.65	
T-III Wagner-Peyser / Veterans / Trade Act/ Unemployment Comp	Square Footage- 54.86%	\$8,228.98	\$8,228.98	
Migrant Seasonal / Community Action	Square Footage- .32%	\$48.65	\$48.65	
Career Tech/Ed				
T-IV Voc Rehab	Square Footage- .46%	\$68.41	\$68.41	
TANF/CalWorks				
T-V OAA (SCSEP)	Square Footage- .32%	\$48.65	\$48.65	
Job Corps	Square Footage- .32%	\$48.65	\$48.65	
Native American				
Housing Authority				
<b>Total Budget:</b>		<b>\$15,000</b>	<b>\$15,000</b>	<b>\$</b>

**INTEGRATED SERVICE CUSTOMER FLOW IN THE AJCC**



## **AJCC SERVICE DELIVERY OVERVIEW**

### **1. PURPOSE**

*To promote smooth, seamless services for all clients of the America's Job Center of California – Stanislaus County by providing accurate and timely assistance through the development of a service delivery strategy that results in quality service and positive outcomes in the development of a skilled workforce.*

### **2. SCOPE**

This service delivery overview will be utilized to dictate the procedures to be executed in order to provide the best possible services and assistance to customers. This overview will ensure and maintain an accurate and seamless execution of everyday duties.

### **3. RESPONSIBILITIES**

- Greeter- Welcomes customers and checks CalJOBS to see if customer is Registered/Enrolled. If customer is not registered, greeter will refer customer to self-register in the resource room. Directs customer to appropriate service.
- Center Managers – Ensures that all personnel involved are knowledgeable of their duties and that all policies are executed as designed.
- Navigator - Completes the initial assessment and directs customer to appropriate program. Initial assessment is geared for customers who have not interacted with the Center in more than 90 days.
- Integrated Case Management Team- Will complete full eligibility and will assess for specific services needed. The team encompasses all partners included in the one-stop agreement.

### **4. OVERVIEW OF CUSTOMER FLOW AT THE LOCAL CENTERS**

- When a customer reports to the local office, the Navigator will greet the customer and conduct an initial assessment. The Navigator will then determine the appropriate functional team to refer.
- No customer should wait over thirty minutes to be seen. Wait time can be ultimately determined by the flow of the office for the day, and the nature of the customers' business.
- Customers will have access to all partner services by staff assisted referral and will be tracked using CalJOBS.
- All mandatory partners/functional teams are represented and/or on-site and will collaborate together to ensure the best possible seamless service.
- Workshops and resources on job readiness and skill development are provided. These may include areas such as computer literacy, networking strategies and interviewing skills.
- Customers have access to high-quality, staff assisted job search.
- Customers are provided information on and assistance with accessing resources, training and education, and information on financial aid.



# STANISLAUS COUNTY WORKFORCE PARTNERSHIP

## CUSTOMER REFERRAL AND RELEASE OF INFORMATION



Referral Date: \_\_\_\_\_



### REFERRAL TO:

Agency Name: \_\_\_\_\_ Staff Email: \_\_\_\_\_

Agency POC: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_



### REFERRAL FROM:

Agency Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Agency POC: \_\_\_\_\_ Email: \_\_\_\_\_

Comments: \_\_\_\_\_



### CUSTOMER INFORMATION:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Language: \_\_\_\_\_

Special Needs Accommodation: \_\_\_\_\_

☐ Referral Reason:

\_\_\_\_\_

☐ Please respond with results of referral and any comments to referring agency contact above:

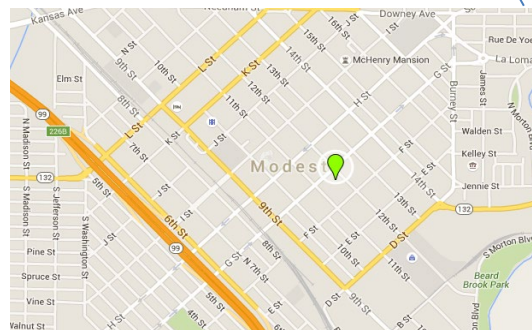
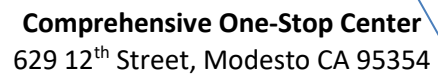
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### AUTHORIZATION FOR RELEASE OF INFORMATION:

I \_\_\_\_\_ hereby authorize \_\_\_\_\_ to discuss and/or  
 \_\_\_\_\_ Customer Name \_\_\_\_\_ Agency/Organization  
 release information to assist with the services I might obtain from this referral.

By checking this box, agent confirms client has granted above authorization.



**April 4, 2022**

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

**I. SUBJECT:**

Approval of Contract Renewals for Existing Service Providers for Workforce Innovation and Opportunity Act Services to Underserved Businesses, Formerly Incarcerated and Other Justice Involved Individuals, and Youth Services for the 2022-2023 Program Year

**II. ITEM NUMBER: VIII.B**

**III. ITEM TYPE: Discussion and Action**

**IV. STAFF RECOMMENDATION:**

Approve contract renewals for existing service providers for Workforce Innovation and Opportunity Act Services to Underserved Businesses, Formerly Incarcerated and Other Justice Involved Individuals, and Youth Services for the 2022-2023 Program Year.

**V. POLICY ISSUE:**

According to Workforce Innovation and Opportunities Act (WIOA) regulations 679.370, the Local Workforce Development Board, among other responsibilities, must: Develop effective linkages with employers in the region to support employer utilization of the local workforce development system, and select providers of Youth Services, Career Services (if not provided through the One-Stop Operator), and the One-Stop Operator for the local area.

**VI. DISCUSSION:**

**Services to Underserved Businesses**

At the January 4<sup>th</sup>, 2021 Workforce Development Board meeting, the Board approved the release of a RFP for Services to Underserved Businesses. An RFP was released and a subsequent contract was issued to the prevailing bidder, City Ministry Network, for a one year period from July 1, 2021 to June 30, 2022 with the availability for two additional renewals based on performance. Staff is recommending a renewal with an enhancement to allow City Ministry Network to address Layoff Aversion when working with businesses in Stanislaus County, as it has become apparent that these services are needed by Underserved Business community. This will be the first renewal issued for this program.

City Ministry Network (CMN) has provided ninety-two services (92) to forty-two (42) underserved businesses, meeting 84% of their employer contact requirements in the first 6 months of the agreement. Conversely, their contract states "The CONTRACTOR shall initiate a minimum of thirty-five (35) partnership meetings between underserved businesses and the SCWD Business Services Unit for ongoing follow up.". With only 1 referral to SCWD during the first 6 months, they are behind in this category.

### **Formerly Incarcerated and Other Justice Involved Individuals**

The Workforce Development Board approved the release of a RFP for Services to Formerly Incarcerated and other Justice Involved Individuals at the January 4<sup>th</sup> 2021 Board meeting. An RFP was released and a subsequent contract was issued to the prevailing bidder, Learning Quest-Stanislaus Literacy Center, for a one year period from July 1, 2021 to June 30, 2022 with the availability for two additional renewals based on performance. If approved for renewal, this will be the first renewal of this contract.

LearningQuest has provided a total of thirty-three (33) services (workshops) in their program as of December 31, 2021. Exhibit C, Section 2.3 of the Contract states that a minimum of 24 workshops per quarter (totaling 96 annually) should be held. Due to COVID and the reduced number of clients referred, the thirty-one (31) workshops given were satisfactory to serve the twenty-one (21) referred clients. It should be noted that the number of clients served is fully dependent on referrals received from SCWD.

### **Youth Services**

At the October 7, 2019 Board meeting, the Stanislaus County Workforce Development Board approved the release of Youth Services RFP. Staff Informed the Board at the June 1, 2020 meeting that the RFP had not yet been completed, and that current Youth contracts needed to be extended on a month-to-month basis until the RFP issues were resolved. Due to an appeal surrounding the RFP, staff released a secondary RFP for Youth Services, and Ceres Unified School District (CUSD) Project YES was awarded the contract for Fiscal Year 2020-2021.

During the Fiscal Year 2020-2021 CUSD Project Yes Youth contract spanned only the months of November 2020 through June 2021. The first renewal of this contract was from July 1, 2021 to June 30, 2022. Staff is recommending renewal of the agreement, with the amount to be determined as the funding allocation is received. It is anticipated that the funding level will be in line with previous years. This RFPs allows for two additional contract renewals after the initial award year, subject to satisfactory performance. Fiscal Year 2022-2023 is the second renewal year for the Project Yes Youth contract, so an RFP is expected be issued in the fall of 2022 for the next Youth RFP cycle. Project Yes is the only current provider of youth services.

As of the monitoring date of 2/28/21, CUSD Project Yes Youth has enrolled 208 individuals of a contracted 331. While the pandemic has affected the enrollment numbers, CUSD continues to fully engage customers and is working towards full enrollment. CUSD is on track to expend the contracted 20% of their funds in Work Based Learning, and has seen a large increase in youth interested in going to Occupational Skills Training, with approximately 49 individuals attending Occupational Skills training.

## **VII. ADMINISTRATIVE BUDGET IMPACT:**

Funding levels for the 2022-2023 Program Year have not yet been announced by the Department of Labor. Staff expects the preliminary 2022-2023 Program Year funding levels to be announced soon, however, final funding amounts may not be available until as late as June 2022.

Total amounts allocated for Fiscal Year 2021-22 WIOA contracts for Services was as follows:

- Services to Underserved Businesses - \$75,000
- Formerly incarcerated and other Justice Involved Individuals - \$95,000
- Youth Services - \$1,700,000.
- Total contract allocations: \$1,870,000.

The budget for 2022-2023 contract amounts will be determined through contract negotiation and will depend on final State WIOA allocation amounts. Staff expects that funding levels will be in line with the Fiscal Year 2021-2022 allocation.

  
\_\_\_\_\_  
Doris Foster, Director