



EXECUTIVE COMMITTEE MEETING AGENDA PACKET

Thursday, June 16, 2022
8:30 a.m. - 10:30 a.m.

Via Teleconference: +1 669 900 6833
Meeting ID: 981 3369 6289
Password: 521003

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 344 Salinas Street, Suite 101, Salinas, CA or visit our website at www.montereycountywdb.org. Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

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344 Salinas Street, Suite 101
Salinas, CA 93901

(831) 796-6434
www.montereycountywdb.org

WDB Members:

Erik Cushman,
WDB & Executive Chair

Paula Calvetti
Margaret D'Arrigo
Cesar Lara
Mary Ann Leffel

Monterey County Workforce Development Board Executive Committee Meeting

Thursday, June 16, 2022; 8:30 a.m.

Via Teleconference: +1 669 900 6833
Meeting ID: 981 3369 6289
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AGENDA

CALL TO ORDER/ROLL CALL:	Erik Cushman, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT: <i>(Limited to 2 minutes per person)</i>	
DIRECTOR'S REPORT: California Workforce Association (CWA) meeting and Facebook/Meta update.	Chris Donnelly
BUSINESS CALENDAR:	Erik Cushman
1. ACTION: Consider and approve the appointment of Dr. Mark Zacovic, representing Education, to the Monterey County Workforce Development Board (WDB) for a three-year term, and that the WDB forward the appointment to the full board for concurrence.	Erik Cushman
2. ACTION: Approve the Request for Qualifications (RFQ) evaluation committee's recommendation for the following eight (8) workforce services contractors – Pat Davis Design Group, Dynamic Works Solutions, Berkeley Economic Advising and Research, Business U, Joyce Aldrich, Brennan Workforce Consulting, Thomas P. Miller & Associates, and Resource Development Associates – to be engaged by the Monterey County WDB and other WDBs within the North Central Coast Region as needed until June 30, 2025, and forward the recommendation to the full Board for agreement.	Javier Vanga
3. ACTION: Approve the Workforce Innovation and Opportunity Act (WIOA) Partner Memorandum of Understanding (MOU) for the period from July 1, 2022 through June 30, 2025 and forward it to the full Board for agreement.	Javier Vanga
4. Discuss the WDB's draft budget for FY 2022-23.	Chris Donnelly
5. Update on WIOA Adult, Dislocated Worker, and Youth programs.	Jessica Reaves Stephanie Bradley Pearl Sanchez
6. Review and discuss agenda items in preparation for the June 23, 2022 Board meeting.	Committee Members
ANNOUNCEMENTS:	Erik Cushman
ADJOURNMENT:	Erik Cushman
SUBCOMMITTEE MEETING: Executive: 7/21/2022 Business: 7/12/2022 Career: 8/11/2022	WDB MEETING: 6/23/2022
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MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Appointment of Dr. Mark Zacovic

DATE: June 16, 2022

RECOMMENDATION:

It is recommended that the Workforce Development Board approve the appointment of Dr. Mark Zacovic, representing Education, for a three-year term to be forwarded to the Monterey County Board of Supervisors for final approval.

SUMMARY:

The WDB bylaws state that the term of membership for all WDB members shall be three years. The three-year term limit was enacted with the approval of the original WDB bylaws by the Board of Supervisors on June 23, 2015.

ATTACHMENT:

Dr. Mark Zacovic's application



1441 Schilling Place, North | Salinas, CA 93901

Monterey County Workforce Development Board (WDB) Membership Application

(For your convenience, this application has been formatted in Microsoft Word with fill-in boxes.)

Name: Mark Zacovic, Ph.d Date Submitted: June 1, 2022
Title: MPC Interim Superintendent/President
Business/Organization Name: Monterey Peninsula College

Representation

Please select from one of the following categories that you represent: (Federal Register Section 679.320)

- | | |
|---|---|
| <input type="checkbox"/> Business | <input checked="" type="checkbox"/> Local Educational Entity |
| <input type="checkbox"/> Labor Organization | <input type="checkbox"/> Community Based Organization |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Wagner-Peyser |
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Chief Elected Official / Board of Supervisor |

Contact Information

Business/Organization
Address: 980 Fremont St
City: Monterey State: CA Zipcode: 93940
Phone: 831-646-4060 Fax: _____
Mobile: _____
Email address: mzacovic@mpc.edu
Website address: www.mpc.edu
Business license number: _____
City of residence: Monterey

Business Related Questions

Please answer the following questions and attach any additional pages, if necessary:

1. Number of current employees: 400
2. Number of years with current business/organization: 6 mo
3. Number of years in business in Monterey County: 6mo
4. Please describe the nature of your business and your position:
Education, Higher Education - Community College
5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:

6. Please list any professional award(s) or recognition you have received within the last 5 years:

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:

Superintendent/President & CFO

Letter of Recommendations

- If you are a business member, please include a letter of recommendation from your Chamber of Commerce.
- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the Monterey County Workforce Investment Board.

References

Please answer the following questions and attach any additional pages, if necessary:

Business Reference:

Name: Jon Knolle Title: Vice President Academic Affairs
Company: MPC Phone: 831-646-4034

Personal Reference:

Name: Judy Cutting Phone: 831-646-4039
Relationship: Dean at MPC

Other Reference:

Name: JoRene Finnell Phone: 831-646-4272
Relationship: Associate

Monterey County WDB Related Questions

Please answer the following questions and attach any additional pages, if necessary:

1. What do you hope to contribute from your participation on the Monterey County WDB?

Community and work force partnership along with growth

2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the Monterey County WDB, as applicable?

MPC Supt/President, formerly a CFO, CBOC (past & current), Foundation,

3. Membership on the Monterey County WDB requires that each member attend a full WDB meeting every two months, attend training sessions for board members and become an advocate for workforce development. The time commitment for these activities ranges from a minimum of 4 to 10 hours per month. Can you make that time commitment? Yes No

4. Membership on the Monterey County WDB requires that each member serve on a sub-committee. The time commitment for this activity ranges from a minimum of 3 to 4 hours per month. Can you make that time commitment? Yes No
5. Why do you wish to serve on the Monterey County WDB? *(Describe in 100 words or less)*
Stay connected with the community and hope to grow strong partnerships

Signature and Acknowledgement

I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of Monterey County and its citizens.

Signature: Mark J. Zaccaro Date: June 1, 2022

To be completed by County official only

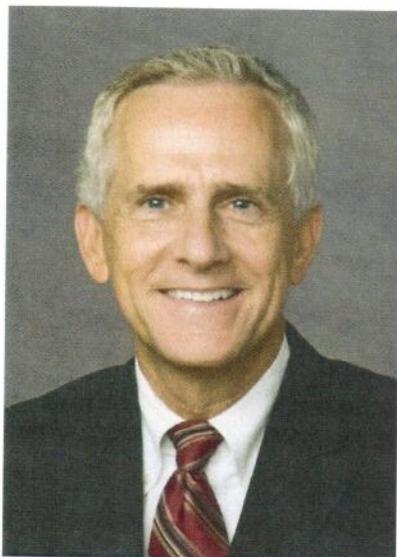
Date received by Monterey County: _____ Received by: _____



MPC

OFFICE OF THE SUPERINTENDENT/PRESIDENT
MONTEREY PENINSULA COLLEGE

Mark J. Zacovic, Ph.D.



Dr. Zacovic has served as a California Community College administrator for 36 years. That service includes 6 years as a college president, 18 years as a chief business official, and 5 years as an adjunct faculty member. Most recently, he is completing 3 ½ years as the Interim Vice President of Human Resources and Employee Relations at College of the Desert, where he has been deeply involved in maintaining a safe campus for students and employees.

With a Bachelor's Degree in Sociology (University of California, Santa Barbara), a Master's of Business Administration (Whittier College), and a Doctor of Philosophy Degree in Educational Leadership with an emphasis in Higher Education (University of Nevada,

Reno) Dr. Zacovic has worked at community colleges in Northern and Southern California, in single and multi-college districts, and in rural and urban settings.

Dr. Zacovic has an extensive background in accreditation; having served on over 20 visiting teams, in addition to having hosted visits, edited self-examination reports and has appeared before the Accrediting Commission.

Dr. Zacovic also has an extensive background in facilities and construction. He served for 15 years on the Association of Chief Business Officials' Statewide Facilities Taskforce and has been involved with several districts' bond programs.

A champion for student success and an ardent supporter of participative governance, Dr. Zacovic's statewide leadership contributions include serving on the boards of the Association of California Community College Administrators (ACCCA) and the Association of Chief Business Officials (ACBO) in addition to having served as president of each organization.

MEMORANDUM

TO: Workforce Development Board Executive Committee

FROM: Christopher Donnelly

SUBJECT: Approval of RFQ #10862 Selected Contractors

DATE: June 16, 2022

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) Executive Committee approve the Request for Qualifications (RFQ) evaluation committee's selection of eight qualified contractors for the WIOA Regional Contractor Services Pool.

BACKGROUND:

The MCWDB developed a Request for Qualification (RFQ) document on behalf of the North Central Coast Region Workforce Development Boards (San Benito, Santa Cruz and Monterey counties) to seek qualifications and quotes from qualified firms to procure a pool of qualified Contractors from which the workforce boards within the North Central Coast Region may contract to provide the following services:

- Local and regional economic and workforce research
- Labor market data analysis
- Strategic planning
- Local and regional WIOA policy development and implementation training
- Local and regional WIOA program compliance monitoring
- Workforce development board (WDB) support and development
- Program evaluation
- Administrative hearing officer services
- Translation services
- Strategic Outreach and Branding Plan (added post-release as Addendum #1 to the RFQ)

Qualified contractors will be included in the WIOA Regional Contractor Services Pool for up to three years. The North Central Coast Region's WDBs may procure an agreement with the selected contractor in conformance with each WDB's contracting policies without the requirement to perform an additional procurement process.

DISCUSSION:

RFQ Process

The RFQ was released on March 17, 2022, with a submittal date of April 29, 2022.

- Proposals were submitted from the following nine organizations/Contractors, Business U, Brennan Consulting, Pat Davis Design Group, Dynamic Works, Berkeley Economic Advising and Research, Joyce Aldrich, Thomas P Miller & Associates, and Resource Development Associates, and Bueno Management Solutions.
- A three-person evaluation committee convened to evaluate the RFQ responses was composed of senior regional workforce development professionals.
- Proposals were evaluated on three criteria, with 100 maximum points possible. Each section's allowable points were distributed across a scale, with higher scores based upon the level of specificity and detail provided relating to the responders' approaches and experience. The minimum score required for inclusion in the WIOA Regional Contractor Services Pool was 70 points.

RFQ Criteria	Possible Points
Proposed Approach & Demonstrated Understanding of Project(s)	40
Relevant Experience	40
Budget	20
Total Score	100

RFQ Scoring Matrix

Evaluator	Pat Davis Design Group	Dynamic Works Solutions	Berkeley Economic Advising and Research	Business U	Bueno Mgmt. Solutions	Joyce Aldrich	Brennan Workforce Consulting	Thomas P. Miller & Associates	Resource Development Associates
1	88	94	79	96	60	91	96	91	89
2	86	95	79	94	56	80	72	87	95
3	87	97	82	95	71	85	90	90	91
Average Score	87	95.3	80	95	62.3	85.3	86	89.3	91.7

Based on the results shown in the table above, the evaluation committee recommends that the Monterey County WDB approve the selection of the following eight contractors: Berkeley Economic Advising and Research, Brennan Consulting, Business U, Dynamic Works Solutions, Joyce Aldrich, Pat Davis Design Group, Resource Development Associates, and Thomas P. Miller & Associates. One contractor that provided a proposal, Bueno Management Solutions, did not meet the minimum score for inclusion in the WIOA Regional Contractor Services Pool.

NEXT STEPS:

If the recommendation of the evaluation committee is approved, it will be forwarded to the full Board for consideration at its meeting of June 23, 2022.

MEMORANDUM

TO: Workforce Development Board Executive Committee

FROM: Christopher Donnelly

SUBJECT: 2022-25 One-Stop Partner MOU

DATE: June 16, 2022

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) Executive Committee:

1. Approve a Memorandum of Understanding (MOU) between the Monterey County Workforce Development Board and partners of the America's Job Centers of California/One-Stop system regarding delivery of job training and placement, and other social services, effective July 1, 2022 through June 30, 2025;
2. Authorize the Chair of the Monterey County Workforce Development Board to sign the MOU in compliance with the Workforce Innovation and Opportunity Act of 2014; and
3. Authorize the Chair of the Monterey County Workforce Development Board to execute amendments to the MOU to adjust cost allocations, add partners, and make other changes to its terms necessitated by changed circumstances occurring between July 1, 2022 and June 30, 2025.

BACKGROUND:

To establish a high-quality America's Job Center of California (AJCC) One-Stop delivery system, the Workforce Innovation and Opportunity Act of 2014 (WIOA) requires local workforce development boards to develop Memorandums of Understanding (MOUs) with other programs that provide specified services to the public. These programs are identified in WIOA as One-Stop partners.

MOUs between local workforce development boards and One-Stop partners provide for administration and delivery of WIOA services and related, complimentary services. The MOUs also establish a visionary plan describing how local workforce development boards and One-Stop partners collaborate to create a cohesive service delivery system that best meets the needs of their shared customers. WIOA requires that the Chief Elected Official for local workforce areas approve One-Stop Partner MOUs.

In 2017, the Monterey County Workforce Development Board (WDB) entered into two MOUs – one focused on partner services and the other on partner financial support. The initial One-Stop Partner MOU identified 16 organizations as One-Stop partners, i.e., service delivery organizations that use the

One-Stop system to provide both WIOA services and other federal and state social services in the Monterey County local workforce development area. A new One-Stop Partner MOU was approved by the Board of Supervisors on December 10, 2019 and will expire on June 29, 2022.

The Employment Development Department (EDD) has directed local workforce development boards to ensure that, upon completion, the One-Stop Partner MOUs are signed by an authorized representative of the local board, the Chief Elected Official, and all AJCC partners. The One-Stop Partner MOU must be submitted to each local board's EDD Regional Advisor no later than 5:00 p.m. on June 30, 2022. Because some local boards may be unable to obtain all signatures by the deadline, a local board may submit an unsigned copy of the MOU with an explanation for the absent signature(s) and the date by which a signed original will be sent.

DISCUSSION:

The Monterey County Workforce Development Board (WDB) has formed strong working relationships with the following 18 service partners over several years:

1. Monterey County Workforce Development Board/ResCare Workforce Services - WIOA Title 1 Adult, Dislocated Worker, and Youth services
2. State of California Employment Development Department (EDD) - WIOA Title III Wagner-Peyser, Jobs for Veterans State Grant (JVSG), Trade Assistance Act (TAA), Unemployment Insurance (UI)
3. State of California Department of Rehabilitation - WIOA Title IV Department of Vocational Rehabilitation
4. North Monterey County Adult Education - WIOA Title II Adult Education and Literacy
5. Monterey County Office of Education (MCOE) Adult Education – WIOA Title II Adult Education and Literacy
6. Gonzales Adult School - WIOA Title II Adult Education and Literacy
7. Monterey Adult School - WIOA Title II Adult Education and Literacy
8. Pacific Grove Adult School - WIOA Title II Adult Education and Literacy
9. Salinas Adult School - WIOA Title II Adult Education and Literacy
10. Soledad Adult School - WIOA Title II Adult Education and Literacy
11. Hartnell College - WIOA Title II Adult Education and Literacy/Carl Perkins CTE
12. Monterey Peninsula College - WIOA Title II Adult Education and Literacy/Carl Perkins CTE
13. National Association for Hispanic Elderly (NAHE) - WIOA Title V Older Americans Act, Senior Community Service Employment Program
14. Monterey County Community Action Partnership - Community Services Block Grant
15. Housing Authority of the County of Monterey - Housing and Urban Development
16. Job Corps - Job Corps
17. Center for Employment Training (CET) - Migrant and Seasonal Farmworkers
18. Monterey County Department of Social Services - TANF/CalWORKs Employment Services

The One Stop Partners listed above are parties to the MOU presented to the Board for its approval in its role as Chief Elected Official of the Monterey County local workforce development area. The Board is also asked to authorize the Chair of the WDB to sign amendments to the MOU to adjust cost allocations, add partners, and make other changes arising from changes in circumstances occurring between July 1, 2022 and June 30, 2025. The One-Stop Partner MOU was approved by the full WDB on June 23, 2022.

In the proposed MOU, the One Stop partners providing services at the AJCC/One-Stop Center in Salinas and at One-Stop affiliate offices additionally agree on sharing infrastructure costs proportionate

to their use of these sites and relative benefits received. Each partner's level of financial support, in the form of infrastructure costs and other shared system costs, is required to be calculated and negotiated by December 31, 2022, and shall be presented separately for the WDB's and Board of Supervisors' approval.

NEXT STEPS:

The recommendation of the Executive Committee will be forwarded to the full board for consideration at its meeting of June 23, 2022, then forwarded to the Chief Elected Official – the Board of Supervisors – for approval and to request authorization for the Chair of the Board of Supervisors to sign the MOU.

Memorandum of
Understanding between the
Monterey County Workforce Development Board
(County) and the partners of the
America's Job Center of California / One-Stop Delivery System (Partners)

I. Preamble/Purpose of MOU

In accordance with Section 121(c) of the Workforce Innovation and Opportunity Act (WIOA), this Memorandum of Understanding (MOU) has been developed and executed between the Monterey County Workforce Development Board and the America's Job Center of CaliforniaSM (AJCC) One-Stop System partners to establish an agreement concerning the operations of the AJCC / One-Stop 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 Board's 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 AJCC / One-Stops 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

II. Local/Regional Vision Statement, Mission Statement, and Goals

A. Vision

The Monterey County Workforce Development Board (MCWDB) vision is to improve the economy by promoting and supporting alignment of workforce and educational programs with priority industry sectors and local/regional business needs. The MCWDB is designated by the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA) and appointed by the Chief Elected Officials (CEO) to provide strategic policy, develop and enter into memorandums of understanding with America's Job Center of California (AJCC) partners, designate or certify AJCC operators and conduct oversight and evaluation of the local workforce development system. The MCWDB is charged with coordinating and leveraging workforce strategies between industry leaders, including organized labor, workforce professionals, education and

training providers, and economic development leaders to develop workforce policies which support local and regional economic growth and economic self-sufficiency. Collectively these stakeholders, will work together to ensure that local/regional workforce development, career services, and job training programs critical to the community, are offered through the AJCC delivery system and meet the needs of job seekers and businesses while preparing an educated and skilled workforce.

B. Mission Statement

To prepare and build a pipeline of an educated and skilled workforce, it is critical to know and understand the Coastal Regional Planning Unit (RPU) economic data, background analysis, and priority industry sectors so that local areas including MCWDB's local area may develop goals and strategies to prioritize investments where overall economic returns are likely to be highest, specifically in industry sectors that will generate significant gains in terms of jobs and income.

C. Principles and Goals of the AJCC Delivery System from a Local and Regional Viewpoint

Key Strategic Goals, Strategies and Actions:

The MCWDB has identified three priority areas to organize its strategies for preparing an educated and skilled workforce over the next four years in partnership with core partners of the AJCC delivery system. The priority areas include:

1. Employer Engagement – Increase engagement with employers to meet the workforce needs of priority sectors of the local and regional economies. MCWDB will revamp employer engagement efforts to align job seeker services with industry needs, with increased focus on small employers and priority industry sectors; MCWDB will pilot common measures for all partners to use to track employer services and employer engagement activities; MCWDB partners will build on existing employer engagement efforts, such as the Slingshot Initiative, and Labor Market Information data systems to strengthen what works and avoid duplication of employer engagement efforts across the region; and MCWDB will develop a plan to increase its focus on earn-and-learn models of training, such as work experience, internships, customized training, incumbent worker training, and apprenticeships.
2. Aligning Career Pathways and Sector Strategies – Increase the number of individuals who obtain a marketable and industry-recognized credential or degree, through the development of career pathways that align to regional sector strategies that create multiple entry and exit points for job seekers and align programs with in-demand industries and occupations. MCWDB and its Business Services Team will focus on convening employers in the priority industry sectors to better understand their needs; MCWDB will work with community colleges and other training providers to develop and define a strategy for aligning training and education curricula with industry-valued credentials in each target sector, which will be stackable for job seekers and provide onramps to sector pathways; AJCCs will coordinate with youth service providers to increase service for out-of-school, disconnected youth and develop new work experience opportunities in the priority sectors that represent on-ramps into regional career pathways; and MCWDB will develop and test measures for our AJCCs to track progress in reaching the goal of self-sufficiency for youth and adults, such as the number of job placements at Economic and Background Analysis, livable wages, retention rates, credential and skill attainment, and customer satisfaction surveys

of job quality.

3. System Alignment and Accountability – Support system alignment, service integration and continuous improvement, including identifying ways to reduce duplication in service delivery and in fiscal operations by enhancing partner presence at the AJCCs and developing common customer flow protocols (intake, assessment, referral) to align the system with human-centered design principles. The AJCCs partners will continue to build a stronger partnership to better serve hard-to-serve target populations in the area, especially those who are basic skills deficient and limited English populations through ongoing discussions of colocation, streamlined intake and assessment, and resource sharing; MCWDB will work collaboratively with its Coast RPU partners to identify possible methods to minimize costs related to procurement, staff training, data systems, and evaluation tools through cost sharing; and MCWDB will collaborate with its partners to ensure cross-training is offered to AJCC partner agencies, increasing staff awareness of how to serve customers with special emphasis on unemployed, underemployed, low skilled, low-income, veterans, individuals with disabilities, youth and other at-risk populations. By focusing our efforts on these priorities and strategies, MCWDB will make progress towards achieving our vision and promoting continuous improvement in our performance measures over time

III. Parties to the MOU

Required Core partners and Mandated Partners include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166) (Not Available in the Area)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- YouthBuild (Not Available in the Area)
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance (Not available in the Area)
- Temporary Assistance for Needy Families/CalWORKs

IV. One-Stop System, Services

A. The goals of the One-Stop delivery system are to:

- Align goals with the State of California plan(s) applicable to AJCC and partners:
 - o Foster demand-driven skills attainment
 - o Enable upward mobility for all people of Monterey County
 - o Align, coordinate, and integrate programs and services
- The AJCC and Partner physical locations and facilities enhance the Customer Experience
- The AJCC and Partners ensure Universal Access, with an emphasis on Individuals with Barriers to Employment
- The AJCC and Partners actively support the One-Stop System through effective partnerships
- The AJCC and Partners provide Integrated, Customer-Centered Services
- The AJCC and Partners are an on-ramp for Skill Development and the attainment of Industry-Recognized Credentials which meet the needs of the targeted local/regional sectors and pathways.
- The AJCC and Partners actively engage industry and labor and support local/regional sector strategies through an integrated business service strategy that focuses on quality jobs
- The AJCC and Partners have High-Quality, Well-Informed, Cross-Trained Staffing.
- The AJCC and Partners achieve business results through Data-Driven Continuous Improvement

(See Attachment A: Description of the One-Stop System Partners, the customers served, and the services provided by each AJCC and One-Stop System Partner)

V. Responsibility of AJCC and One-Stop System Partners

The AJCC and Partners agree to share responsibility for planning, implementing and operating the system in the following manner:

- The AJCC and partners agree to participate in joint planning, plan development, and modification of activities to accomplish the following:
 - o Continuous partnership building.
 - o Continuous planning in response to state and federal requirements.
 - o Responsiveness to local and economic conditions, including employer needs.
 - o Adherence to common data collection and reporting needs.
- Make service(s) applicable 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 to ensure that all partners and staff are adequately cross-trained.

VI. Infrastructure Funding Agreement & Other Shared System Costs

The AJCC and One-Stop System Partners commit to following the use of the “WIOA Sample Infrastructure Funding Agreement and Other Systems Costs Budget” to negotiate the IFA at a future date to be completed no later than Dec. 31, 2022, based on the ongoing disruptions to the normal course of business due to the COVID-19 pandemic.

(See Attachment B: Infrastructure Funding Agreement)

VII. Methods for Referring Customers

The AJCC and One-Stop System Partners commit to mutually implement processes for the referral of customers to services not provided on-site.

The referral process does the following:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
- Customer referrals are (a) made through a paper system with a copy provided to the referred individual, (b) tracked by the One Stop Operator and, when possible, (c) emailed to the designated contact person at the partner agency, along with a phone call to ensure that the referral has been received. Tracking information is available upon request.
- Each AJCC and partner provides a direct link or access to other AJCC partner staff that provides meaningful information or service, through colocation, cross training of AJCC staff, or real-time technology (two-way communication and interaction with AJCC partners that results in services needed by the customer). Also, though the use of the Partner Matrix (see attachment A), the AJCC Partner Brochure for customer use, and AJCC Partner One-page Information handouts for staff use (in paper and electronic format).

(See Attachment C: Universal Referral Form)

VIII. Access for Individuals with Barriers to Employment

How the AJCC system will ensure access for individuals with barriers to employment.

- A. Definition of the term “individuals with barriers to employment.”
 - a. Displaced homemakers
 - b. Low-income individuals
 - c. Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in WIOA section 166
 - d. Individuals with disabilities, including youth who are individuals with disabilities
 - e. Older individuals
 - f. Ex-offenders/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 WIOA section 167(i)
 - k. Individuals within 2 years of exhausting lifetime 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 determines to have barriers to employment.
- B. Commitment to offer priority for services to 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.
- a. With respect to funds allocated to a local area for adult employment and training activities, priority shall be given to recipients of public assistance and other low-income individuals, and individuals who are basic skills deficient for receipt of WIOA career and training services. Local WDBs may establish additional priority groups for priority of service.
 - b. WIOA provides for a workforce system that is universally accessible and customer centered, and for training that is job-driven. Per the Workforce Innovation and Opportunity Act; Final Rule, effective October 18, 2016, the priority requirements described in this policy do not necessarily mean that only the recipients of public assistance and other low-income individuals can receive WIOA adult funded career and training services.
 - c. Therefore, MCWDB stipulates that WIOA Program staff will also serve other eligible individuals who are not recipients of public assistance, other low-income individuals, or basic skills deficient individuals after first serving those who meet the established priority selection criteria.
 - d. MCWDB’s WIOA Adult program is statutorily required to provide priority to individuals described below in i. through iii. MCWDB’s policy requires that individuals described in i. through iv. are served in the following order:
 - i. Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
 - ii. Individuals receiving public assistance, other low-income individuals, or individuals who are basic skills deficient.
 - iii. Veterans and eligible spouses who are not included in WIOA’s priority groups.
 - iv. Individuals with family income under 250% of the Lower Living Standard Income Level (LLSIL) and for whom it is determined that the individual is in need of and can benefit from services. Long-term unemployed individuals with a barrier to

employment may be enrolled under this priority. Employed individuals enrolled under this priority must have a barrier to self-sufficient employment.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority of Service does not apply to the WIOA Dislocated Worker program.

C. All parties to this MOU will ensure that their policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities.

(See Attachment D: "AJCC One-Stop system map" - identifies the location of every comprehensive, affiliate, and specialized AJCC within the Local Area.)

IX. Shared Technology and System Security

Commitment to share data and technology as well to ensure that all data and systems are secure.

- A. 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 One-Stop System Partner agrees to the following:
- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other relevant 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.

X. Confidentiality

The AJCC One-Stop System Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other relevant 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 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.

XI. Non-Discrimination and Equal Opportunity

- A. The AJCC One-Stop System partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990), in accordance with the WIOA non-discrimination and equal opportunity provisions cited in Title VI of the Civil Rights Act of 1964, Section 188 of the WIOA, and California Government Code § 12920, 12940, and 12949, and related, applicable regulations. This also applies to beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity. In addition, sexual harassment is against the law and is grounds for filing a discrimination complaint.
- B. The AJCC One-Stop System partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

XII. Grievances and Complaints Procedure

- A. All AJCC One-Stop System partners agree to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to both customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level to receive 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.

- B. All AJCC / One-Stop partners shall comply with the Monterey County Workforce Development Board's Policy #2019-01 – the Grievance and Complaint Policy and attachments located online at: [Accessibility | Monterey County Workforce Development Board \(montereycountywdb.org\)](https://www.montereycountywdb.org).

XIII. Americans with Disabilities Act and Amendments Compliance

- A. All AJCC / One-Stop partners agree to ensure that the policies and procedures as well as the programs and services provided at the AJCC / One-Stop are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VI and Title VII of the Civil Rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37, and all other regulations implementing the aforementioned laws.

XIV. Effective Dates and Term of MOU

- A. This MOU shall be effective on July 1, 2022. The term of this MOU shall be three years, from July 1, 2022 through June 30, 2025.
- B. This MOU shall be binding upon each party hereto upon execution by such party. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred and amend and extend as appropriate.

XV. Modifications, Revisions, Amendments

- A. 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.
- B. All parties agree that amendments affecting one partner only, or specific partners only, need only be signed by authorized representatives of the Monterey County WDB, the CEO, and the affected partner(s). Amendments that will affect the responsibilities of all parties require the signatures of all parties. All amendments will involve the following process:

The party seeking an amendment will submit a written request to the Monterey County WDB that includes:

1. The requesting party's name
2. The reason(s) for the amendment request
3. Each section of this MOU that will require revision
4. The desired date for the amendment to be effective
5. The signature of the requesting party's authorized representative.

If the request is approved, the Monterey County WDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated amendment and to submit a response to the Monterey County WDB. Failure by a party to

respond within the prescribed timeframe will be deemed that party's approval of the proposed amendment.

In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to the Monterey County WDB within the specified timeframe.

Monterey County WDB will review the listed questions and/or concerns and will issue a response within fifteen (15) days of receipt of the list. If the Monterey County WDB deems it necessary, the listed questions and/or concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.

The final, approved amendment draft will be signed by authorized representatives of the affected partners and then submitted to the Monterey County WDB for the final signature.

Monterey County WDB will distribute copies of the fully executed amendment to all parties.

- C. This writing constitutes the entire agreement pertinent to Phase I of the MOU process among the parties with respect to each party's role and responsibility in the AJCC / One- Stop delivery system. All parties agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.
- D. All parties agree to communicate details of any amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.
- E. Amendments that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU period, and amendments that require only the signatures of the LWDB, the CEO, and the affected parties must be executed no later than 45 days from the end of each current program year.

XVI. Termination

- A. This MOU will remain in effect until the end date specified in Section XIV.
- B. The parties understand that implementation of the AJCC / One-Stop delivery system is dependent on the good faith effort of every partner to work together to improve services to the community.

XVII. Administrative and Operations Management

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

B. Supervision/Day to Day Operations –

- 1. 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.

2. The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. The office hours will be posted at all locations. All staff will comply with the holiday schedule of their primary employer or Monterey County Workforce Development Board, and the primary employer will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.
3. Each AJCC One-Stop System partner is responsible for the discipline of its own employee(s), where warranted. Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.
4. 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.
5. In addition, they shall comply with the following:
 - a. Evidence of Coverage: Prior to commencement of this Agreement, each party to this Agreement shall provide a "Certificate of Insurance" or proof of self-insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, each party upon request shall provide a certified copy of the policy or policies.
 - b. This verification of coverage shall be sent to the Monterey County's Contracts/Purchasing Department, unless otherwise directed. Parties to this Agreement shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the party.
 - c. Qualifying Insurers: All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A-VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.
 - d. Insurance Coverage Requirements: Without limiting a party's duty to indemnify, each party shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:
 - i. Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
 - ii. Workers' Compensation Insurance, if a party employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and

with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

C. 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.

D. 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 parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage when providing services or performing its duties pursuant to this MOU. This includes use of the AJCC logo on letterhead, envelopes, business cards, any written correspondence and fax transmittals pertaining to implementation of the terms of this MOU.

E. 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.*

XVIII. Attachments

Attachment A: Parties to the MOU/Partner Matrix - Description of the One-Stop System Partners, the customers served, and the services provided by each AJCC and One-Stop System partner

Attachment B: Directive to Formulate the IFA and Other Shared System Costs

Attachment C: Universal Referral Form

Attachment D: AJCC One-Stop system map - identifies the location of every comprehensive, affiliate, and specialized AJCC within the Local Area

Signature Page

All partners, regardless of collocation status, must sign the MOU.

By signing below, all parties agree to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Chief Elected Official

Printed Name and Title

Signature and Date

(Local Board Chairperson)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

ATTACHMENT A**WIOA Partner MOU****AJCC Partner Matrix**

WIOA	Provider	Type	Basic Career - Self Service	Basic Career - Staff-Assisted	Individual Career Services	Career Service	Follow-up	Training	Supportive Services
Title I Adult, Dislocated Worker, and Youth	Equus Workforce Solutions	Core	X	X	X	X	X	X	X
Title I Youth	Turning Point	Core	X	X	X	X	X	X	X
Title II Adult Education and Literacy	North Monterey County Adult Ed.	Core				X		X	
Title II Adult Education and Literacy	Monterey County Office of Education (MCOE) Adult Ed.	Core				X		X	
Title II Adult Education and Literacy	Gonzales Adult Education	Core				X		X	
Title II Adult Education and Literacy	Monterey Adult Education	Core				X		X	
Title II Adult Education and Literacy	Pacific Grove Adult Education	Core				X		X	
Title II Adult Education and Literacy	Salinas Adult Education	Core				X		X	
Title II Adult Education and Literacy	Soledad Adult Education	Core				X		X	
Carl Perkins Career Technical Education	Hartnell Community College	Core				X		X	
Carl Perkins Career Technical Education	Monterey Peninsula Community College	Core				X		X	
Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance Act, Unemployment Compensation	Employment Development Department	Core	X	X	X	X	X	X	
Title IV Vocational Rehabilitation	Department of Rehabilitation	Core				X		X	X

WIOA	Provider	Type	Basic Career - Self Service	Basic Career - Staff-Assisted	Individual Career Services	Career Service	Follow-up	Training	Supportive Services
Title V Older Americans Act	National Association for Hispanic Elderly (NAHE)	Mandated			X	X			
Job Corps	Job Corps San Jose	Mandated			X	X		X	X
Native American Programs (Section 166)	Not in Local Area								
Migrant Seasonal Farmworkers (Section 167)	Center for Employment Training	Mandated				X		X	X
Youth Build	Not in Local Area								
Community Services Block Grant	Community Action Partnership	Mandated				X		X	X
Housing & Urban Development	Housing Authority of Monterey County	Mandated				X		X	X
Second Chance	Not in Local Area								
Temporary Assistance for Needy Families/CalWORKS	CalWORKS Employment and Training Services (DSS)	Mandated		X	X	X		X	X
State/Local Plan Modification	CalFresh - Department of Social Service (DSS)	Partner							X
Partnership Agreement	Monterey County Department of Child Support Services	Partner							X

ATTACHMENT B

**Monterey County
Workforce Innovation and Opportunity Act (WIOA)
Infrastructure Funding Agreement and Other System Costs
Budget**

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3. Sharing Other One-Stop System Costs

TBD

When sufficient data is available from all non-co-located partners, it is anticipated that, as part of the MOU Phase II process, a determination will be made during the negotiation of the IFA regarding each partner's proportionate share of other one-stop system costs, and a complete and updated list of career services provided by AJCC partners and a Consolidated Budget for the delivery of applicable career services will be developed.

I. Required Process and Development

Local Workforce Development Area: Monterey County Workforce Development Board (MCWDB).

Infrastructure Funding Agreement Submittal Date: December 31, 2022

A. The period of time this agreement is effective:

The Infrastructure Funding Agreement shall be effective on July 1, 2022. The term of this IFA shall be three years, from July 1, 2022 through June 30, 2025.

B. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

1. Chief Elected Official: Monterey County Board of Supervisors, as the Chief Elected Official body for the Workforce Innovation and Opportunity Act (WIOA) Title I.
2. Local Board: Monterey County Workforce Development Board; and
3. AJCC/One-Stop partners participating in the *Infrastructure Funding Agreement* (IFA), as set forth in the table below:

	Partner Program	Partner Organization
Partner 1	WIOA Title I Adult, Dislocated Worker and Youth	Monterey County Workforce Development Board / Equus Workforce Solutions

4. AJCC/One-Stop partners participating in the *Shared Other System Costs Agreement*, including "applicable career services" are as follows:

	Partner Program	Partner Organization
Partner 1	WIOA Title I Adult, Dislocated Worker and Youth	Monterey County Workforce Development Board - Equus Workforce Solutions
Partner 2	WIOA Title III Wagner-Peyser, Jobs for Veterans State Grant (JVSG), Trade Adjustment Assistance Act, and Unemployment Insurance	State of California Employment Development Department (EDD)
Partner 3	WIOA Title IV Department of Vocational Rehabilitation	State of California Department of Rehabilitation (DOR)
Partner 4	WIOA Title Adult Ed & Literacy	North Monterey County Adult Education
Partner 5	WIOA Title Adult Ed & Literacy	Monterey County Office of Education (MCOE) Adult Education
Partner 6	WIOA Title Adult Ed & Literacy	Gonzales Adult School
Partner 7	WIOA Title Adult Ed & Literacy	Monterey Adult School
Partner 8	WIOA Title Adult Ed & Literacy	Pacific Grove Adult School
Partner 9	WIOA Title Adult Ed & Literacy	Salinas Adult School
Partner 10	WIOA Title Adult Ed & Literacy	Soledad Adult School

Partner 11	WIOA Title Adult Ed & Literacy/ Carl Perkins CTE	Hartnell College
Partner 12	WIOA Title II Adult Ed & Literacy/ Carl Perkins CTE	Monterey Peninsula College
Partner 13	WIOA Title V Older Americans Act - Senior Community Service Employment Program	National Association for Hispanic Elderly (NAHE)
Partner 14	Community Services Block Grant	Monterey County Community Action Partnership
Partner 15	Housing & Urban Development	Housing Authority of the County of Monterey
Partner 16	Job Corps	Job Corps
Partner 17	Migrant & Seasonal Farmworkers	Center for Employment Training (CET)
Partner 18	TANF / CalWORKs	County of Monterey Social Services

5. 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:
The AJCC and One-Stop System Partners committed to use the “WIOA Sample Infrastructure Funding Agreement and Other Systems Costs Budget” to complete the IFA and to negotiate a new IFA at a future date, to be completed no later than Dec. 31, 2022.

6. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached:
The AJCC/One-Stop partners agree to communicate openly and directly to resolve any problems or disputes related to negotiating cost allocations and the fair and equitable contribution to the costs of maintaining a comprehensive and affiliate AJCC/One-Stop delivery system in the community. The partners

agree to work in a cooperative manner and to resolve any disputes at the lowest level of intervention possible. If disputes cannot be resolved at the AJCC/One-Stop partner level, the issue will be brought to the attention of the One-Stop Operator and all parties to this MOU regarding the conflict. If any dispute cannot be resolved by the One-Stop Operator, it shall be forwarded to the Monterey County WDB Executive Director to place the dispute on the agenda of a special meeting of the Monterey County WDB Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a majority consent of the Executive Committee members present. Thereafter, the Monterey County WDB Executive Director will contact the appropriate parties to verify that all agree with the proposed resolution.

7. 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. This must include a reconciliation schedule. (Who, What, When, How):

The Monterey County WDB's finance manager was designated by the partners to be the person responsible for convening the partners of the MOU Phase II to conduct the periodic modification and review process of the infrastructure funding agreement and sharing of other system costs. The WDB finance manager plans to review and reconcile the infrastructure and other system cost budgets periodically throughout the program year against actual costs incurred. Upon the closeout of each fiscal year (June 30), a report with proposed modifications will be made available by the WDB finance manager to the mandated partners to ensure that partner contributions are proportionate to their use of the AJCC/One-Stop and relative benefits received.

The partners agree that renewal of this MOU requires all parties to review and agree to all elements of the MOU and to re-sign the MOU. Any amendments or modifications of the MOU only require the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Substantial changes, such as

changes in AJCC/One-Stop partners, will require renewal of the MOU. All parties understand that the MOU shall be reviewed every year and updated as substantial changes occur.

8. Assurance from all non-co-located 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:

The signatories to this MOU Phase II agree to contribute their proportionate share of infrastructure costs for the comprehensive AJCC/One-Stop once sufficient data are available to determine such costs. Costs will be negotiated between the Monterey County Workforce Development Board and the non-co-located partners based on the following:

- a. *Data provided by the State for this purpose;*
- b. *Regulations and directives regarding this requirement issued by the partner's funding source;*
- c. *Locally agreed upon methodology for allocating costs to determine proportionate benefit;*
- d. *Locally agreed upon definition of benefit; and*
- e. *Negotiated methods and timeframe for making the agreed upon contribution.*

Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

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 Co-located Partners

AJCC #1 – Comprehensive Site

Salinas AJCC
344 Salinas Street
Salinas, CA 93901

Partners Co-located at This AJCC:

- Monterey County Workforce Development Board
- Equus Workforce Solutions, WIOA Title 1 Adult / Dislocated Worker
- Turning Point of Central California, WIOA Title 1 Youth
- EDD, WIOA Title III Wagner-Peyser, Veterans, UI, etc., (IFA to be negotiated with EDD prior to December 31, 2022)

AJCC #2 – Affiliate Site

Monterey Peninsula College Marina Campus
289 12th Street, Room 402
Marina, CA 93933
Affiliate Site

Partners Co-located at This AJCC:

Equus Workforce Solutions, WIOA
Title 1 Adult / Dislocated Worker /
Youth

AJCC #3 – Affiliate Site

Monterey Adult School
1295 La Salle Ave. #15
Seaside, CA 93955

Partners Co-located at This AJCC:

Equus Workforce Solutions, WIOA
Title 1 Adult / Dislocated Worker /
Youth

**AJCC Infrastructure Budget
Comprehensive AJCC – Salinas
344 Salinas Street, Salinas, CA 93901 Cost based on Program Year
through**

Cost Category/Line Item	Line-Item Cost Detail	Cost
Rent		
Rental of Facilities	\$22,345 Per Month	\$268,149 Annual
Rental Costs Subtotal:		\$268,149
Utilities and Maintenance		
Electric	Included in Lease	
Gas	Included in Lease	
Water	Included in Lease	
Sewer Connections	Included in Lease	
First Alarm	Included in Lease	
High-Speed Internet	Included in Lease	
Telephones (Landlines)	\$1,640 Monthly	\$19,680 Annual
Facility Maintenance Contract	Included in Lease	
Utilities and Maintenance Costs Subtotal:		\$19,680 Annual
Equipment		
Assessment-related products		0
Assistive technologies for individuals with disabilities (Access and Accommodation)		0
Copiers	\$412.00 Monthly	\$4,944 Annual

Fax Machines	\$23.00 Monthly	\$476.00 Annual
Computers & Support Includes Website	\$2,400 Monthly	\$28,800 Annual
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment IT Charge	\$11,600 Monthly	\$139,200 Annual
Equipment Costs Subtotal:		\$173,220 Annual
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		
Specify the Technology		0
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address: montereycountywdb.org (Does not include data systems or case management systems specific to individual program partners.)	Included in Computer Support	
Technology to Facilitate Access Costs Subtotal:		0

Common Identifier Costs (Local Option, If Agreed to By All Co-located Partners)		
Creating New AJCC Signage		0
Common Identifier Subtotal:		0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$268,140
Subtotal: Utilities and Maintenance Costs	\$19,680
Subtotal: Equipment Costs	\$179,944
Subtotal: Technology to Facilitate Access Costs	
Subtotal: Common Identifier Costs	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$461,040

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

Because of the need to provide maximum flexibility to accommodate our partners, costs and budgets in the local area, the cost allocation methodology to share infrastructure costs for the comprehensive AJCC/One-Stop is based on the following:

- Monterey County Workforce Development Board - infrastructure costs shall be calculated based on their program's occupancy percentage of the AJCC/One-Stop (square footage).
- State of California Employment Development Department (EDD), local Workforce Services Branch - infrastructure costs shall be calculated based on their program's occupancy percentage of the AJCC/One-Stop (square footage). This amount has been determined and authorized by EDD.

The comprehensive AJCC/One-Stop is a leased building which includes utilities such as gas, water, sewer connections and internet access. Some space costs are not allocable to all co-located partners and are therefore assigned proportionately to the partners that use that space. The percentages and usage will be reviewed annually and revised as needed.

Explanation of Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located Partner

The initial proportionate share of infrastructure costs allocated to each partner is based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non- cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner’s proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner’s proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent		None		
Utilities/Maintenance		None		
Equipment		None		
Access Technology		None		
Common Identifier		None		
Total Infrastructure Balance to Be Allocated to Co-located Partners:				

Initial Allocation of Proportionate Share of Infrastructure Costs for Co-located Partners					
Co-located Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: Monterey County Workforce Development Board, WIOA Title I Adult, Dislocated Worker, and Youth	Rental costs, including utilities, facility maintenance, equipment, and computer/IT support	Proportion of partner program's occupancy percentage of the AJCC (square footage) and benefit use.			None
Partner 2: State of California Employment Development Dept. (EDD) WIOA Title III Wagner-Peyser Workforce Services, Jobs for Veterans, Trade Adjustment Act, and Unemployment Insurance	Rental costs, including utilities and facility maintenance.	Proportion of partner program's occupancy percentage of the AJCC (square footage) and benefit use.			None; IFA to be negotiated with EDD prior to December 31, 2022.

Signature Page: Co-located Partners Sharing AJCC Infrastructure Costs

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

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

(CEO)

Printed Name and Title

Signature and Date

(Local Board Chairperson)

Printed Name and Title

Signature and Date

(Co-located AJCC Partner Entity)

Printed Name and Title

Signature and Date

(Co-located AJCC Partner Entity)

Printed Name and Title

Signature and Date

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Is 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-co-located 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-co-located 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 are available to determine the AJCC benefit to non-co-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(Non-co-located AJCC Partner Entity)

Printed Name and Title

Signature and Date

(non-co-located AJCC Partner Entity)

Printed Name and Title

Signature and Date

(Non-co-located AJCC Partner Entity)

Printed Name and Title

Signature and Date

(non-co-located AJCC Partner Entity)

Printed Name and Title

Signature and Date



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WIOA PARTNER REFERRAL FORM

DATE: _____ **REFERRAL GROUP:** **Adult** (18 and older) **Youth** (18 to 24)
Displaced Workers – Separated from Employment/Service or Major Life Changes

CUSTOMER INFORMATION:		REFERRED BY: Organization Name Here	
Name:		Name:	
City:	DOB: (mm/dd)	Phone:	
Phone:		Email:	
Email:			

REASON FOR REFERRAL:

COMMUNITY BASED ORGANIZATION:

Name: _____

Address: _____

Phone: _____

Email: _____

NOTES:

This a DCSS client. You must sign this referral form and make a copy for them to return to DCSS. Thank you

Signature: _____

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time.

Su consentimiento para compartir información personal es completamente voluntario y puede retirarlo en cualquier momento.

WIOA PARTNER REFERRAL FORM

<input type="checkbox"/> Adult School – Gonzales 650 Elko Street, Gonzales (831) 675-1081 https://ae.gonzalesusd.net/	<input type="checkbox"/> Adult School – Monterey 1295 La Salle Ave, Seaside (831) 392-3565 https://mas.mpusd.net/	<input type="checkbox"/> Adult School – Pacific Grove 1025 Lighthouse Ave, Pacific Grove (831) 646-6580 https://pgadulthood.pgusd.org/
<input type="checkbox"/> Adult School – Salinas 20 Sherwood Pl, Salinas (831) 287-9511 https://www.salinasuhd.org/sas	<input type="checkbox"/> Adult School – Soledad 690 Main Street, Soledad (831) 678-6300 https://svaec.org	<input type="checkbox"/> Southern California American Indian Resource Center (SCAIR), Inc. Phone: (805) 765-6243 https://www.scairinc.org/
<input type="checkbox"/> AJCC Marina – Adult, DW 289 12 th Street Room 402, Marina (831) 597-2858	<input type="checkbox"/> AJCC Salinas – Adult & Dislocated Worker Programs / Youth 344 Salinas Street STE#201, Salinas (831) 796-3335	<input type="checkbox"/> AJCC Seaside – Youth North - Equus 1295 La Salle Ave., #14 Seaside (831) 708-6484
<input type="checkbox"/> Center for Employment Training, Salinas/Soledad (CET) Farm Worker Programs 24 E. Alvin Drive, Salinas (831) 424-0665 930 Los Coches Drive, Soledad (831) 678-0448	<input type="checkbox"/> Monterey County Workforce Development Board (Business Services and Grants) (MCWDB) 344 Salinas Street STE #101, Salinas (831) 796-3387 montereycountywdb.org	<input type="checkbox"/> Civil Rights Office – Discrimination Complaints 1441 Schilling Place, North, Salinas (831) 755-5117 https://www.co.monterey.ca.us/government/departments-a-h/civil-rights-office
<input type="checkbox"/> Community College – Hartnell 411 Central Avenue, Salinas 1752 E. Alisal Street, Salinas CTE - (831) 755-6700 Adult Ed X 6727 Non-Credit/ESL (831) 759-6051	<input type="checkbox"/> Community College – MPC 980 Fremont Street, Monterey 289 12 th Street, Marina Admissions & Records (831) 646-4002 https://www.mpc.edu/	<input type="checkbox"/> Dept. of Rehabilitation (DOR) 928 E. Blanco Rd. Ste. #280 Salinas AJCC Salinas Tues 9am to 12pm (831) 769-8066
<input type="checkbox"/> Dept. of Social Services (DSS) CWES CalWORKS Employment Services 730 La Guardia Street, Salinas 1281 Broadway Ave. Seaside 200 Broadway #62, King City 1-800-870-4750	<input type="checkbox"/> Employment Development Department (EDD) 928 E. Blanco Road, Suite 280 Salinas, CA 93901 (831) 202-9199 WSBMontereyInfo@edd.ca.gov	<input type="checkbox"/> Child Support Services 752 La Guardia St. Salinas (831) 769-8782 or (866) 901-3212 www.co.monterey.ca.us/government/departments-a-h/child-support-services
<input type="checkbox"/> Housing Authority of Monterey CO 123 Rico Street, Salinas (831) 775-5000 TDD (831) 754-2951 https://hamonterey.org/	<input type="checkbox"/> Job Corps 3485 East Hills Dr., San Jose, CA 95127 (415) 937-2510 Magee.brandon@jobcorps.org	<input type="checkbox"/> Senior Community Service Employment Program – (ANPPM) 1325 N. Main St., Salinas (831) 287-2350 x 8358
<input type="checkbox"/> Monterey County Office of Education 901 Blanco Cir, Salinas, CA 93901 (831) 783-5285 – Jocelyn Rios https://www.montereycoe.org/programs-services/alternative-education/schools/	<input type="checkbox"/> Community Action Partnership 1000 South Main St #301, Salinas (831) 796-1553 services/community-action-partnership#cap	<input type="checkbox"/> Youth Services South – Turning Point 344 Salinas Street STE#208, Salinas (831) 256-7110

I agree to my information being shared and gathered for data tracking and referral purposes only, between all listed local WIOA partners.

Estoy de acuerdo con que mi información sea compartida y recolectada solo para fines de seguimiento y referencia de datos, entre todos los colaboradores locales de WIOA indicados.

_____ Participant initials/ Iniciales del participante

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ATTACHMENT D

WIOA PARTNER MOU

ONE STOP SYSTEM MAP: AJCC LOCATIONS

Type of AJCC	AJCC Location	Phone Number	Hours	Notes
Comprehensive	344 Salinas Street, Suite #203 Salinas, CA 93901	(831) 796-3335	Monday - Friday 8:00 AM -5:00 PM	Appointments available for weekends and/or extended hours upon request.
Affiliate	MPC Marina Campus 289 12 th Street, Room #402 Marina, CA 93933	(831) 597-2858	Monday - Friday 8:00 AM -5:00 PM	Appointments available for weekends and/or extended hours upon request.
Affiliate	Monterey Adult School 1295 La Salle Ave. #15 Seaside, CA 93955	(831) 708-6484	Monday - Friday 8:00 AM -5:00 PM	Appointments available for weekends and/or extended hours upon request.

Monterey County Workforce Development Board's Draft Budget for FY 2022-23

The Executive Director will provide an overview of the 2022-23 formula funding levels and carryover funds from 2021-22 as a basis for a discussion with the Executive Committee to shape program outcomes and funding levels, and to provide an opportunity for the Executive Committee to make recommendations to staff relating to (1) new program initiatives and/or program enhancements, and (2) contractor performance outcomes.

Update on WIOA Adult, Dislocated Worker, and Youth Programs Activities and Services

1. Adult and Dislocated Worker Programs

Jessica Reaves, Equus Workforce Solutions' Interim Project Director for the WIOA Adult and Dislocated Worker programs, reports the following:

The Career Centers continue to be very active in promoting and providing WIOA services to Monterey County residents and businesses. Highlights include:

- Outreach: Our team has continued to attend community events, create pop up opportunities, and collaborate with local community-based organizations to promote our services and support the individuals and businesses in the community.
- Planned Outreach: Outreach staff are in ongoing communications with Sun Street Center and Army Community Services to create opportunities for staff to present WIOA services, provide basic career services, and attend future events within the community.
- Job Fairs/Specialized Recruitments: Our business services team continues to promote the microbusiness grant program, offer training opportunities, and post open positions on the MCWDB website for businesses in the community with the goals of helping local individuals gain employment and supporting businesses with their hiring and onboarding financial needs. An in-person job fair was held on May 21, 2022 with a focus on transportation, and another in-person job fair was held in Soledad on June 1, 2022.
 - We actively promote all job fairs and specialized recruitments to enrolled individuals and our customers in post-exit follow-up to help them secure employment.
- Orientations: Although we have been providing orientations for some time, we have recently been providing on-the-spot translation for those who speak Spanish. As of June 2, 2022, we are providing orientations in both English and Spanish.

2. Youth Program, North

Stephanie Bradley, Equus Workforce Solutions' Project Director for the North Monterey County Youth program, reports the following:

Equus staff has improved its outreach and recruitment efforts in North County and along the Monterey Peninsula. Below is a list of the various activities and events that we have initiated and will continue to participate in during the coming months.

- Consistent attendance at local farmer's markets:
 - Monterey Farmer's Market: staff attends on Tuesdays in partnership with MPC.
 - Salinas Farmer's Market: staff attends on Saturdays in partnership with the Blue Zone Project.
- Monthly pop-up at Salvation Army Corps Center in Sand City, CA:

- Onsite career and case management services are provided to individuals accessing the center for various services.
- Staff are completing eligibility and enrollment services while onsite.
- Collaborative effort with Adult/Dislocated Worker program.
- Meta/Facebook Career Connections Summer Fellowship:
 - Finalized enrollment of summer fellows.
 - Fellows will begin CompTIA+ training from June 13 through June 30 2022, and will be earning a credential in IT fundamentals: hardware and software.
 - National University: leadership training.
 - Community Service and Leadership Development will also be a component.
- Gathering for Women: staff has coordinated to begin onsite enrollment services for their customer base beginning in June 2022.
- City of Seaside Community Resource Fair (Oldemeyer Center): staff attended on May 21, 2022.
- Juneteenth Celebration in Seaside, CA: staff plans to attend on June 18, 2022.
- Monterey County Family and Children's Services: Equus staff will provide a program informational overview to County staff and is working to develop a mutual referral process.

Equus staff will continue to develop new initiatives and strategies to raise community awareness of our services.

3. **Youth Program, South**

Pearl Sanchez, Turning Point of Central California's Program Director for the South Monterey County Youth Program, reports the following:

The Monterey CADRE participants celebrated their graduation on May 27, 2022, with proud families present to honor the participants and their outstanding accomplishments. All CADRE participants received certificates of recognition for their community engagement from Mayor Kimbley Craig.

Turning Point is also involved in the Meta/Facebook Career Connections Summer Fellowship described above.

Events:

- Staff attended the Chamber of Commerce Business Service Networking Luncheon on June 7, 2022. President Steve McShane expressed interest in providing a Work Experience worksite, and a Worksite Agreement is being developed.
- Staff will attend the Soledad Merchants Association Business Expo on June 16, 2022.
- Three organizations – Sheriff's Center, Blue Zones and United Way – have confirmed their participation as service providers for our Open House on July 14, 2022.

Turning Point continues to develop new strategies to support outreach, community engagement, and overall awareness of the services available to the community.

Discuss Agenda Items in Preparation for the June 23, 2022 Meeting

WDB staff and Committee members will discuss agenda items for the upcoming full board meeting on June 23, 2022.